Joe Lombardo
Governor

Joy Grimmer
Director

Mandy Hagler
Deputy Director

Bachera Washington
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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MEMORANDUM
HR# 19-26

May 11, 2026

TO: HRC Commissioners
HR Officers
DHRM Listserv Recipients
HR Managers
State of Nevada Public

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

There have been 108 Job Specifications posted for at least 20 working days.

The following 92 Job Specification had no written objections received by the Administrator or the objection was resolved and are final as of May 11, 2026:

Posting #04-26
- 6.713 - Manager, Hydrology
- 7.412 - Right-of-Way Agent Series
- 7.428 - Right-of-Way Specialist

Posting #05-26
- 2.131 - Student Worker
- 2.300 - Accounting Assistant Series
- 2.811 - Supply Technician Series
- 9.410 - Skilled Trades Apprentice

Posting #06-26
- 13.206 - DPS Officer Series

- 13.203 - DPS Captain
- 13.204 - DPS Lieutenant
- 13.205 - DPS Sergeant
- 13.234 - Law Enforcement and Training Specialist

Posting #09-26
- 1.114 - Entomologist
- 1.132 - Agricultural Inspector Series
- 1.510 - Brand Inspector Series
- 2.422 - AG Legal Secretary Series
- 7.612 - Management Analyst Series

Posting #10-26
- 4.108 - Manager, Library, Archives, and Public Records
- 4.118 - Library Assistant Series
- 4.204 - Records Analyst Series
- 4.220 - Archivist Series
- 7.100 - Accountant (ACFR) Series

Posting #11-26
- 2.225 - Admissions and Records Assistant Series
- 3.520 - Family Support Worker
- 3.530 - Transportation and Safety Attendant
- 7.670 - Fleet Specialist Series
- 10.723 - Pharmacy Technician

Posting #12-26
- 7.307 - Buyer Series
- 7.311 - Purchasing Technician Series
- 7.332 - Supervisor, Prison Industries Series
- 7.605 - Investment Analyst Series
- 7.620 - Budget Analyst Series
- 7.636 - Manager, Executive Branch Budget
- 7.655 - IT Business Analyst Series

Posting #13-26
- 10.613 - Therapeutic Recreation Specialist Series
- 10.615 - Speech Pathologist
- 10.616 - Athletics and Recreation Specialist
- 10.673 - Activities Therapy Technician Series
- 10.707 - Chemist Series
- 10.740 - Radiology Technician

Posting #14-26

- 1.413 - Weights and Measures Assistant
- 1.790 - Conservation Assistant
- 1.804 - Forestry Fleet Coordinator
- 10.121 - Manager, Clinical Programs Series
- 10.125 - Clinical Program Planner Series
- 10.146 - Treatment Home Provider Series
- 10.228 - Disease Control Specialist Series
- 11.551 - Commercial Vehicle Safety Inspector Series
- 12.327 - Family Services Specialist Series
- 12.332 - Health Care Coordinator – Nurse Series
- 12.342 - Nutrition Program Coordinator
- 12.346 - Adult Rights Advocate Series
- 12.368 - Crime Victim Compensation Specialist
- 12.370 - Quality Control Specialist Series
- 12.378 - Family Readiness Specialist Series
- 12.523 - Manager, Juvenile Services
- 12.553 - Associate Warden
- 12.583 - Chaplain
- 13.311 - Correctional Sergeant

Posting #15-26

- 1.511 - Livestock Inspector
- 11.521 - Safety Specialist, Consultation
- 11.544 - Safety Representative, Loss Control
- 11.552 - Taxicab Vehicle Inspector Series
- 11.565 - Loss Control Coordinator
- 11.603 - Emergency Management Programs
- 11.701 - Deputy Fire Chief
- 11.702 - Fire Battalion Chief
- 11.703 - Firefighter Crew Chief and Firefighter/Driver Operator

Posting #16-26

- 1.119 - Agriculturist Series
- 1.608 - Field Assistant
- 6.355 - Architectural Drafter
- 6.711 - Land Use Planner
- 6.715 - Manager, Water Planning and Drought Resiliency
- 6.717 - Park and Recreation Program Specialist
- 6.976 - Communications Systems Specialist Series
- 7.411 - Deputy Administrator, Forestry
- 7.413 - Deputy Administrator, State Lands
- 7.419 - Coordinator of Assessment Standards
- 7.434 - Utility Valuation Analyst

- 7.801 - Museum Director Series
- 7.803 - Curator Series
- 10.505 - Health Resource Analyst Series
- 10.508 - Manager, Health Facilities Inspections
- 10.514 - Emergency Medical Services Specialist Series
- 10.517 - Supervisor, Child Care Facilities Inspector
- 10.520 - Manager, Child Care Facilities Inspections
- 10.540 - Cannabis Program Inspector Series
- 10.550 - Manager, Health Facilities Inspections – RN
- 10.551 - Health Facilities Inspector - RN

Minor adjustments were made to the following three Job Specifications that do not require reposting under the Uncontested Action (UCA) process (no change to the Job Duties or Essential Qualifications).

- 7.422 - Review Appraiser (lbs. changed)
- 7.641 - Manager, State Elections Operations (job title change)
- 10.200 - Manager, Primary Care Workforce Development (job title adjustment)

The following 15 Job Specifications were posted under the UCA process and received objections. The objections are under review.

- 1.712 - Wildlife Staff Specialist
- 2.209 - NSHE Executive Assistant
- 4.106 - Librarian Series
- 4.116 - Library Technician Series
- 5.181 - Early Childhood Educator Series
- 6.809 - Manager, Environmental Program
- 7.501 - Payroll Specialist
- 7.502 - Payroll Technician
- 7.634 - Executive Branch Budget Analyst Series
- 7.659 - NSHE Specialist Series
- 10.240 - Quality Assurance Specialist Series
- 10.545 - Environmental Scientist Series
- 10.726 - Laboratory Technician Series
- 10.769 - Staff Research Assistant Series
- 13.242 - Supervisor, Criminal Investigator Series

The following five Job Specifications were reposted under the UCA (17-26) process to address the "move from classified to unclassified" objections.

- 10.168 - Psychologist Series
- 10.200 - Manager, Primary Care Workforce
- 10.229 - Medical Practitioner
- 10.230 - Manager, Health Program
- 13.246 - Deputy Chief Investigator

Three of the five Job Specifications that were reposted had additional objections that are under review.

- 10.168 - Psychologist Series
- 10.229 - Medical Practitioner
- 10.230 - Manager, Health Program

The following four Job Specifications were posted under the UCA process and are to be expired (abolished) as of May 11, 2026.

- 4.201 - Assistant Administrator, Archives and Records
- 9.326 - Equipment Mechanic-in-training Series
- 9.465 - Craft Working-in-training Series

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, HYDROLOGY	**44**	**A**	**6.713**

JOB SUMMARY

Manager, Hydrology provides hydrologic and hydrogeologic expertise.

JOB DUTIES

1. Oversee division hydrologic programs and studies and make recommendations on hydrologic factors in managing Nevada's water resources.
2. Establish, review, and coordinate policies and procedures regarding hydrologic investigations, review current investigations, and make recommendations for long term plans, directives, and future investigations.
3. Research, review, and prepare rulings, reports, and research results to approve or deny water right submittals and applications.
4. Resolve disputes and evaluate the impact of proposed water right applications on existing water rights.
5. Prepare, oversee, and monitor the budget, prepare requests for enhancements and justifications, prepare purchase requests, and monitor and approve expenditures.
6. Provide expertise and advice to management and staff on matters relating to mining, geothermal, surface water and ground water interaction, aquifer storage and recovery, and other matters that affect Nevada's water resources.
7. Review and develop ground and surface water models and evaluate applications and permits for their impact on water resources.
8. Determine magnitude, extent, and time of impacts of applications on prior appropriators, surface water flows, ground water levels, subsurface inter-basin flows, and overall water resources.
9. Evaluate hydrologic aspects and implications from development of waters resources to include basic and applied research on water and water resources.
10. Forecast water supply and water flows and develop new, improved, or more economical methods, techniques, and instruments used in forecasting.
11. Oversee and monitor regional monitoring plans, hydrologic studies, and reports required for permits.
12. Coordinate with applicants to design and implement monitoring programs and studies that provide information used in determining the impact of water development.
13. Represent the division at various hearings, meetings, mediation processes, and conferences.
14. Coordinate and consult with non-partisan research organizations in conducting regional water-related studies to revise, refine, and supplement existing knowledge of water resources.
15. Conduct, implement, and optimize scientific reviews for the statewide ground water monitoring network and optimize data collection.
16. Monitor and report changes to the State's ground water resources that affect existing rights and future applications for appropriation.
17. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
18. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; applicable case law.
- Hydrogeology principles, processes, and numerical ground water flow modeling; computer modeling techniques.
- Surface water hydraulics; hydrologic processes and modeling; geology; current technology for determining hydrologic properties, ground water recharge estimation, and evapotranspiration; data processing and Geographic Information Systems.
- Principles and practices of management and supervision; budgeting; techniques for providing information to the public.

Skill in:

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

Ability to:

- Organize and manage complex programs and hydrologic studies; make comprehensive recommendations on hydrologic problems; respond to unanticipated changes to reach desired goals and objectives.
- Establish and maintain effective working relationships; present information, explain procedures, and persuade others; interact with the public in a competent manner in adversarial situations.
- Write clear and concise reports; analyze information, technical data, problems, situations, practices, or procedures to define the problem or objective.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	40 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	40 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	40 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	40 lbs	☒ stretching	☐ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
RIGHT-OF-WAY AGENT I	**32**	**B**	**7.443**
RIGHT-OF-WAY AGENT II	**34**	**B**	**7.437**
SENIOR RIGHT-OF-WAY AGENT	**36**	**B**	**7.436**
SUPERVISOR, RIGHT-OF-WAY	**39**	**A**	**7.412**

JOB SUMMARY

Right-of-Way Agents appraise, acquire, relocate, clear, and manage real property for the State and as requested, its political subdivisions.

JOB DUTIES

RIGHT-OF-WAY AGENT I

1. Set the economic rent for leases, licenses and rental properties.
2. Negotiate agreements with property owners to acquire various interests in real property.
3. Review data accuracy and prepare necessary documents.
4. Engage with property owners and other members of the public to address program related issues.
5. Participate in eminent domain actions.
6. Provide relocation assistance and services to individuals, businesses, farms, public agencies, and non-profit organizations.
7. Manage acquired properties, inspect and verify inventories, compute values, arrange for maintenance and repairs, and write rental agreements, leases, licenses, and process evictions.
8. Participate in the disposal activities of excess properties.
9. Conduct research in a variety of areas, gather and compile information into reports, and respond to inquiries from property owners, attorneys, and others.
10. Coordinate the relocation and adjustment of affected utilities and railroads.
11. Review and interpret contracts and plans, identify utility types and locations, and ensure inclusion in construction plans.
12. Verify ownership, and research and determine prior rights and access rights to right-of-way.
13. Verify cost estimates, coordinate relocation agreements, ensure construction plans and work are completed on schedule, verify billings, and process invoices for payment.
14. Participate in the control of outdoor advertising and junkyards along designated highways.
15. Perform related duties as assigned.

RIGHT-OF-WAY AGENT II

1. Duties performed at the previous level, AND:
2. Assist and provide guidance to less experienced agents, other department staff, and public and private entities for various projects.
3. Perform related duties as assigned.

RIGHT-OF-WAY AGENT I	**32**	**B**	**7.443**
RIGHT-OF-WAY AGENT II	**34**	**B**	**7.437**
SENIOR RIGHT-OF-WAY AGENT	**36**	**B**	**7.436**
SUPERVISOR, RIGHT-OF-WAY	**39**	**B**	**7.412**

SENIOR RIGHT-OF-WAY AGENT

1. Duties performed at the previous levels, AND:
2. Serve as a project manager.
3. Participate in consultant contract administration.
4. Recommend issuance or denial of outdoor advertising and junkyard permits.
5. Review proposed legislation and assess potential impacts on right-of-way operations.
6. Perform related duties as assigned.

SUPERVISOR, RIGHT-OF-WAY

1. Duties performed at the previous levels, AND:
2. Prepare and publish narrative appraisal reports on properties, in both the before and after condition.
3. Assign and review projects and ensure work is performed according to established standards.
4. Provide technical expertise and guidance regarding sensitive issues and problems.
5. Prepare and manage section budgets and expenditures.
6. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

RIGHT-OF-WAY AGENT I

Graduation from high school or equivalent education.

RIGHT-OF-WAY AGENT II

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR RIGHT-OF-WAY AGENT

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, RIGHT-OF-WAY

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

RIGHT-OF-WAY AGENT I

Knowledge of:

- Real estate and public utility services.

Skill in:

RIGHT-OF-WAY AGENT I	**32**	**B**	**7.443**
RIGHT-OF-WAY AGENT II	**34**	**B**	**7.437**
SENIOR RIGHT-OF-WAY AGENT	**36**	**B**	**7.436**
SUPERVISOR, RIGHT-OF-WAY	**39**	**B**	**7.412**

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

Ability to:
- Analyze a variety of information and take or recommend appropriate action.
- Compose correspondence; develop graphs and charts; prepare documents and reports.
- Establish and maintain positive and cooperative working relationships with others; negotiate contracts.
- Conduct field inspections.

RIGHT-OF-WAY AGENT II

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

Knowledge of:
- Applicable federal and State laws, regulations, and agency policies and procedures; applicable technical and legal terminology, documents, and descriptions; property rights and transfer of property.
- Applicable engineering principles and practices; appraisal and/or property management methods, principles, and practices; real property negotiation techniques; title search practices; land use planning and zoning; highway construction techniques regarding soil conditions and terrain.
- Estimating relocation costs; various types of materials used in the utilities industry; railroad operations and safety issues regarding signal locations and crossings.
- Acquisition principles as related to eminent domain.

Ability to:
- Plot and locate parcels; make presentations; conduct negotiations with groups or individuals.
- Gather and analyze market data; read and interpret plans, maps, and drawings; read, interpret, and explain engineering, construction, and utility design plans, profiles, cross sections, and other technical data.
- Conduct title searches; identify and locate various types of public and private utilities and railroad installations.

SENIOR RIGHT-OF-WAY AGENT

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

Knowledge of:
- Railroads and utilities related to departmental projects.
- Methods, principles and practices pertinent to the appraisal, acquisition, relocation, clearance, and management of land and the disposal of property.
- Highway Beautification Act.

Ability to:
- Lead a team to attain departmental goals; gather facts and reach conclusions and resolutions.

RIGHT-OF-WAY AGENT I	**32**	**B**	**7.443**
RIGHT-OF-WAY AGENT II	**34**	**B**	**7.437**
SENIOR RIGHT-OF-WAY AGENT	**36**	**B**	**7.436**
SUPERVISOR, RIGHT-OF-WAY	**39**	**B**	**7.412**

SUPERVISOR, RIGHT-OF-WAY

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

Knowledge of:

- Uniform Standards of Professional Appraisal Practice

Ability to:

- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

RIGHT-OF-WAY AGENT I	**32**	**B**	**7.443**
RIGHT-OF-WAY AGENT II	**34**	**B**	**7.437**
SENIOR RIGHT-OF-WAY AGENT	**36**	**B**	**7.436**
SUPERVISOR, RIGHT-OF-WAY	**39**	**B**	**7.412**

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
RIGHT-OF-WAY SPECIALIST	**37**	**B**	**7.428**

JOB SUMMARY

Right-of-Way Specialists participate in developing, formulating, and coordinating statewide programs, policies, and procedures related to areas such as acquisition, relocation assistance, appraisal, property management and property disposals, utilities/railroad relocation, and permits

JOB DUTIES

1. Research, evaluate, and interpret federal and State laws and regulations.
2. Develop, recommend, and implement policies and procedures to ensure compliance.
3. Update and maintain policies and procedures in program manuals.
4. Develop, review, and/or revise forms, legal documents, and brochures.
5. Act as a liaison with departmental divisions and other federal, State, and local public agencies regarding program activities.
6. Conduct studies, audits, and research and prepare reports.
7. Review and audit various right-of-way transactions and work products to ensure compliance.
8. Assess consultant contract provisions, successes, and the need for future modifications.
9. Review, evaluate, and oversee program operations and assess program quality and results.
10. May serve as a member on committees and review boards, to develop recommendations for action.
11. Develop, arrange, and conduct applicable training for agency staff and other public agencies.
12. Participate as needed in right-of-way activities.
13. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, acts, and agency policies and procedures; applicable industry standards; technical and legal terminology, documents, and descriptions related to real estate.
- Contract or agreement development, negotiation, and oversight.

Skill in:

- Planning, researching, evaluating, and revising policies and procedures.
- Operational components associated with rights-of-way and property
- Interpersonal and communication, both verbal and written.

- Use and operation of office and job-related equipment and software.
- Conduct training sessions.

Ability to:

- Prepare correspondence, graphs, charts, and other materials; prepare reports and documentation; develop and review draft legislation; analyze problems and develop and recommend effective solutions; coordinate and implement training programs; negotiate contracts and agreements; interpret and explain technical documents.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
STUDENT WORKER	**10**	**F**	**2.131**

JOB SUMMARY

Student Workers perform a variety of routine and repetitive duties which require basic skills and can be learned in a short time.

JOB DUTIES

1. Answer telephone calls and route non-routine calls to appropriate individuals.
2. Type routine correspondence and other materials.
3. Process mail by opening and distributing to appropriate sections or individuals.
4. Check documents for completeness.
5. Inventory, categorize, label, code, batch, scan, and file various materials.
6. Operate standard office machines.
7. Assist with miscellaneous projects.
8. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

No experience required and enrollment in high school or equivalent educational program.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Basic English and math.

Skill in:

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

Ability to:

- Read, write, and understand simple written materials; interact with others using common courtesy; follow verbal and written instructions; learn the practices and procedures of the employing agency; work cooperatively with others.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a

condition of continuing employment.

3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ACCOUNTING ASSISTANT I	**23**	**F**	**2.306**
ACCOUNTING ASSISTANT II	**25**	**F**	**2.303**
SENIOR ACCOUNTING ASSISTANT	**27**	**F**	**2.301**
SUPERVISOR, ACCOUNTING ASSISTANT	**29**	**F**	**2.300**

JOB SUMMARY

Accounting Assistants supervise and participate in the performance of clerical accounting work in the maintenance of accounts and accounting records for State agencies.

JOB DUTIES

ACCOUNTING ASSISTANT I

1. Receive, review, verify, and process accounts payable and receivable documents.
2. Receive payments, match payment to receivable due, and prepare receipts.
3. Review timesheets for completeness, authorized signatures, correct calculation of hours, adequate leave balances, and attachment of required documentation.
4. Verify charges and bill the appropriate account, apprise debtor of their liability, and assist in collection of past due accounts.
5. Balance account information, verify totals with back-up data, identify discrepancies, and identify and refer adjustments and/or correct records.
6. Develop spreadsheets for tracking, organizing, and reporting account related data.
7. Perform data input and record, organize, track, report, and verify financial information.
8. Reconcile bank statements, identify exceptions, and resolve routine problems.
9. Compose correspondence and provide financial, accounting data, and other information.

ACCOUNTING ASSISTANT II

1. Duties described at the previous level, AND:
2. Process budget and accounting documents by encoding accounting distribution data.
3. Verify budget authority for expenditures, accuracy of billing claims, and authorized signatures.
4. Transfer accounting data to appropriate accounts, journals, or ledgers to summarize agency and/or program financial accounting information.
5. Assign a budgetary account code and post to revenue and receivable accounts.
6. Maintain and monitor revenue and expenditure accounts and notify management when revenues fall below projected levels.
7. Prepare and make daily deposits and balance monies, journals, and deposit forms.
8. Reconcile internal accounting records and reports to Controller's reports and balance and prepare documents to make reconciliation.
9. Serve as liaison with central pay center staff, investigate and correct errors, prepare time adjustment sheets, enter payroll data, and maintain related records.
10. Access account information to respond to inquiries from clients or vendors.
11. Perform related duties as assigned.

ACCOUNTING ASSISTANT I	**23**	**F**	**2.306**
ACCOUNTING ASSISTANT II	**25**	**F**	**2.303**
SENIOR ACCOUNTING ASSISTANT	**27**	**F**	**2.301**
SUPERVISOR, ACCOUNTING ASSISTANT	**29**	**F**	**2.300**

SENIOR ACCOUNTING ASSISTANT

1. Duties described at the previous level, AND:
2. Extract and gather information from a variety of internal and external sources and select which sources to use when information is conflicting.
3. Provide detailed supporting documentation for grant reports, work programs, and budget preparation.
4. Compile, organize, display, and summarize data to facilitate analyses and identify interrelationships.
5. Calculate, verify, and prepare documentation for overtime, call-back, shift differential, standby pay, requests for hand typed checks, and special pay.
6. Interpret and explain regulations, policies, procedures, and guidelines.
7. Review, resolve, and reconcile work done by others and provide technical assistance to staff to resolve problems.
8. Authorize payments within designated authority.
9. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
10. Assist in developing procedures to implement or improve work processes.
11. Perform related duties as assigned.

SUPERVISOR, ACCOUNTING ASSISTANT

1. Duties described at the previous levels, AND:
2. Plan, organize, and coordinate work unit activities.
3. Determine priorities to meet deadlines and reporting requirements.
4. Respond to and resolve the most difficult clerical accounting questions and confer with accounting personnel regarding significant problems.
5. Research and evaluate the applicability of past practices and precedents to current circumstances.
6. Compile and organize data used in budget preparation, revenues and expenditures, and purchases and assist in budget maintenance.
7. Identify and correct errors and discrepancies in the work products of subordinate staff, research questionable or inconsistent data, and assess errors made in relation to established procedures.
8. Develop and implement procedural changes and/or additional training to eliminate or minimize errors.
9. Ensure proper recording, coding, and reporting of clerical accounting information.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

ACCOUNTING ASSISTANT I

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

ACCOUNTING ASSISTANT II

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

ACCOUNTING ASSISTANT I	**23**	**F**	**2.306**
ACCOUNTING ASSISTANT II	**25**	**F**	**2.303**
SENIOR ACCOUNTING ASSISTANT	**27**	**F**	**2.301**
SUPERVISOR, ACCOUNTING ASSISTANT	**29**	**F**	**2.300**

SENIOR ACCOUNTING ASSISTANT

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, ACCOUNTING ASSISTANT

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

ACCOUNTING ASSISTANT I

Knowledge of:

- Standard processes, procedures and methods used to reconcile accounts; spreadsheets used for bookkeeping and accounts maintenance.
- Sources of information within an organization; tracking, organizing, and reporting data.
- Writing standard memoranda, letters, and report narratives.

Skill in:

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

Ability to:

- Recognize problems or discrepancies in accounts and research a problem or question.
- Perform math calculations; review numerical data and documents to ensure accuracy and completeness.
- Retrieve account information from a computer or manual bookkeeping system; compose routine memoranda, letters and reports; format a computer spreadsheet following instructions.
- Use courtesy, tact and diplomacy when working with co-workers, outside agencies, vendors, and the public.

ACCOUNTING ASSISTANT II

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; accounts payable and receivable procedures.
- Clerical accounting and financial recordkeeping; applicable accounting codes.
- Payroll practices and procedures; tracking, organizing, and reporting accounting related data.

Ability to:

- Identify and apply established budgetary and financial recordkeeping requirements for the maintenance of accounts.
- Compile and summarize data for agency reports; distribute expenditures to subordinate accounts.
- Use established formulas to complete accounting documents and develop spreadsheets; prepare and process travel arrangements and claims.

ACCOUNTING ASSISTANT I	**23**	**F**	**2.306**
ACCOUNTING ASSISTANT II	**25**	**F**	**2.303**
SENIOR ACCOUNTING ASSISTANT	**27**	**F**	**2.301**
SUPERVISOR, ACCOUNTING ASSISTANT	**29**	**F**	**2.300**

- Recognize problems or discrepancies in payroll, accounts payable or accounts receivable data, and payroll coding, and resolve and make corrections.

SENIOR, ACCOUNTING ASSISTANT

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

Knowledge of:
- Processing agency accounting documents; budgeting and funding; recording, tracking, organizing, and reporting data.
- Bookkeeping methods and procedures related to monitoring contracts and grant spending.

Ability to:
- Compile and interpret data, prepare reports and recommendations; understand legal contracts and grants.
- Plan, implement, and monitor clerical accounting methods and procedures; explain guidelines, policies, and procedures.
- Review accounts documents prepared by others; reconcile accounts using automated systems.

SUPERVISOR, ACCOUNTING ASSISTANT

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

Knowledge of:
- Principles and practices of supervision and training; budget preparation and monitoring; automated systems and applications typically used to support financial recordkeeping and reporting.

Ability to:
- Develop financial and statistical reports in conjunction with agency budget requests; resolve problems and data discrepancies; determine work priorities and adjust assignments to meet demanding timelines.
- Develop procedures to implement requirements, regulations, or other changes in work processes.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.

ACCOUNTING ASSISTANT I	**23**	**F**	**2.306**
ACCOUNTING ASSISTANT II	**25**	**F**	**2.303**
SENIOR ACCOUNTING ASSISTANT	**27**	**F**	**2.301**
SUPERVISOR, ACCOUNTING ASSISTANT	**29**	**F**	**2.300**

4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SUPPLY ASSISTANT	**23**	**F**	**2.827**
SUPPLY TECHNICIAN I	**25**	**F**	**2.836**
SUPPLY TECHNICIAN II	**27**	**F**	**2.824**
SUPERVISOR I, SUPPLY TECHNICIAN	**29**	**F**	**2.819**
SUPERVISOR II, SUPPLY TECHNICIAN	**31**	**F**	**2.811**

JOB SUMMARY

Supply Technicians participate in the procurement, receipt, storage, issuing, shipment, property control, inventory, and recordkeeping for a wide variety of assets.

JOB DUTIES

SUPPLY ASSISTANT

1. Receive, inspect, store, issue and fill orders, ship, inventory, and maintain records of wide variety of supplies, services, food, forms, materials, parts, equipment, property, or expendable stores and supplies.
2. Procure items up to pre-established monetary limits and specifically delegated purchasing authority
3. Pack and return damaged goods and incorrect items and notify vendor of return status.
4. Reorder stocked items and conduct limited item or service specific procurement under supervisory review.
5. Deliver or pick up property, equipment, expendable stores, and supplies.
6. Prepare and process purchase orders and requisitions.
7. Utilize a credit card to obtain a limited variety of well-defined repair services or items.
8. Contact vendors to determine availability and price and follow up with vendors when problems occur.
9. Operate materials handling and/or safety equipment such as a forklift, pallet jack, and/or dolly.
10. Input, update, and retrieve data and produce reports.
11. May repair equipment, perform regular maintenance, or send to outside vendor for repair or maintenance.
12. Dispose of obsolete and excess items by following applicable processes.
13. May set up and dismantle special equipment.
14. Procurement work is reviewed by the supervisor before a purchase is made.
15. Guidelines and manuals are explicit and directly applicable to the work.
16. Problems that are new or complex in nature are forwarded to the supervisor.
17. Perform related duties as assigned.

SUPPLY TECHNICIAN I

1. Duties performed at the previous level, AND:
2. Focus of the work is complex item specific purchasing for a range of supplies, equipment, materials, forms, parts, and services on a regular basis.
3. Coordinate with requesting party to clarify and develop item specifications.
4. Locate specific items, evaluate terms of warranties, and identify acceptable substitutions.
5. Initiate informal bid process, negotiate price, terms, and delivery, and make final determination.
6. Originate purchases using a credit card, purchase order, or requisition within standard purchasing authority.
7. Maintain property inventory records, affix identification tags, record property movement or disposition, and

SUPPLY ASSISTANT	**23**	**F**	**2.827**
SUPPLY TECHNICIAN I	**25**	**F**	**2.836**
SUPPLY TECHNICIAN II	**27**	**F**	**2.824**
SUPERVISOR I, SUPPLY TECHNICIAN	**29**	**F**	**2.819**
SUPERVISOR II, SUPPLY TECHNICIAN	**31**	**F**	**2.811**

conduct periodic physical inventory
8. Frequently encounter problems in locating supply sources and must search beyond the local area for items.
9. Purchases are based on requests received from authorized agency staff or through the review of stock.
10. Procurement duties vary and include different or unrelated processes and methods.
11. Perform related duties as assigned.

SUPPLY TECHNICIAN II

1. Duties performed at the previous levels, AND:
2. Interpret and federal and State laws, regulations, rules and agency policies and procedures.
3. Ensure compliance with fire, safety, health, or security standards.
4. Perform the most complex purchasing duties and make final decisions regarding the purchase of items.
5. Exercise a significantly higher level of direct purchase authority than Supply Technician I positions.
6. Function as either a supervisor and oversee a single warehouse or on an ongoing basis purchase a wide variety of items.
7. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
8. Oversee a single warehouse which serves several institutions for a State agency.
9. Make changes in procedures which will improve the quality of work and better meet the needs of the agency.
10. Establish appropriate inventory and reorder levels and establish delivery schedules and priorities.
11. Purchase a wide variety of items such as chemicals, heavy and light duty equipment, parts, tools, safety equipment, highway maintenance and construction supplies, furniture, equipment, clothing, surplus property, and fuel.
12. Perform related duties as assigned.

SUPERVISOR I, SUPPLY TECHNICIAN

1. Duties performed at the previous levels, AND:
2. Responsible for the operation of a regional warehouse which serves several divisions with diverse needs.
3. Oversee and participate in the most complex purchasing activities.
4. Draft and recommend operating policies and procedures.
5. Initiate the purchase of equipment and services as budgeted for the warehouse.
6. Prepare and monitor the operational budget and recommend non-recurring expenditures.
7. Interpret and apply information to specific problems for which there may be no clear-cut precedent.
8. Perform research, factual comparisons, and examination of detailed information to resolve problems.
9. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
10. Perform related duties as assigned.

SUPERVISOR II, SUPPLY TECHNICIAN

1. Duties performed at the previous levels, AND:
2. Responsible for the operation of a central warehouse facility that supplies an agency's regional warehouses statewide.
3. Manage, monitor, maintain, and train staff to use computerized perpetual inventory systems.
4. Establish stocking levels and reorder points for supplies purchased, stored, and distributed.
5. Assist in the audit of regional warehouses, report findings, and recommend improvements.

SUPPLY ASSISTANT	**23**	**F**	**2.827**
SUPPLY TECHNICIAN I	**25**	**F**	**2.836**
SUPPLY TECHNICIAN II	**27**	**F**	**2.824**
SUPERVISOR I, SUPPLY TECHNICIAN	**29**	**F**	**2.819**
SUPERVISOR II, SUPPLY TECHNICIAN	**31**	**F**	**2.811**

6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

SUPPLY ASSISTANT

Six or more months of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPPLY TECHNICIAN I

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPPLY TECHNICIAN II

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR I, SUPPLY TECHNICIAN

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

SUPERVISOR II, SUPPLY TECHNICIAN

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

SUPPLY ASSISTANT

Knowledge of:

- Basic calculator functions; storekeeping methods and procedures; methods and costs of available shipping; basic computer functions and keyboarding techniques; recordkeeping related to storekeeping; storekeeping equipment such as forklift, pallet jack, and dolly; inventory methods.

Skill in:

- Packaging a variety of supplies and materials for shipment.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Systematically arrange similar kinds of stock and/or property into groups or categories according to established criteria; perform mathematical calculations.

SUPPLY ASSISTANT	**23**	**F**	**2.827**
SUPPLY TECHNICIAN I	**25**	**F**	**2.836**
SUPPLY TECHNICIAN II	**27**	**F**	**2.824**
SUPERVISOR I, SUPPLY TECHNICIAN	**29**	**F**	**2.819**
SUPERVISOR II, SUPPLY TECHNICIAN	**31**	**F**	**2.811**

- Establish and maintain cooperative working relationships with others; read and understand catalogs, instructions, forms, and other materials commonly used in a supply/procurement environment; complete standard forms; lift and move heavy objects.

SUPPLY TECHNICIAN I

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

Knowledge of:

- Purchasing regulations, policies, and procedures; physical inventory procedures, records, and controls; proper handling, storage, and shipment of hazardous materials; data entry techniques; customer service techniques; researching and developing specifications for technical equipment and supplies.

Ability to:

- Order inventory utilizing State and/or vendor computerized systems; use technical reference manuals, guides, and other informational resource materials related to supply/procurement work; maintain records and write correspondence relating to procurement; perform minor repairs to furniture and equipment.
- Prepare general item-specific specifications; communicate with vendors and requestors regarding the price, availability, terms, and delivery of supplies and materials; read, interpret, and disseminate information regarding fire and safety laws and regulations applicable to materials stocked and purchased; follow-up on orders to ensure timely delivery of materials and supplies purchased.

SUPPLY TECHNICIAN II

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

Knowledge of:

- Market value of a variety of items; recordkeeping related to inventory control; fire and safety laws and regulations; laws and regulations applicable to materials stocked and purchased; principles of effective supervision and training.

Ability to:

- Analyze technical computer data related to purchasing and stores operations; negotiate with vendors regarding desired quality, warranty, price, and delivery date of supplies and materials; review inventories and identify and research discrepancies; prepare purchasing specifications for equipment and supplies.
- Train and provide work direction to others.

SUPERVISOR I, SUPPLY TECHNICIAN

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

Knowledge of:

- Warehouse operations and postal regulations; applicable regulations, polices, and procedures; budget preparation and maintenance.

Ability to:

SUPPLY ASSISTANT	**23**	**F**	**2.827**
SUPPLY TECHNICIAN I	**25**	**F**	**2.836**
SUPPLY TECHNICIAN II	**27**	**F**	**2.824**
SUPERVISOR I, SUPPLY TECHNICIAN	**29**	**F**	**2.819**
SUPERVISOR II, SUPPLY TECHNICIAN	**31**	**F**	**2.811**

- Analyze personnel, equipment, operating, and travel needs and expenses for budget preparation; assist the supervisor in compiling data for budget preparation.
- Coordinate, review, and recommend improvements in storeroom operations; evaluate product data and make buy-rent and stock-purchase recommendations; draft and recommend storeroom operating policies and procedures.
- Perform general research, make factual comparisons, examine detailed information, and reach logical conclusions and decisions.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR II, SUPPLY TECHNICIAN

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

Knowledge of:

- Computerized perpetual inventory systems; methods and techniques used to perform inventory and procedural audits; distribution methods used to transport materials and equipment to regional warehouses throughout the State.

Ability to:

- Develop and write processes, procedures, and training for a computerized perpetual inventory system; communicate and demonstrate new processes and techniques in a group setting.
- Organize and write procedural and inventory audit findings; recommend procedure/process improvement based on audit findings; determine appropriate inventory and reorder levels to maximize the availability of equipment and materials purchased and stored at a central location; develop and assign delivery schedules.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
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SUPPLY ASSISTANT	**23**	**F**	**2.827**
SUPPLY TECHNICIAN I	**25**	**F**	**2.836**
SUPPLY TECHNICIAN II	**27**	**F**	**2.824**
SUPERVISOR I, SUPPLY TECHNICIAN	**29**	**F**	**2.819**
SUPERVISOR II, SUPPLY TECHNICIAN	**31**	**F**	**2.811**

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☐ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, ENVIRONMENTAL PROGRAMS	**44**	**A**	**6.809**

JOB SUMMARY

Managers, Environmental Programs coordinate, plan, direct, and manage environmental activities related to air quality, environmental or drinking water quality, mining regulation and reclamation, management of waste, chemical hazards and sustainable materials, environmental planning and/or environmental remediation.

JOB DUTIES

1. Plan, organize, and direct environmental programs related to natural or physical science, environmental science or studies, engineering, water infrastructure, or other closely related fields.
2. Establish and review goals, objectives, schedules, policies, procedures, work plans, budgets, and applications for federal grants.
3. Establish organizational structures, provide programmatic direction and guidance, and develop and implement long term strategies.
4. Formulate programmatic regulations to meet statutory authorities, or regulations to generate fees.
5. Evaluate fee revenues to ensure their adequacy to support environmental regulatory programs.
6. Establish and monitor program policies for accurate processing of bills, contract payments, travel claims, other expenditures, and for the management of consultant contracts and agreements.
7. Represent the agency at various hearings, meetings, conferences, public news media interviews, and city and county council meetings to provide information and answer questions.
8. Coordinate communications with stakeholders to coordinate activities, solve problems, and negotiate solutions.
9. Communicate with the public on program inquiries or complaints.
10. Provide programmatic and technical assistance to staff and various committees.
11. Evaluate laws, regulations, studies, reports, scientific or engineering principles, technical data, or other sources of information to apply judgement, draw conclusions to provide direction to staff and/or make recommendations to department leaders.
12. Direct the application of federal and State laws and regulations to accurately conduct compliance and enforcement actions.
13. Serve as an expert witness in lawsuits and other court matters.
14. Identify needed statutory amendments, assist in the preparation of bill draft requests and fiscal notes.
15. Review, monitor, and research applicable bills that impact the agency, inform management of possible implications, and recommend a course of action.
16. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
17. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies, procedures, goals, and objectives; federal, State, and local agencies involved in environmental protection; legal procedures as applied to the enforcement of pollution control; industry standards.
- Environmental terminology; environmental assessment; program development and implementation; scientific principles and practices and current technology of the assigned program area; various scientific disciplines for the review of written technical data and presentations, including those by expert witnesses at hearings.
- Environmental impact associated with the release of toxic chemicals and biological agents; principles of economics to analyze impacts of decisions on the regulated community; applied principles of ecological mitigation techniques in the natural and/or social science disciplines.
- Principles and practices of management, supervision, and training; collective bargaining agreements; budget preparation, monitoring, revenue projections, and the approval of expenditures; data processing.

Skill in:

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

Ability to:

- Make decisions and establish priorities; interpret and enforce agency policies and rules; assess statutes and regulations and prepare and justify proposed amendments; identify relevant concerns, factors, patterns of operation, tendencies and relationships; respond to anticipated and unanticipated changes to reach organizational goals and objectives.
- Write accurate analytical, narrative, statistical, and/or technical reports and correspondence; estimate project costs; prepare and administer budgets; estimate revenues derived from State appropriated funds, federal grants, permit fees, and penalties.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, regulated community, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.

- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
REVIEW APPRAISER	**37**	**B**	**7.422**

JOB SUMMARY

Review Appraisers prepare and review appraisals for transportation projects, appraise residential, commercial, industrial, or other special purpose property, and assist with establishing values for property management functions.

JOB DUTIES

1. Appraise the fair market value of real property including commercial, industrial, residential, and other types of property.
2. Review appraisals conducted by others to establish just compensation and ensure compliance with federal and State laws and regulations, agency policies and procedures, and industry standards.
3. Select the appropriate approach for appraisals, research and document the approach used, and reach conclusions regarding the value of properties.
4. Prepare determinations of just compensation for the acquisition of rights-of-way or disposal of excess properties.
5. Prepare acquisition cost and market rent estimates.
6. Consult and advise department staff, affected parties, and others concerning property valuations.
7. Respond to technical questions, provide information, and make presentations.
8. Prepare and maintain records, working files, required forms, and other documentation related to the appraisal process.
9. Participate in court proceedings for condemnation actions.
10. Participate in meetings regarding proposed projects.
11. Interpret legal and engineering documents, highway construction plans, and other property related documents for preparing or reviewing real property appraisals.
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Licensure as a Certified General Appraiser issued by the Nevada State Real Estate Division.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws and regulations, agency policies and procedures, and industry standards; real estate and title law, various construction types, materials, and building methods used throughout the State to determine building class and quality.
- Real estate and real estate transactions, analysis and appraisal of properties including definitions and principles, foundations of appraisal, the three approaches to value, the nature of value, and the valuation

process, real property ownership interests, methods of extracting pertinent information from sources for use in the valuation process, and real estate economics including the impact of market conditions on property values.
- Applicable eminent domain principles, practices, and considerations including damages and/or special benefits; city and neighborhood trends, inspection techniques of improved properties, adequate review and understanding of legal descriptions and title encumbrances.
- Data collection on a macro- and micro-economic level; data collection techniques for land and improved properties, reconciling data of appraisal of larger parcels, appraisal of excess property for purposes of establishing market value and market rent estimates, review concepts including administration and professional standards.

Skill in:
- Application of professional appraisal approaches and techniques.
- Drawing final value conclusions and justifying and documenting those conclusions for negotiation or condemnation.
- Conducting field inspections of subject properties.
- Preparing accurate field reports, cost estimates, and market rent studies for acquisition, disposal, or property management.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:
- Analyze data and prepare reports and other documents.
- Read and interpret legal and engineering documents applicable to preparing or reviewing real property appraisals.
- Communicate effectively in explaining ideas, proposals, recommendations, and findings; analyze problems and develop logical solutions; establish and maintain positive and effective working relationships with others; interact cooperatively with property owners, consultants, co-workers, and others using tact, courtesy, and diplomacy.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SKILLED TRADES APPRENTICE	**29**	**H**	**9.410**

JOB SUMMARY

Skilled Trades Apprentices receive training and complete a variety of assignments directly related to a job title in the skilled trades.

JOB DUTIES

1. Receive on-the-job training in both a classroom setting and in practical field exercises.
2. Participate in classes, complete coursework and assignments, and take written examinations.
3. Service, repair, and maintain assigned trades equipment.
4. Serve as an assistant to the skilled trades staff and complete instructional assignments.
5. Perform duties applicable to the occupation.
6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

No experience or education required.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Proper grammar, punctuation, and spelling; operation of computer equipment for entering, retrieving, and accessing information; mathematical computation.
- Relevant tools and equipment; applicable health and safety regulations; manual labor.

Skill in:

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

Ability to:

- Read, understand, implement, and explain federal and State laws, regulations, and agency policies and procedures; read and understand equipment manuals, applicable codes, blueprints, and diagrams; work cooperatively with others; follow verbal and written instructions.
- Evaluate information, problems, and goals; think clearly and rationally; diagnose situations correctly and act quickly; understand and follow verbal and written instructions and directions.
- Safely operate and maintain hand and power tools, materials, and equipment; perform work relevant to assigned trades.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☐ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CRIMINAL INVESTIGATOR	**41**	**D**	**13.243**
SUPERVISOR, CRIMINAL INVESTIGATOR	**43**	**D**	**13.242**

JOB SUMMARY

Criminal Investigators conduct criminal, administrative, and intelligence investigations and analysis of suspected criminal violations of federal and/or State laws.

JOB DUTIES

CRIMINAL INVESTIGATOR

1. Perform research, search crime scenes, take photographs and fingerprints, sketch diagrams, take videos, and document investigative activities.
2. Perform covert activities, participate in undercover operations, conduct surveillance.
3. Transport, secure, prepare, preserve, and analyze evidence.
4. Develop and maintain case files, logs, and reports.
5. Gather evidence, formulate facts and leads, conduct interviews, establish patterns, trends, and probable cause, determine motives, and support enforcement actions.
6. Develop final case reports for criminal prosecution.
7. Prepare, obtain, and execute affidavits, search and arrest warrants, subpoenas, and other legal documents.
8. Outline and summarize violations, document evidence, statements, and submit reports.
9. Provide testimony in a court of law and administrative hearings.
10. Conduct training on agency services, functions, and programs for a variety of groups.
11. Develop and establish relationships with other law enforcement agencies for the purpose of sharing intelligence information.
12. Perform special security assignments such as dignitary protection, high risk prisoner transport, extraditions, and other escorts.
13. May perform investigate tasks on a federal, State, and/or local task force.
14. Perform related duties as assigned.

SUPERVISOR, CRIMINAL INVESTIGATOR

1. Duties required at the previous level, AND:
2. Review requests for investigative services from a variety of law enforcement or criminal justice agencies and make determinations to accept or deny requests.
3. Review information for possible criminal activity, employee misconduct, validity of information, and jurisdiction.
4. Determine if requests are criminal, administrative, or preliminary inquiry based on research, applicable law, and policy.
5. Review investigative reports, forms, case assignments, and activities.
6. Oversee and/or perform specialized investigations dealing with sensitive, high profile, or difficult cases.
7. Develop, implement, and interpret policies, procedures, goals, and objectives.
8. Maintain the case management system and compile and prepare agency and federal task force reports.

9. Serve as a liaison with local law enforcement agencies, the judicial system, and the surrounding community.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CRIMINAL INVESTIGATOR

Three or more years of applicable experience as described in the job duties and based on the assigned agency, Certification as a Category I, II, or III Peace Officer from a Nevada Commission on Peace Officer Standards and Training (P.O.S.T.) approved law enforcement academy.

SUPERVISOR, CRIMINAL INVESTIGATOR

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and based on the assigned agency, Certification as a Category I, II, or III Peace Officer from a Nevada Commission on P.O.S.T. approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

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

CRIMINAL INVESTIGATOR

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, collective bargaining agreements and agency policies and procedures; operation, structure, function, and practices of various law enforcement and criminal justice agencies; laws of arrest, rules of evidence, searches and seizures, confiscation of stolen property, legal rights of citizens, and court procedures; where to obtain needed information or documents required to substantiate or negate suspected criminal violations.
- Methods, principles, standards, and techniques applicable to criminal and civil investigations; interviewing and interrogation techniques; specialized terminology within the assigned area; general law enforcement principles and practices; investigative principles, practices, and techniques
- General office procedures, methods and equipment; use of force; the appropriate use and care of equipment such as firearms, handcuffs, radios, and surveillance equipment

Skill in:

- Writing complex investigative reports, search warrants, arrest warrants and other reports.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Conduct surveillance activities utilizing appropriate equipment and techniques; perform a variety of investigative functions; recognize emergencies or dangerous situations and take appropriate action; gain the confidence of others, reason persuasively, and take corrective action; provide in-service training to other staff; assist in the development of agency policies, procedures, goals, and objectives.
- Establish and maintain effective working relationships with others; secure facts by personal contact, observation, and checking of records; obtain and serve legal documents, arrest warrants, subpoenas, and affidavits; read and interpret court orders, legal documents, complaints, or judgments.

- Recognize and develop evidence for presentation in a court of law; testify effectively in court; analyze situations and take effective action; maintain composure in the face of resistance, indifference, or hostility; discuss and explain agency policies and procedures to individuals of various backgrounds.
- Conduct interviews to obtain needed information; obtain and verify facts, statements, and incidents; weigh facts impartially and accurately; interpret and apply various laws, policies, and procedures.
- Perform research; efficiently and effectively organize information and data; select, prepare, and maintain needed and required records or documents; present information and findings in a clear and concise manner.
- Write concise, logical, and grammatically correct reports; speak on a one-to-one basis using appropriate vocabulary and grammar; record information quickly and accurately.

SUPERVISOR, CRIMINAL INVESTIGATOR

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

Knowledge of:

- Principles and practices of supervision, mentoring, and training; recordkeeping.

Ability to:

- Maintain good working relationships with other law enforcement agencies, government officials, the judicial system, and the public; provide in-service training to staff.
- Develop, interpret, and implement policies, procedures, and laws; assist in the development of program goals, objectives, plans, and budgets; communicate program goals, policies, and procedures to staff, law enforcement agencies, the judicial system, and the public; collect, organize, verify, and analyze investigative data.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Brief executive level staff, legislative officials, or other policy making officials on investigative operations, conflicts of policy, issues with investigative practices, as to assist with the making of laws, policies, or regulations.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

CRIMINAL INVESTIGATOR	**41**	**D**	**13.243**
SUPERVISOR, CRIMINAL INVESTIGATOR	**43**	**D**	**13.242**

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
DPS CAPTAIN	**47**	**A**	**13.203**

JOB SUMMARY

DPS Captains plan, coordinate, and direct the law enforcement activities and operations of a geographical region in a large division within the Department of Public Safety (DPS), serve as the deputy chief of a small to mid-sized division charged with responsibility for complex investigations, or serve as the chief of the records and identification bureau.

JOB DUTIES

1. Direct operations and review requests for assistance, staffing, and equipment.
2. Develop a variety of reports for management and assess work unit effectiveness.
3. Review and assign service requests and ensure proper staffing and resources.
4. Coordinate assignments based on priorities, equipment, resources, available staff, and budgetary constraints.
5. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
6. Review and analyze statistical data and records.
7. Aid in the development of goals, objectives, long-range plans, programs, budgets, policies, and procedures.
8. Analyze and propose legislative changes, draft amendments, and provide testimony
9. Oversee and maintain recordkeeping and reporting systems.
10. Maintain compliance in authorizing the release and dissemination of information.
11. Provide interpretation of policies and procedures to stakeholders.
12. Release information to the media concerning operations, arrests, seizures, and related incidents.
13. Conduct studies and review requests for services.
14. Make and submit recommendations for staffing levels and equipment needs.
15. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
16. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of two years supervisory experience preferred and Certification as a Category I Peace Officer from a Nevada Commission on Peace Officer Standards and Training (P.O.S.T.) approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; current mission, functions, and practices of the assigned agency; internal affairs; recommendations for awards and commendations; methods of effective investigation; enforcement techniques; directing special project development and

funding; planning and research techniques.
- Principles and practices of management, supervision, and training; general budgeting principles and practices; development of policies, procedures, goals, and objectives.

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

Ability to:
- Manage a variety of diverse programs; disseminate information; establish a system of accountability and evaluation for staff responsibilities; conduct research, collect and analyze data, prepare reports and correspondence, and develop and implement specialized criminal investigation programs.
- Develop budgetary requests and justifications; develop community resources and available programs; interpret and apply various laws and regulations; develop policies and procedures; analyze existing or potential emergency situations and prepare contingency plans; establish and maintain cooperative relationships with others.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
DPS LIEUTENANT	**45**	**D**	**13.204**

JOB SUMMARY

DPS Lieutenants are responsible for the operations and administrative functions of an assigned work unit to include overseeing law enforcement activities, services, and programs within an assigned division of the Department of Public Safety (DPS).

JOB DUTIES

1. Plan, coordinate, and control operations and determine needs for equipment, staffing, and training.
2. Approve training requests within budgetary limits and ensure consistency and proper delivery of training.
3. Provide direction on law enforcement practices.
4. Identify and formulate measurable and verifiable objectives and advise and assist in preparing work plans.
5. Compile data and submit analytical, narrative, and statistical reports on activities.
6. Review, observe, and approve reports, investigations, and field work.
7. Participate in the development of policies and procedures.
8. Coordinate with leadership and staff to exchange ideas and information.
9. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests
10. Manage special programs and develop and implement recordkeeping reporting systems.
11. Determine, administer, and monitor the budget, review expenditures, and identify problem areas.
12. Participate in the comprehensive law enforcement effort, interface with allied agencies, and determine joint information, techniques, capabilities, and goals.
13. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
14. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Four or more years of applicable experience as described in the job duties with a minimum of two years supervisory experience preferred and Certification as a Category I Peace Officer from a Nevada Commission on Peace Officer Standards and Training (P.O.S.T.) approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; principles and practices of management, supervision, and training; fiscal management and budgeting; principles and practices of effective program planning, development, implementation, and evaluation; evidence, crimes, traffic, citizens' rights, court procedures, and general law enforcement.
- Psychological testing methods, terminology, and diagnosis for making classification and sentencing

recommendations; the agency's classification system; methods used, and problems involved, with the supervision and programming of parolees and probationers; casework techniques and programming opportunities of offenders.
- Modern technology advancements that support the agency's mission; methods and procedures used in internal affairs investigations; Nevada Commission on P.O.S.T. guidelines related to the use of force.

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

Ability to:
- Develop and implement recordkeeping and reporting systems; plan, organize, and direct activities of a law enforcement organization; analyze problems and situations to monitor casework and supervise parolee's effectively; interpret and evaluate legal reports and forms, criminal histories, and parole and probation agreements.
- Manage a complex criminal investigation which may involve multiple jurisdictions; serve as technical resource for the most difficult code enforcement and investigation activities related to the cause, origin, and circumstances of fires and unauthorized releases of hazardous materials.
- Oversee and participate in the investigation of officer shootings, alleged misconduct, and complaints of excessive use of force; confer with, and make recommendations to, leadership concerning internal affairs investigations.
- Establish and maintain cooperative working relationships with others; analyze, evaluate, and present data, statistics, and reports related to activities; assist in establishing program goals and objectives; interpret and apply laws and regulations to administer assigned program areas; administer the unit's budget; develop, interpret, and disseminate agency policies and procedures; take appropriate action in emergency situations to ensure safety.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☒ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☒ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
DPS SERGEANT	**43**	**D**	**13.205**

JOB SUMMARY

DPS Sergeants in the Department of Public Safety (DPS) supervise DPS officers and/or civilian employees engaged in the performance or support of Capitol Police, Highway Patrol, Complex and Special Investigations, Parole and Probation, or other related police operations.

JOB DUTIES

1. Duties required at the DPS Officer level, AND:
2. Review and prepare a variety of records, reports, and statistics.
3. Plan, organize, and monitor field operations and assign work schedules.
4. Review and approve or reject officers' written reports.
5. Assist management in developing and interpreting regulations, policies, procedures, and internal controls.
6. Ensure officers receive proper training, identify training needs, and develop and present training classes.
7. Supervise complex operations and investigative activities.
8. Establish protocols, training, and guidelines for complex investigations and for inter-agency involvement.
9. Audit case files to ensure accuracy and quality of investigations.
10. Collect traffic data to identify problem areas and devise corrective plans.
11. Utilize traffic data to audit commercial carrier records and reports to ensure compliance.
12. Conduct initial reviews of reports and case logs and monitor casework activities.
13. Endorse fair and equitable treatment to defendants, offenders under supervision, and victims of crime.
14. Implement training in the areas of enforcement techniques, report writing, records management, classification, case management, and related functions.
15. Provide guidance on referral services, educational programs, and job services so parole and probation agreements and the needs of the offender are met.
16. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
17. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and Certification as a Category I Peace Officer from a Nevada Commission on Peace Officer Standards and Training (P.O.S.T.) approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge, skills, and abilities required at the DPS Officer level, AND:

Knowledge of:

- Constitutional laws related to search and seizure, arrest, and legal rights of citizens; investigative techniques and rules of evidence; judicial records system.
- Principles and practices of supervision and training; statistical recordkeeping and reporting methods; warrant application process, computer software and applications commonly used in the agency.

Skill in:

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

Ability to:

- Read, understand, interpret, develop, implement, and explain federal and State laws, regulations, and agency policies and procedures; give direction, provide instruction, and take command in emergency situations.
- Review reports and forms to detect discrepancies and ensure compliance; compile and evaluate statistical data; plan, organize, schedule, and coordinate work unit activities; monitor casework and audit case files; implement training programs.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☒ throwing

☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☒ smelling

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

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
DPS OFFICER CADET	**39**	**D**	**13.208**
DPS OFFICER I	**40**	**D**	**13.207**
DPS OFFICER II	**41**	**D**	**13.206**

JOB SUMMARY

DPS Officers perform a variety of law enforcement and public safety functions within the Department of Public Safety (DPS).

JOB DUTIES

DPS OFFICER CADET

1. Cadets are assigned to the Nevada Commission on Peace Officer Standards and Training (P.O.S.T.) academy where they are trained to perform law enforcement duties as well as other course work and physical training intended to provide the knowledge, skills, and abilities to function as a DPS Officer.
2. Receive instruction and scenario-based training in a classroom setting and in practical field exercises.
3. Cadets are evaluated on class participation, coursework, assignments, and written performance examinations.
4. Perform related duties as assigned.

DPS OFFICER I

1. Upon successful graduation from a Nevada Commission on P.O.S.T. approved law enforcement academy will work under close supervision as a trainee within the agency to which assigned.
2. Receive field training in the job duties of a DPS Officer II.
3. Perform related duties as assigned.

DPS OFFICER II

1. Obtain and verify facts and statements regarding incidents and weigh facts impartially and accurately.
2. Conduct interviews and collect evidence and information.
3. Recognize, develop, and secure evidence for presentation in a court of law and/or Parole Board.
4. Prepare cases for court and testify as required.
5. Obtain and serve legal documents such as subpoenas, affidavits, warrants, and perform extraditions.
6. Write routine and specialized reports, document work activities, and maintain related records.
7. Operate and maintain a variety of public safety equipment and vehicles applicable to the specific assignment.
8. Respond to emergency situations, accidents, incidents, and crime scenes.
9. Develop a course of action, identify hazards, and provide protection and assistance.
10. Conduct surveillance activities utilizing appropriate equipment and techniques.
11. Work cooperatively with public safety agencies, government officials, judicial system staff, and the public.
12. Refer victims and witnesses to community services and resources.
13. Make presentations to provide information and raise awareness of public safety issues and services.
14. Provide guidance and informal training to peers and subordinate staff.

DPS OFFICER CADET	**39**	**D**	**13.208**
DPS OFFICER I	**40**	**D**	**13.207**
DPS OFFICER II	**41**	**D**	**13.206**

15. Perform a variety of law enforcement duties in the Capitol Police, Highway Patrol, Parole and Probation, or other divisions.
16. Enforce laws, codes, regulations, ordinances, and standards applicable to the assignment.
17. Ensure enforcement activities are compliant.
18. Arrest criminal offenders and maintain appropriate use of force to subdue violators.
19. Provide law enforcement, intelligence, and safety services to occupants and visitors of the Governor's Mansion, Capitol Complex, and other State-owned facilities and properties.
20. Provide threat assessments, responses, and plans to protect facilities and critical infrastructure.
21. Conduct vulnerability assessments and identify the level of existing defenses against threats.
22. Develop strategic plans to prepare for insurrections and make recommendations on physical security layout.
23. Investigate accidents and criminal violations on public highways.
24. Assist in coordinating and directing initial emergency operations for hazardous materials accidents.
25. Conduct commercial vehicle inspection and enforcement of emission control laws and regulations.
26. Supervise parolees and probationers, provide assessments, establish supervision levels, develop case plans, and perform casework services.
27. Conduct restitution or other administrative investigations.
28. Make recommendations regarding sentencing, parole or probation, and stipulated conditions of agreement.
29. Collect restitution and supervision fees, conduct drug/alcohol testing, and perform unannounced visits.
30. Contact individuals and other law enforcement agencies to ensure parolee or probationer is compliant.
31. Work with employers to develop job training programs and refer clients to services or activities.
32. Investigate a wide variety of crimes.
33. Perform overt/covert activities, interact with suspects, collect intelligence, and manage confidential sources.
34. Conduct investigations involving structure, vehicle, and wildland fires and explosives, pyrotechnics, and environmental and regulatory issues.
35. Participate in a federal, State, or local team or task force to conduct enforcement and interdiction activities.
36. Investigate and reconstruct complex traffic collisions and develop and maintain appropriate databases.
37. Investigate and pursue offenders who commit crimes of violence.
38. Conduct interdiction of criminal offenses conducted on interstates, highways, and byways.
39. Investigate the manufacture, delivery, transportation, and sales of illegal drugs, narcotics, and weapons.
40. Pursue and investigate sex offenders and fugitives.
41. Coordinate with other law enforcement entities in response to domestic or international terrorism.
42. Seize for forfeiture the assets of violators of controlled substance laws or criminal enterprises.
43. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

DPS OFFICER CADET

Twenty-one (21) years of age or older and graduation from high school or equivalent education.

DPS OFFICER I

Certification as a Category I Peace Officer from a Nevada Commission on P.O.S.T. approved law enforcement academy.

DPS OFFICER II

DPS OFFICER CADET	**39**	**D**	**13.208**
DPS OFFICER I	**40**	**D**	**13.207**
DPS OFFICER II	**41**	**D**	**13.206**

One or more years of applicable experience as described in the job duties and Certification as a Category I Peace Officer from a Nevada Commission on P.O.S.T approved law enforcement academy.

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

DPS OFFICER CADET

Knowledge of:

- Proper grammar, punctuation, and spelling; operation of computer equipment sufficient to enter, retrieve, and access information.

Skill in:

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

Ability to:

- Calculate solutions to arithmetic and algebra problems for successful completion of the accident investigation course; analyze information, problems, and objectives; think clearly and logically and apply to problem situations; diagnose situations correctly, think and act quickly, and adopt an effective course of action.
- Understand and follow verbal and written instructions and directions; establish and maintain effective relationships with classmates, instructors, and academy staff.

DPS OFFICER I

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

Knowledge of:

- Traffic and public safety laws and practices.

Skill in:

- Use of firearms and defensive tactics.

Ability to:

- Communicate effectively with individuals of various social, cultural, economic, and educational backgrounds; establish and maintain positive and effective working relationships with others; coordinate activities with other law enforcement agencies; conduct interviews; organize information and data; make presentations.

DPS OFFICER II

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; criminal law to include court procedures, laws of arrest, drug enforcement, rules of evidence, search and seizure, the rights of citizens, appropriate enforcement actions, and testifying in court; functions and practices of various law enforcement and criminal justice agencies; Appropriate use and care of equipment.

DPS OFFICER CADET	**39**	**D**	**13.208**
DPS OFFICER I	**40**	**D**	**13.207**
DPS OFFICER II	**41**	**D**	**13.206**

- Investigative and interviewing principles and techniques required; basic psychology, human relations and interactions, and body language to assess and select appropriate communication methods when dealing with deviant, emotional, or aggressive behavior; effects and detection of substance abuse; community service organizations and resources.

Ability to:

- Conduct surveillance activities using appropriate equipment and techniques; research complex technical matters; assist in the development of agency goals, objectives, and operating policies and procedures.
- Maintain familiarity with assigned geographical areas; stay informed and aware of individuals and places suspected of illegal activity and/or potential problems; analyze routine and emergency situations and develop a logical course of action; operate a motor vehicle under normal and adverse road, weather, and traffic conditions.
- Secure facts by personal contact, observation, and checking records; identify and carry out appropriate enforcement action; coordinate activities with other law enforcement agencies; conduct interviews to obtain information; organize information and data; provide in-service training to staff.
- Enforce laws, investigate accidents/incidents/crimes, prepare detailed forms, reports, and diagrams, obtain subpoenas and warrants, and testify in court; read and interpret laws, regulations, and procedures; read blueprints, maps, diagrams, and schematics.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☒ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☒ smelling

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

DPS OFFICER CADET	**39**	**D**	**13.208**
DPS OFFICER I	**40**	**D**	**13.207**
DPS OFFICER II	**41**	**D**	**13.206**

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
LAW ENFORCEMENT AND TRAINING SPECIALIST	**40**	**D**	**13.234**

JOB SUMMARY

Law Enforcement & Training Specialists manage and coordinate training for commissioned (Peace Officer) and non-commissioned staff, with an emphasis on law enforcement training.

JOB DUTIES

1. Manage and coordinate training for commissioned and non-commissioned staff.
2. Identify funding sources, evaluate training needs, analyze results, and make recommendations.
3. Design and implement employee development programs.
4. Prepare lesson plans, coordinate instructors, and/or conduct training.
5. Maintain, update, and track training for compliance with Nevada Commission on Peace Officer Standards and Training (P.O.S.T.) requirements.
6. Enforce federal, State, and local laws and regulations.
7. Protect park visitors and resources and issue warnings, citations, and make arrests.
8. Investigate or supervise the investigation of criminal activities, accidents, and internal investigations.
9. Respond to emergency calls.
10. Monitor status of agency warrants, serve warrants, and arrange for prisoner transport.
11. Assist motorists, boaters, and visitors in distress.
12. Organize and implement incident command security procedures for disasters or major events.
13. Review all field incident reports for compliance.
14. Coordinate efforts with District Attorneys, local law enforcement officials, and the courts and testify in court.
15. Plan and formulate enforcement and security functions and review facility plans and specifications.
16. Identify potentially critical situations, practices, and procedures, and research and recommend alternatives.
17. Assess park security programs and recommend corrective action.
18. Recommend movement controls for motor vehicles and boats.
19. Collect, maintain and analyze files, data, and records.
20. Prepare analytical, narrative, and statistical reports on activities.
21. Identify recurring problems and causes and propose alternative solutions for program development.
22. Conduct or coordinate background investigations of staff.
23. Coordinate the review, analysis, and development of applicable State and local laws, regulations, and codes.
24. Research, recommend, select, order, and distribute equipment utilized by commissioned staff.
25. Maintain inventory records of assigned and unassigned equipment and ensure proper storage and security.
26. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and Certification as a Category I Peace Officer from a Nevada Commission on P.O.S.T. approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, ordinances, and agency policies and procedures; State Parks law enforcement philosophy and systems; federal, State, county, and local enforcement agencies; legislation affecting law enforcement procedures; recreation area management.
- State purchasing practices and procedures; principles and practices of adult training; firearms and range safety; arrest and citation procedures; elements required to constitute a criminal act; criminal investigation techniques and procedures; police patrol and medical emergency response techniques; accident investigation methodology; equipment auditing procedures; Statewide law enforcement issues and needs.

Skill in:

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

Ability to:

- Review investigative reports to determine the soundness and accuracy of techniques employed; prepare and justify budget requests; operate a four-wheel drive vehicle and marine equipment; coordinate various resources in criminal investigations; identify potential and existing hazards to visitor safety.
- Prioritize agency law enforcement and equipment needs; organize meetings and prepare agendas; write new procedures; draft proposed laws and regulations; coordinate the efforts of agency law enforcement personnel; recognize special problems at various State Parks and propose solutions; develop training and law enforcement goals and objectives; conduct interviews; prepare concise and accurate written reports.
- Inspect grounds and equipment and recommend corrective action; use firearms, batons, traffic radar, and restraining devices; prepare a detailed crime scene and/or traffic accident diagram; determine from field testing the degree of intoxication of a subject; vividly describe people and scenes so that others can visualize them; determine cause and effect relationships.
- Communicate with individuals of various cultural, social, economic, and educational backgrounds; mediate between contending parties and groups; establish and maintain cooperative working relationships with others; interact diplomatically with the public; maintain the integrity and confidentiality of criminal records; modify training to fit staff needs; design new forms to accommodate specific requirements; develop justifications for purchases; establish and maintain a central filing system.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without

accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ENTOMOLOGIST	**36**	**B**	**1.114**

JOB SUMMARY

Entomologists conduct identification, survey, detection, exclusion, control and eradication of insects, and other arthropods, for the protection of the State's agriculture and natural resources.

JOB DUTIES

1. Plan, organize, conduct, and evaluate insect and mite pests' surveys and detection programs.
2. Determine the presence and distribution of insect and mite pests of regulatory significance to the State.
3. Identify insects, other arthropods, and mollusks.
4. Collect and/or receive specimens and prepare for identification.
5. Consult with specialists, determine the characteristics and potential for destruction, and control techniques and concerns regarding special insect identification problems.
6. Collect and maintain a classified insect and plant reference collection, associated databases, and reference literature.
7. Perform field investigations.
8. Coordinate pest survey programs and control efforts.
9. Review, evaluate and update State quarantines.
10. Provide mitigation, safeguarding, and enforcement recommendations.
11. Write projects, formulate budgets, and prepare reports.
12. Provide technical information on insect life histories, habits, distribution, hosts, and control methods to employees, the public, and interested stakeholders.
13. Provide pesticide recommendations.
14. Prepare and/or update entomological questions for use on commercial pest control operator tests.
15. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
16. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and a Bachelor's degree in a field of study applicable to the job duties.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and department policies and procedures.
- Insect classification systems; insect life histories, habits and hosts; distribution of major economic insects; federal grant requirements, and Geographic Information Systems (GIS).

- Insect taxonomy; entomology laboratory equipment; techniques used in preparing and mounting insect specimens.
- Survey procedures and methods; current trends in the field of entomology; pesticides and other means of insect control.
- Agricultural programs; crops, plants, and geography of the state.

Skill in:

- Close-up photography of insects.
- Strong interpersonal and communication skills, both verbal and written.
- The use and operation of office, laboratory, and job-related equipment and software.

Ability to:

- Manage a laboratory; establish and maintain a library and specimen collection.
- Use both compound and binocular microscopes and their accessories; identify insects and their characteristics.
- Plan and organize an entomology program; prepare comprehensive reports; discuss and explain findings and problems; analyze problems and formulate practical solutions.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various, social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing

☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job specification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
AGRICULTURAL INSPECTOR	**23**	**C**	**1.139**
SENIOR AGRICULTURAL INSPECTOR	**25**	**C**	**1.134**
SUPERVISOR, AGRICULTURAL INSPECTOR	**27**	**C**	**1.132**

JOB SUMMARY

Agricultural Inspectors perform sampling and inspection of agricultural products at shipping point inspection facilities and participate in pest control and noxious weed eradication.

JOB DUTIES

AGRICULTURAL INSPECTOR

1. Perform shipping point inspections.
2. Participate in noxious weed eradication and pest control programs.
3. Supervise or prepare spray formulations, spray infestations, and complete daily report forms.
4. Conduct international flight arrival inspections at airports and military bases.
5. Inspect garlic seed samples, hay, poultry, and other agricultural commodities.
6. Participate in relaxing, pinning, labeling, and sorting field-collected insects into collection cases.
7. Conduct insect surveys and complete insect distribution maps, distribution, and host cards.
8. Collect plant and soil samples, conduct laboratory preparation work, isolate plant pathogens from samples, extract nematodes from products, and enter survey and diagnostic data.
9. Perform related duties as assigned.

SENIOR AGRICULTURAL INSPECTOR

1. Duties required at the previous level; AND:
2. Coordinate field inspections, track inspection status of each registered agricultural field.
3. Perform related duties as assigned.

SUPERVISOR, AGRICULTURAL INSPECTOR

1. Duties required at the previous level; AND:
2. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
3. Conduct vehicle and equipment safety inspections, maintain maintenance and inventory records.
4. Maintain survey data collected by inspectors, write annual and semi-annual survey reports.
5. Assist in the development of work plans and survey project budgets.
6. Perform related duties as assigned.

AGRICULTURAL INSPECTOR	**23**	**C**	**1.139**
SENIOR AGRICULTURAL INSPECTOR	**25**	**C**	**1.134**
SUPERVISOR, AGRICULTURAL INSPECTOR	**27**	**C**	**1.132**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

AGRICULTURAL INSPECTOR

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR AGRICULTURAL INSPECTOR

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, AGRICULTURAL INSPECTOR

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

AGRICULTURAL INSPECTOR

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; basic mathematics.
- Agricultural produce; noxious weeds; pesticides and herbicides; insect specimen preservation and mounting techniques.

Skill in:

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

Ability to:

- Follow established procedures; read, interpret, and understand maps, instructions, correspondence, pesticide labels, policy manuals, and other materials; maintain accurate records.
- Inspect agricultural produce visually; write inspection reports and work summaries; operate and repair motorized spray equipment.

SENIOR AGRICULTURAL INSPECTOR

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

Knowledge of:

- United States Department of Agriculture policies and procedures related to the grading and shipping of potatoes; potato and/or plant diseases; shell egg grading; inspection methods, packing, storing, marketing, and shipping practices of commodities.

Ability to:

- Candle eggs.

AGRICULTURAL INSPECTOR	**23**	**C**	**1.139**
SENIOR AGRICULTURAL INSPECTOR	**25**	**C**	**1.134**
SUPERVISOR, AGRICULTURAL INSPECTOR	**27**	**C**	**1.132**

SUPERVISOR, AGRICULTURAL INSPECTOR

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

Knowledge of:

- Agricultural commodities and their defects.
- Supervisory techniques and practices.

Ability to:

- Interpret and apply provisions of applicable laws and regulations; inspect agricultural commodities and detect violations; prepare clear and concise reports.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

AGRICULTURAL INSPECTOR	**23**	**C**	**1.139**
SENIOR AGRICULTURAL INSPECTOR	**25**	**C**	**1.134**
SUPERVISOR, AGRICULTURAL INSPECTOR	**27**	**C**	**1.132**

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

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
BRAND INSPECTOR	**23**	**C**	**1.514**
SUPERVISOR I, BRAND INSPECTOR	**25**	**C**	**1.512**
SUPERVISOR II, BRAND INSPECTOR	**27**	**C**	**1.510**

JOB SUMMARY

Brand Inspectors receive and respond to requests for brand inspections for the change of ownership, slaughter, transportation, or to determine proof of ownership of livestock.

JOB DUTIES

BRAND INSPECTOR

1. Visually inspect livestock for brands, identification marks, colors, gender, tattoos, and other identifiers.
2. Clip or shave animals to clearly observe identifiers to determine legal ownership and lawful transfer.
3. Record identifiers, number of animals, locations of inspection, destination, and other required information for the legal sale, lawful transportation, slaughter, and issuance of brand inspection clearance certificates.
4. Verify animal health documents required for transportation purposes.
5. Complete documentation, forms, logs, and mandatory security and equipment safety training.
6. Confirm requestor is current with applicable fees, assessments, and licensing.
7. Calculate, collect, and remit inspection fees and required documentation.
8. Inspect animals prior to sale at livestock auctions to determine legal ownership.
9. Perform related duties as assigned.

SUPERVISOR I, BRAND INSPECTOR

1. Duties required at the previous levels, AND:
2. Oversee the day-to-day supervision of an assigned unit.
3. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
4. Perform related duties as assigned.

SUPERVISOR II, BRAND INSPECTOR

1. Duties required at the previous levels, AND:
2. Plan, organize, and oversee activities and operations.
3. Assist in the development, review, revision, and implementation of policies and procedures.
4. Ensure adherence to agency policies and procedures.
5. Prepare narrative and statistical reports on activities.
6. Assist with budget development and monitor and maintain assigned budget.
7. Perform related duties as assigned.

BRAND INSPECTOR	**23**	**C**	**1.514**
SUPERVISOR I, BRAND INSPECTOR	**25**	**C**	**1.512**
SUPERVISOR II, BRAND INSPECTOR	**27**	**C**	**1.510**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

BRAND INSPECTOR

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR I, BRAND INSPECTOR

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

SUPERVISOR II, BRAND INSPECTOR

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

BRAND INSPECTOR

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Addition, subtraction, division, and multiplication.

Skill in:

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

Ability to:

- Work around and handle livestock; work outdoors in inclement weather.
- Read, identify, and distinguish brands; read and interpret forms and documents; write clearly and complete required forms; navigate, search, input, edit, save, and print information.

SUPERVISOR I, BRAND INSPECTOR

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

Knowledge of:

- Brand identification, animal breeds, gender identification, and other types of identification; brands and marks recorded within the State; animal health laws and regulations pertaining to livestock.
- Principles and practices of supervision and training.

Ability to:

- Maintain effective working relationships.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.

BRAND INSPECTOR	**23**	**C**	**1.514**
SUPERVISOR I, BRAND INSPECTOR	**25**	**C**	**1.512**
SUPERVISOR II, BRAND INSPECTOR	**27**	**C**	**1.510**

- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR II, BRAND INSPECTOR

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

Knowledge of:
- State budgeting.
- Determination and identification of estray/stray animals.

Ability to:
- Monitor and maintain assigned budgets; establish and maintain effective working relationships with coworkers, other agencies, livestock owners, and the public.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

BRAND INSPECTOR	**23**	**C**	**1.514**
SUPERVISOR I, BRAND INSPECTOR	**25**	**C**	**1.512**
SUPERVISOR II, BRAND INSPECTOR	**27**	**C**	**1.510**

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
AG LEGAL SECRETARY	**32**	**F**	**2.423**
SUPERVISOR, AG LEGAL SECRETARY	**34**	**F**	**2.422**

JOB SUMMARY

AG Legal Secretaries perform specialized and complex project and case management duties for the Attorney General (AG), attorneys, executive team, and other staff.

JOB DUTIES

AG LEGAL SECRETARY

1. Provide specialized legal secretarial project and case management duties for the AG, boards, commissions, and agencies within the State.
2. Respond to inquiries on a variety of matters.
3. Research, draft, format, and prepare legal and general documents, pleadings, and published materials.
4. Proofread and verify the accuracy of citations and quotations by checking legal sources.
5. Process and file documents, pleadings, and published materials with appropriate courts, quasi-judicial bodies, and other entities.
6. Track responses and receipts due upon or after submittals/filings and dates for other subsequent actions.
7. Gather, compile, organize, and prepare relevant materials for use in legal and general proceedings.
8. Review project, case, and reference files and locate and verify specific and abstract information.
9. Establish and maintain legal and general correspondence filing and cross-filing systems.
10. Record case inventory information for record-keeping and retrieval.
11. Prepare files for archiving and storage in compliance with established retention schedules.
12. Research and maintain technical applications and related information of portals, dashboards, systems, and programs.
13. Provide information to State and local governments, attorneys, court personnel, the public, and others.
14. Gather and research a variety of information and determine information to provide or refer to others.
15. Serve as liaison between professional legal staff, agency personnel, and the public.
16. Open, review, route, and distribute incoming mail and process outgoing mail.
17. Maintain multiple calendars, schedule meetings and training, make travel arrangements, and prepare payment and travel claims.
18. Prepare and type requisitions and purchase orders.
19. Perform related duties as assigned.

SUPERVISOR, AG LEGAL SECRETARY

1. Duties required at the previous level, AND:
2. Coordinate and assign staff, delegate work for appropriate and efficient use of resources.
3. Oversee the flow of work and provide technical assistance in document preparation.
4. Liaise between various stakeholders to coordinate activities and resolve issues.

AG LEGAL SECRETARY	**32**	**F**	**2.423**
SUPERVISOR, AG LEGAL SECRETARY	**34**	**F**	**2.422**

5. Conduct research, factual comparisons, and the examination of detailed information.
6. Compile statistics and prepare final reports.
7. Monitor and order office supplies.
8. Arrange for the archival and storage of legal documents.
9. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

AG LEGAL SECRETARY

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, AG LEGAL SECRETARY

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

AG LEGAL SECRETARY

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, and agency policies and procedures.
- Case and project management; legal practices and processes for various courts and judicial districts; administrative, civil, and criminal law and the differences between them.
- Legal practices and procedures for various courts and judicial districts; legal terminology; requirements for preparing, typing, and formatting a variety of complex legal documents, pleadings, published materials, or other related materials.
- Procedures for processing and filing documents, pleadings, and published materials with courts, boards, and/or commissions and/or other entities; researching and ensuring accuracy of legal citations; legal office procedures; business English.
- Standard office procedures such as filing, typing, formatting, duplicating materials, answering telephones, and distributing mail; data entry techniques; telephone etiquette; correct English usage, grammar, and punctuation; proper spelling of commonly used words; operation of computers and other modern office equipment; manual and computerized filing methods; basic math.

Skill in:

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

Ability to:

- Differentiate between public, privileged, and confidential information and ensure privacy and

confidentiality; act as a liaison with other entities.

- Receive inquiries and resolve complaints from staff, clientele, and the public; establish, organize, and maintain complex filing systems including indexed and cross-referenced materials.
- Research information from a variety of sources; compile and update information and prepare reports related to specific and general activities; transcribe recordings.
- Interpret and apply information to specific situations and problems for which there may be no clear-cut procedures, guidelines, or precedent; find solutions to problems through independent research, critical thinking, logical reasoning, factual comparisons, and examination of detailed information.
- Accurately prepare, type, format, process, review, and file a variety of complex documents, pleadings, and published materials.
- Maintain accurate calendaring of deadlines; compose general documents and published materials; read and comprehend laws, regulations, court rules, policies, and procedures; maintain accurate time records for various projects and case management; set up, maintain, and manage project and case files.
- Read and understand manuals and other detailed written instructions; understand and follow verbal and written directions; communicate and work cooperatively with others; perform mathematical calculations; schedule meetings and appointments; perform reception duties.

SUPERVISOR, AG LEGAL SECRETARY

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

Knowledge of:

- Variety of alternative recordkeeping and filing systems; document archiving techniques and requirements; principles and practices of supervision and training.
- Principles and practices of supervision; State human resources regulations; and principles and practices of State budgeting and purchasing.

Ability to:

- Manage assigned areas to achieve performance objectives.
- Organize office workflow and adjust assignments of staff as required to meet schedules and timelines; compose announcements, training materials, and statistical reports.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.

AG LEGAL SECRETARY	**32**	**F**	**2.423**
SUPERVISOR, AG LEGAL SECRETARY	**34**	**F**	**2.422**

4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGEMENT ANALYST I	**33**	**B**	**7.637**
MANAGEMENT ANALYST II	**35**	**B**	**7.625**
SENIOR MANAGEMENT ANALYST	**37**	**B**	**7.624**
SUPERVISOR, MANAGEMENT ANALYST	**39**	**B**	**7.612**

JOB SUMMARY

Management Analysts conduct studies, research, and examination of management and administrative areas such as agency operations, forms, policies and procedures, workflow, legislative analysis, management research, and statistical and informational analysis.

JOB DUTIES

MANAGEMENT ANALYST I

1. Conduct research and analyze legislative implications.
2. Determine software application program needs or requirements.
3. Review and monitor contracts.
4. Make recommendations on policy and procedure improvements.
5. Provide recommendations to management regarding programs and/or work unit activities.
6. Prepare reports and correspondence.
7. Perform related duties as assigned.

MANAGEMENT ANALYST II

1. Duties performed at the previous level, AND:
2. Review, write, revise, and recommend administrative policies or procedures for the work unit and/or assigned programs.
3. Conduct statistical or investigative studies, compile and analyze data, and prepare and present reports summarizing study results and conclusions.
4. Develop, manage, review, and make recommendations on contracts and the contracting process.
5. Review, monitor, and research bills submitted to the Legislature impacting the work unit, inform management of possible implications, and recommend an appropriate course of action.
6. Perform related duties as assigned.

SENIOR MANAGEMENT ANALYST

1. Duties performed at the previous levels, AND:
2. Propose and draft legislation for the agency, provide testimony before legislative committees, and develop regulations from approved legislation.
3. Plan, organize, and coordinate the development and implementation of new or revised policies, procedures and/or work methods.
4. Analyze workflow, space allocation, staffing, and other factors to improve effectiveness and efficiency of operations.

MANAGEMENT ANALYST I	**33**	**B**	**7.637**
MANAGEMENT ANALYST II	**35**	**B**	**7.625**
SENIOR MANAGEMENT ANALYST	**37**	**B**	**7.624**
SUPERVISOR, MANAGEMENT ANALYST	**39**	**B**	**7.612**

5. Coordinate the development of new forms, work methods, and automated systems.
6. Design and conduct analytical, investigative, informational, statistical, and research studies related to various aspects of the agency's operations.
7. Make recommendations regarding the agency's position on issues, future courses of action, and the development of new programs or services based upon study findings.
8. Perform statistical and informational analysis and prepare analytical, narrative, and statistical reports.
9. Function as the singular expert in their program or discipline area.
10. Perform related duties as assigned.

SUPERVISOR, MANAGEMENT ANALYST

1. Duties performed at the previous levels, AND:
2. Issue oral and written directives in the form of policy statements and manuals.
3. Provide leadership with research, analysis, or operational recommendations on department issues.
4. Oversee long-range, broad-based planning and program and/or policy development.
5. Oversee diverse and complex program areas.
6. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MANAGEMENT ANALYST I

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

MANAGEMENT ANALYST II

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR MANAGEMENT ANALYST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, MANAGEMENT ANALYST

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

MANAGEMENT ANALYST I

Knowledge of:

- Research and analysis techniques and methodologies; management and administration concepts,

MANAGEMENT ANALYST I	**33**	**B**	**7.637**
MANAGEMENT ANALYST II	**35**	**B**	**7.625**
SENIOR MANAGEMENT ANALYST	**37**	**B**	**7.624**
SUPERVISOR, MANAGEMENT ANALYST	**39**	**B**	**7.612**

principles, and practices; evaluating, developing, and recommending administrative and/or operational policies and procedures.

Skill in:

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

Ability to:

- Compose business correspondence and reports; analyze information, problems, or practices to identify relevant concerns, identify patterns, tendencies, and relationships, and formulate logical conclusions.

MANAGEMENT ANALYST II

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

Knowledge of:

- Statistical and research methodology; contract development and oversight.

Skill in:

- Organizing, planning, implementing, and overseeing multiple programs or areas of responsibility.

Ability to:

- Analyze organizational and administrative programs, policies, and procedures, prepare plans for revision, and make recommendations; perform statistical computations such as correlation studies, variance analysis, averages, and trends; analyze user needs and develop appropriate solutions and requirements; organize materials, information, and resources systematically to optimize efficiency; organize, plan, implement, and oversee multiple programs.
- Establish and maintain effective working relationships with coworkers, other agencies, and the public; negotiate and exchange ideas, information, and opinions with others to formulate policies, programs, and reach consensus; define problems, identify trends, analyze issues, solve problems, and communicate solutions; produce clear, concise and valid operational manuals, reports, and other presentation materials.

SENIOR MANAGEMENT ANALYST

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

Knowledge of:

- Techniques of statistical analysis including data collection, evaluation, analysis, and manipulation; legislative proceedings and processes; government agencies, resources, and functions to locate and obtain needed information and/or resources; accepted practices and methods used in designing program reviews and audits.

Skill in:

- Developing computer generated reports.
- Organizing, developing, and making presentations.
- Mathematical and statistical computation and research and analysis techniques.

MANAGEMENT ANALYST I	**33**	**B**	**7.637**
MANAGEMENT ANALYST II	**35**	**B**	**7.625**
SENIOR MANAGEMENT ANALYST	**37**	**B**	**7.624**
SUPERVISOR, MANAGEMENT ANALYST	**39**	**B**	**7.612**

- Designing analytical research studies and identifying research needs and problems.
- Coordinating and implementing diverse work plans.

Ability to:

- Read and interpret technical reports, governmental publications, and federal directives; write comprehensive analytical, narrative, and statistical reports, recommendations, and legislative proposals.

SUPERVISOR, MANAGEMENT ANALYST

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

Knowledge of:

- Recognizing and assessing the impact of legislative actions; goals and objectives of the department; organizational structure and resources; long-range, broad-based planning and program and/or policy development.
- Supervisory principles and practices.

Skill in:

- Designing, researching, and interpreting study results and recommending courses of action.
- Motivating others and encouraging effective action.
- Organizing, planning, implementing, and overseeing multiple programs or areas of responsibility where little precedent exists in resolving complex problems.

Ability to:

- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

MANAGEMENT ANALYST I	**33**	**B**	**7.637**
MANAGEMENT ANALYST II	**35**	**B**	**7.625**
SENIOR MANAGEMENT ANALYST	**37**	**B**	**7.624**
SUPERVISOR, MANAGEMENT ANALYST	**39**	**B**	**7.612**

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, LIBRARY, ARCHIVES, AND PUBLIC RECORDS	**41**	**A**	**4.108**

JOB SUMMARY

Managers, Library, Archives, and Public Records plan, develop, organize, coordinate, direct, and evaluate their applicable section programs and functions.

JOB DUTIES

1. Direct the development of management programs and associated policies and procedures.
2. Develop, implement, and oversee policies, procedures, goals, and objectives to meet agency mandates.
3. Appoint agency staff to work on statewide library, archives, or records-related projects and committees.
4. Serve as a consultant to other libraries, archives, and agencies.
5. Analyze and propose legislative changes for program management, draft amendments and provide testimony.
6. Oversee and participate in the development, presentation, and financial management of grant applications and funding proposals.
7. Administer, negotiate, and oversee licensing agreements and contracts and hire contract staff.
8. Provide advice on technologies that support library, archives, and information management procedures and services.
9. Report on statewide development needs to leadership.
10. Provide advice and assistance to coordinate library, archives, repository services, and building projects.
11. Facilitate the planning and construction phases of library, archives, and repository building projects.
12. Monitor progress of projects and submit interim and final project reports.
13. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
14. Represent the agency to the media and coordinate public relations.
15. Participate in professional organizations, seminars, and conferences and contribute to professional literature.
16. Oversee the development of training, promotional materials, exhibits, and presentations to stakeholders.
17. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
18. Analyze and propose legislative changes, draft amendments, and provide testimony.
19. Prepare analytical, narrative, and statistical reports.
20. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
21. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; the political and social context in which Nevada libraries, archives, records or information center function; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- Professional library, records, or archival principles, practices, methods, materials and equipment; principles of management and supervision; current issues in information services including planning, administration, public, and technical services; current technologies.
- Available reference and research resources; preservation and conservation techniques.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.

Skill in:

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

Ability to:

- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.

2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	25 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	25 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	25 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	25 lbs	☒ stretching	☐ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
LIBRARY ASSISTANT	**23**	**E**	**4.119**
SENIOR LIBRARY ASSISTANT	**25**	**E**	**4.118**

JOB SUMMARY

Library Assistants perform clerical duties in support of the operation of libraries that house and provide access to a variety of materials in a variety of formats.

JOB DUTIES

LIBRARY ASSISTANT

1. Perform clerical duties, account maintenance, compile information, data entry, process and deliver mail, and file maintenance.
2. Shelve library material, including books, periodicals, and microfilm.
3. Issue library cards and input customer data.
4. Check out and document the return of materials.
5. Verify journal details, check in serials, and update the serials control database.
6. Route selected journals to designated personnel and assist in shelving.
7. Provide customer assistance by directing them to relevant resources and explaining unit policies and procedures.
8. Perform related duties as assigned.

SENIOR LIBRARY ASSISTANT

1. Duties required at the previous level, AND:
2. Perform specialized duties in bibliographic searching, reference, cataloging/metadata, interlibrary loan, course reserves, media, digital, technology services, and/or circulation.
3. Verify accuracy and completeness of information and make required corrections and additions.
4. Conduct copy cataloging to provide electronic access to bibliographic records.
5. Evaluate information needs of customers, instruct, and assist in resource utilization.
6. Prepare materials for shelving.
7. Bind and maintain collection order.
8. Order and receive routine materials, verify orders, submit invoices, and maintain information.
9. Process materials for print or electronic reserves, assess fines, issue notices, and update databases.
10. Process routine interlibrary loan requests, monitor orders, and resolve problems.
11. Maintain library equipment, troubleshoot malfunctions, and perform minor repairs.
12. Collect, maintain, and report statistics.
13. Perform related duties as assigned.

LIBRARY ASSISTANT	**23**	**E**	**4.119**
SENIOR LIBRARY ASSISTANT	**25**	**E**	**4.118**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

LIBRARY ASSISTANT
Graduation from high school or equivalent education.

SENIOR LIBRARY ASSISTANT
One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

LIBRARY ASSISTANT

Knowledge of:

- Customer service skills; telephone etiquette; operation of a computer and other office equipment; standard office procedures; answering telephones and taking/sending written or electronic-mail messages; distributing mail; internet browsers; manual and computerized recordkeeping methods.
- Data entry techniques.

Skill in:

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

Ability to:

- Read and understand information and materials related to the assignment; understand patron information requests and determine needs.
- Establish and maintain alphanumeric files; file or retrieve records; compare two sources of text and recognize discrepancies.
- Enter data, process records and resolve discrepancies according to clearly established procedures.
- Apply and explain rules, regulations, policies, and procedures.
- Provide clerical support to library staff.

SENIOR LIBRARY ASSISTANT

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

Knowledge of:

- Resources, services, organization and functions of various sections and/or branches of a library; search criteria and retrieval methods used with common databases.
- Acquisitions, circulation, cataloging, and interlibrary loan; nationally recognized classification systems; standard word processing, spreadsheet, and presentation software.
- Scope and content of the library collections; established cataloging rules and formats and their interrelationships**.**

Ability to:

- Import and edit cataloging records from a national bibliographic utility using national cataloging standards; establish and maintain effective working relationships with library users and staff.
- Perform routine equipment maintenance.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	40 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	40 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	40 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	40 lbs	☒ stretching	☐ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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LIBRARY ASSISTANT	**23**	**E**	**4.119**
SENIOR LIBRARY ASSISTANT	**25**	**E**	**4.118**

work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
RECORDS ANALYST	**33**	**B**	**4.210**
SUPERVISOR, RECORDS ANALYST	**37**	**A**	**4.204**

JOB SUMMARY

Records Analysts perform a broad range of duties in support of the maintenance, use, retention, and disposition of government records.

JOB DUTIES

RECORDS ANALYST

1. Review record series and schedules to determine the administrative, fiscal, and legal value of records.
2. Make recommendations concerning the archival research value of records.
3. Research applicable laws, regulations, policies, and procedures.
4. Establish, review, and update records retention schedules to ensure proper retention and disposition in compliance with legal requirements.
5. Provide records management recommendations to agencies, administrators, or committees.
6. Assist in the establishment of efficient and cost-effective records management programs.
7. Respond to inquiries, prepare training materials, and conduct workshops.
8. Provide expertise and assistance in records management.
9. Provide appropriate access to stored records and ensure proper destruction of obsolete records.
10. Utilize technologies to track box locations, retrieve boxes, and return boxes.
11. Promote awareness of records management programs, deliver presentations, and participate in professional organizations.
12. Perform related duties as assigned.

SUPERVISOR, RECORDS ANALYST

1. Duties performed at the previous level, AND:
2. Direct the operation of a records center.
3. Develop procedures for accepting and accessing materials in the records center and instruct others as to what materials constitute records.
4. Supervise the destruction of obsolete records.
5. Produce documentation and authorize transfer and archival of materials determined to have historical value.
6. Develop policy and procedure recommendations pertaining to the management of State and local government records.
7. Identify the needs and responsibilities of State and local government entities and evaluate the ability to fulfill their requirements.
8. Review applicable federal and State laws and professional standards and principles to develop regulations, and draft and submit proposals for new or revised legislation.
9. Seek funding for special projects, justify the need for the project, summarize objectives and project plans, estimate expenses, and develop timelines.

10. Participate in the development and administration of grants and budgets.
11. Represent the program at professional meetings by presenting information and serving on committees.
12. Write articles for professional journals, newsletters, and online publications.
13. Provide legislative testimony at the request of administrators.
14. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
15. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

RECORDS ANALYST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, RECORDS ANALYST

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

RECORDS ANALYST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Records management principles and practices; creating, maintaining, handling, storage, and disposition of records; services, roles, and responsibilities of records repositories.
- Systems and technologies that support responsible records management, security, and access throughout the records lifecycle.

Skill in:

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

Ability to:

- Determine the administrative, fiscal, legal, informational, or historic value of records, manuscripts, and other materials; compare and inspect records storage facilities, equipment, and systems and determine whether they meet prescribed federal and State minimum requirements.
- Plan, organize, and manage projects; write correspondence, procedures, and reports.
- Prepare and deliver presentations.
- Identify a record series and complete an inventory by describing the title, content, uses, arrangement, administrative life, volume, and types of duplication; assess the administrative, fiscal, legal, informational or historic value of records.
- Perform mathematical computations to measure records and calculate storage space requirements.
- Assist in operating a records center through application of procedures and techniques for accessioning, referencing, disposition, transferring, microfilming, and preserving records; enter and retrieve information

from an automated database system.
- Interview patrons to determine their needs and respond with the appropriate information; establish and maintain cooperative working relationships.

SUPERVISOR, RECORDS ANALYST

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

Knowledge of:
- Principles and practices of supervision.
- State budgeting, accounting, purchasing, and grants procedures and regulations.

Ability to:
- Plan and organize the activities, services, and operations of a comprehensive records program; manage multiple programs, projects, and activities.
- Develop and implement policies and procedures; provide technical expertise and advice; use records management principles, standards, equipment, procedures and methods for the administration of records.
- Analyze data and recommend procedures; represent the agency and provide testimony before legislative and local government committees.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or departments; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

RECORDS ANALYST	**33**	**B**	**4.210**
SUPERVISOR, RECORDS ANALYST	**37**	**A**	**4.212**

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☐ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ARCHIVIST	**33**	**B**	**4.225**
SUPERVISOR, ARCHIVIST	**37**	**A**	**4.220**

JOB SUMMARY

Archivists appraise, accession, describe, catalog, and make archival materials available to agencies and the public.

JOB DUTIES

ARCHIVIST

1. Appraise archival materials of all formats to assess the evidential, informational, and research value.
2. Build collections or solicit transfers by collaborating, developing relationships, and communicating with potential sources.
3. Generate archival collections, such as oral histories, and seek out documentation of significant topics.
4. Acquire and accession archival materials, secure the transfer of legal title and associated intellectual and/or physical property rights, and receive materials.
5. Evaluate materials for potential restrictions and sensitivities in compliance with laws, policies, agreements, or cultural protocols.
6. Support broad access to materials available in the archives, describe collections, provide reference services, and create finding aids or other discovery tools.
7. Provide reproductions from holdings, direct patrons to other repositories for additional information, and prepare materials for use.
8. Perform conservation treatments, preserve and protect archival materials, maintain appropriate environmental and pest controls, and implement policies and procedures to protect archives from damage or loss.
9. Seek funding for special projects by preparing grant applications, justify the need for the project, summarize the objectives and project plans, estimate associated expenses, and develop timelines.
10. Conduct original research and report findings.
11. Promote public awareness of the archives' activities, services and collections, make presentations, author articles for publication, participate in professional organizations, provide instructions, or perform other outreach activities.
12. Develop and maintain assessment programs that gather and analyze data to identify trends, properly allocate resources, and strategically manage the archives.
13. Utilize technologies to manage collections and promote them online.
14. Appraise, ingest, and perform actions to preserve born-digital archival records to ensure their continued access and use.
15. Perform related duties as assigned.

SUPERVISOR, ARCHIVIST

1. Duties required at the previous level, AND:
2. Oversee the Archives Program.

ARCHIVIST	**33**	**B**	**4.225**
SUPERVISOR, ARCHIVIST	**37**	**A**	**4.220**

3. Develop policies and procedures related to the accessioning, arrangement, description of government records that have archival value, preparation of finding aids, access to materials, and use of the research room.
4. Plan and coordinate archival programs, review program needs, evaluate requests, and determine priorities and methodologies.
5. Draft and submit proposals for new or revised legislation.
6. Monitor approved grant projects, review and authorize expenditures, and prepare fiscal forms and summary reports.
7. Assist in the development of the biannual budget recommendation, determine budget priorities, and monitor approved budgets.
8. Consult and provide expertise and assistance to librarians, archivists, curators, agencies and the public.
9. Represent the archives programs at meetings, present papers, serve on committees, and write articles for professional journals, newsletters, and online publications.
10. Provide legislative testimony at the request of administrators.
11. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

ARCHIVIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, ARCHIVIST

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

ARCHIVIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; privacy rights which govern access to archives and archival materials.
- Professional archival principles, practices, and concepts related to the operation of archival records programs, services, roles, and responsibilities of archives and historical records repositories.
- Knowledge of best practices for born-digital archives management, descriptive metadata, and supporting technologies.
- Archival conservation and preservation methods; ways archival materials may be used in research; tools, systems, equipment and materials used in preservation and conservation of archival materials.
- Grant application processes and procedures.

Skill in:

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

ARCHIVIST	**33**	**B**	**4.225**
SUPERVISOR, ARCHIVIST	**37**	**A**	**4.220**

Ability to:

- Assess the administrative, fiscal, legal, informational, or historic value of archival materials; process materials according to accepted archival standards; use preservation tools, systems, and materials; create collection descriptions, and/or finding aids; maintain awareness of changes in technology, standards, and emerging developments in the archival field.
- Develop and maintain cultural competency to collaborate with diverse populations and communities; establish and maintain cooperative working relationships; interview patrons to determine their needs.
- Determine the administrative, fiscal, legal, informational, or historic value of archival materials; write analytical reports to provide results of research, and articles suitable for publication in professional journals.
- Organize and coordinate archives management projects; prepare and deliver presentations.
- Develop and implement methods to compile statistics regarding the use of archives collections; create collection descriptions and manage collections using archival software.

SUPERVISOR, ARCHIVIST

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

Knowledge of:

- Principles and practices of supervision; grant application, management and reporting procedures; budget preparation and administration.
- Accessioning, arrangement, and description of government records having archival value.

Ability to:

- Analyze information and interpret findings from the perspective of Nevada history and institutions; apply appropriate cataloging rules and enter and retrieve information from automated database systems.
- Formulate and administer a project budget with multiple funding sources; plan, organize, and manage the activities, services, and operations of the program and its projects.
- Develop and implement policies and procedures; provide technical expertise and advice to subordinate staff and others; represent the agency and provide testimony before legislative and local government committees.
- Lead and motivate a staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.

ARCHIVIST	**33**	**B**	**4.225**
SUPERVISOR, ARCHIVIST	**37**	**A**	**4.220**

4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☐ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ACCOUNTANT (ACFR)	**40**	**B**	**7.101**
SENIOR ACCOUNTANT (ACFR)	**43**	**B**	**7.100**

JOB SUMMARY

Accountants (ACFR) assist agencies with accounting issues, document processing, approval of journal vouchers and work programs, and provide training to agencies on the State's financial system and produce the State's Annual Comprehensive Financial Report (ACFR) in accordance with Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

JOB DUTIES

ACCOUNTANT (ACFR)

1. Prepare the State's ACFR.
2. Analyze and report calculation and allocation of pooled cash and investments, unrealized gains and losses, securities lending, accrued interest, and compensated absences.
3. Provide guidance and expertise on GAAP and GASB reporting requirements, use of the State's automated financial system and chart of accounts, and set-up and maintenance of budget accounts and general ledgers.
4. Determine and verify the integrity of the financial system.
5. Consult with agencies on external reporting systems and software.
6. Calculate arbitrage and prepare arbitrage tax returns.
7. Provide final approval of journal vouchers and work programs.
8. Interpret, enforce, train, and provide guidance on the State's accounting policies and procedures.
9. Determine compliance with GAAP, GASB, and GFOA reporting requirements, and applicable State laws and regulations.
10. Prepare recording of financial transactions (e.g cash and investments, receivables, inventories, prepaid expenses, capital assets (including leases and subscription-based information technology arrangements) and the related deprecation or amortization, payables and accrued liabilities, long-term debt, unearned and unavailable revenues, deferred inflows and outflows, interagency transfers, federal grants, pass through receipts, disbursements, and classification of net position/fund balance.
11. Plan, organize, and conduct reviews of agencies' programs and activities.
12. Assist agencies with accounting issues, document processing, develop performance measures, and evaluate operations.
13. Perform related duties as assigned.

SENIOR ACCOUNTANT (ACFR)

1. Duties performed at the previous level, AND:
2. Ensure timely preparation and dissemination of the State's ACFR.
3. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
4. Perform related duties as assigned.

ACCOUNTANT (ACFR)	**40**	**B**	**7.101**
SENIOR ACCOUNTANT (ACFR)	**43**	**B**	**7.100**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

ACCOUNTANT (ACFR)

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR ACCOUNTANT (ACFR)

Four or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

ACCOUNTANT (ACFR)

Knowledge of:

- Applicable federal and State laws and regulations, and agency policies and procedures; principles and practices of performance management; GAAP, GASB, GFOA, and other related publications; current accounting theory, practices, and law.
- Preparation of the State's ACFR.
- Agency revenue sources, assets, liabilities, and typical expenditures; State governmental legislative processes and accounting system.
- Principles, concepts, practices, methods, and techniques of government accounting, audit methodologies, internal control structures, accountability, fiscal management, and financial reporting standards; accounting for governmental activities, business-type activities, governmental funds, proprietary funds, fiduciary funds, and discretely presented component units.
- Fiscal accountability in the public sector; automated and manual management reporting systems to create output formats and obtain accurate and complete financial information.
- Techniques required to maintain accounting records through automated accounting systems; basis of accounting and measurement focus for all fund types; GAAP, GASB, GFOA; spreadsheet development and statistical sampling techniques.

Skill in:

- Analysis and interpretation of financial data.
- Documenting recommendations for modifications, improvements, or enhancements to the automated financial system.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Analyze and interpret financial data; convey fiscal issues; negotiate budgets and contracts; write clear and concise technical material; and prepare and analyze financial statements.
- Interpret and implement GASB pronouncements.

ACCOUNTANT (ACFR)	**40**	**B**	**7.101**
SENIOR ACCOUNTANT (ACFR)	**43**	**B**	**7.100**

SENIOR ACCOUNTANT (ACFR)

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

Knowledge of:

- Training principles and practices.

Ability to:

- Coordinate various accounting projects; use logic and reason to solve difficult problems; communicate with outside auditors and agency administrators.
- Read, understand, interpret and implement GASB, GAAP, GFOA, manuals, policies, procedures, statutes, administrative codes and regulations; establish and maintain internal controls; perform complex reconciliations to determine accuracy of account balances; analyze and interpret financial reports and technical fiscal data.
- Execute complex accounting assignments with precision, applying advance knowledge of financial principles to ensure accuracy, compliance, and efficiency.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing

☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ADMISSIONS AND RECORDS ASSISTANT I	**23**	**F**	**2.228**
ADMISSIONS AND RECORDS ASSISTANT II	**25**	**F**	**2.227**
SENIOR ADMISSIONS AND RECORDS ASSISTANT	**27**	**F**	**2.226**
SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT	**29**	**F**	**2.225**

JOB SUMMARY

Admissions and Records Assistants perform various functions related to students' academic record, including enrollment, reviewing academic requirements for graduation, and making changes to student demographic information and maintaining records for students who are admitted.

JOB DUTIES

ADMISSIONS AND RECORDS ASSISTANT I

1. Assist students and applicants at a counter or over the telephone.
2. Hand out applications for admission and other forms.
3. Review forms and applications submitted and answer questions.
4. Process requests for transcripts.
5. Enter data into computer equipment and image documents for storage.
6. Perform related duties as assigned.

ADMISSIONS AND RECORDS ASSISTANT II

1. Duties performed at the previous level, AND:
2. Receive and review applications for admission, contact applicants to obtain missing information and resolve inconsistencies, and explain admission requirements.
3. Review immunization records, make residency determinations according to NSHE policy, and ensure entrance requirements are met.
4. Obtain and evaluate official transcripts, determine accreditation of previous schools, determine acceptability of transfer credits and course equivalencies, identify duplicate courses, calculate grade point average, and evaluate documented scores on various standardized tests.
5. Notify applicants of admissions acceptance or denial.
6. Communicate, provide, obtain, and exchange information with staff, faculty, administrators, students, other educational institutions, and the public.
7. Apply, explain, and clarify policies and procedures of the applicable institution.
8. Establish and maintain computerized and manual records and enter and update all applicable information.
9. Facilitate the development of an academic schedule including training staff on building classes, assigning classes to locations, cleaning up class details and location data, and publishing class information.
10. Enter substitutions, waivers, and changes for degree requirements.
11. Review, collect, compile, compute, and maintain student data and operational documentation and reports.
12. Extract data from a variety of files, manuals, reports, and external sources.
13. Perform general office support duties and assist in preparations for graduation ceremonies.
14. Perform related duties as assigned.

ADMISSIONS AND RECORDS ASSISTANT I	**23**	**F**	**2.228**
ADMISSIONS AND RECORDS ASSISTANT II	**25**	**F**	**2.227**
SENIOR ADMISSIONS AND RECORDS ASSISTANT	**27**	**F**	**2.226**
SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT	**29**	**F**	**2.225**

SENIOR ADMISSIONS AND RECORDS ASSISTANT

1. Duties performed at the previous levels, AND:
2. Evaluate international requests for student admission, visas and immigration status, and foreign transcripts.
3. Prepare the master class schedule and assign classroom and instructional space.
4. Coordinate and prepare graduation ceremonies.
5. Propose potential articulation agreements to leadership.
6. Provide support to staff that maintain student records and review degree audit reports.
7. Encode information from college catalogs and interpret degree requirements.
8. Review reports reflecting specific course work completed, credits earned, and grade point average to determine conformance with graduation requirements.
9. Perform related duties as assigned.

SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT

1. Duties performed at the previous levels, AND:
2. Oversee the day-to-day operations of a major component within an admissions and/or records office.
3. Serve as a liaison between students, staff, faculty, and administration.
4. Resolve problems and make appropriate determinations and evaluations.
5. Coordinate input and output from automated information systems and edit and audit computer reports.
6. Implement system enhancements and recommend operational improvements.
7. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
8. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

ADMISSIONS AND RECORDS ASSISTANT I

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

ADMISSIONS AND RECORDS ASSISTANT II

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR ADMISSIONS AND RECORDS ASSISTANT

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT

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

ADMISSIONS AND RECORDS ASSISTANT I	**23**	**F**	**2.228**
ADMISSIONS AND RECORDS ASSISTANT II	**25**	**F**	**2.227**
SENIOR ADMISSIONS AND RECORDS ASSISTANT	**27**	**F**	**2.226**
SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT	**29**	**F**	**2.225**

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

ADMISSIONS AND RECORDS ASSISTANT I

Knowledge of:

- Standard office practices, procedures, and methods; data entry techniques; recordkeeping techniques; telephone etiquette; business English; customer service; clerical accounting procedures.

Ability to:

- Apply and explain applicable rules, regulations, policies, and procedures; read and understand manuals and other detailed written instructions; review applications and other documents for completeness and conformance to established procedures and requirements; maintain records including manual and electronic files.
- Perform basic math calculations; enter data in computer equipment and resolve data discrepancies; type proficiently at an acceptable rate of speed; type, format, and produce correspondence; perform administrative support duties; compose routine business correspondence.

ADMISSIONS AND RECORDS ASSISTANT II

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Manual and electronic recordkeeping techniques; residency requirements for college entrance.

Skill in:

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

Ability to:

- Research and verify the level, content, unit value, and grading system for courses at other institutions to determine appropriate course equivalencies.
- Provide information on rules, regulations, policies, and procedures related to admissions and/or records operations; review and update maintain records including manual and electronic files; maintain and retrieve data.
- Interact with applicants, students, faculty, and representatives of other institutions to exchange information and make appropriate determinations; compile, organize, and summarize data for inclusion in reports.

SENIOR ADMISSIONS AND RECORDS ASSISTANT

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

Knowledge of:

- Functions, operations, practices, and procedures of a college/university admissions and/or records office; student information systems and degree audit reporting systems.

ADMISSIONS AND RECORDS ASSISTANT I	**23**	**F**	**2.228**
ADMISSIONS AND RECORDS ASSISTANT II	**25**	**F**	**2.227**
SENIOR ADMISSIONS AND RECORDS ASSISTANT	**27**	**F**	**2.226**
SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT	**29**	**F**	**2.225**

- International residency requirements for college entrance; immigration standards related to student visas and required documentation; foreign transcript evaluation procedures.
- Reciprocal articulation agreements.

Ability to:

- Interpret and apply international admissions and/or records regulations, rules, policies, and procedures to individual applicant/student situations; convey information to individuals with limited English language skills and cultural differences.
- Coordinate communications between work groups both within admissions and/or records and the college/university; receive inquiries and resolve problems for staff and students/applicants.
- Research information from a variety of institutional and external sources; compile and update information and prepare reports.

SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT

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

Knowledge of:

- Principles and practices of supervision and training.

Ability to:

- Oversee day-to-day operations and activities; coordinate input and output from computerized student information and degree audit report systems; audit and edit computer reports; implement system enhancements and make recommendations for improvement.
- Resolve issues regarding residency, transfer credits, course equivalencies, eligibility for graduation, and other admissions/records questions; evaluate requests and petitions for waivers and exceptions; research and investigate questions and issues requiring the review and consideration of historical data, current developments, and probable outcomes.
- Compile and analyze records, numerical, and descriptive information; compose effective correspondence, announcements, training materials, narrative summaries and reports, proposals and recommendations, and other written materials.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a

ADMISSIONS AND RECORDS ASSISTANT I	**23**	**F**	**2.228**
ADMISSIONS AND RECORDS ASSISTANT II	**25**	**F**	**2.227**
SENIOR ADMISSIONS AND RECORDS ASSISTANT	**27**	**F**	**2.226**
SUPERVISOR, ADMISSIONS AND RECORDS ASSISTANT	**29**	**F**	**2.225**

condition of continuing employment.

3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FAMILY SUPPORT WORKER	**24**	**E**	**3.520**

JOB SUMMARY

Family Support Workers provide in-home assistance and instruction to clients and their families regarding homemaking skills, the preparation of healthy and nutritious meals, and basic personal care and hygiene.

JOB DUTIES

1. Provide regular physical care to clients including bathing, dressing, and feeding.
2. Assist in establishing healthy eating habits and personal hygiene.
3. Perform residential cleaning tasks, laundry, and mending clothes.
4. Shop for food and essential supplies, pay bills, balance check book, and assist with budgeting.
5. Plan and prepare nutritious meals consistent with the clients' cultural and economic standards.
6. Assist in planning daily routines for family members to establish a responsible, balanced, and orderly family living environment.
7. Provide intensive in-home assistance services for elderly clients placed in a protective setting resulting from abuse, neglect, exploitation, or isolation.
8. Observe, identify, and report abnormal behavior and evidence of abuse, neglect, exploitation, and/or isolation within the family unit.
9. Monitor client behavior and environment and identify deterioration or improvement in the client's lifestyle.
10. Teach basic parenting skills to clients to enable them to provide proper and necessary care to their children.
11. Instruct and apply behavior modification and related techniques to elicit appropriate behavior from children and adolescents.
12. Explain welfare policies and procedures, food supplement programs and eligibility procedures, and related social programs.
13. Collaborate with social service personnel in referring clients to appropriate agencies for assistance and complete necessary referral forms for services.
14. Prepare and maintain records and reports of time worked, mileage and services provided.
15. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One year of applicable experience as described in the job duties and graduation for high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; federal and State

social service programs; social service organizations and community resources.
- Homemaking skills such as cleaning, washing laundry, and grocery shopping; child and adult nutrition as applied to menu preparation; family budgeting skills.

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

Ability to:
- Develop sound relationships involving trust and respect with clients; identify signs of abuse, neglect and abnormal behavior and report to supervisor; detect negative behavior patterns and take appropriate action; use and teach acceptable child behavior modification techniques.
- Provide intensive in-home assistance services for the aged and elderly who are placed in a protective setting; teach adults proper methods of child care, personal hygiene, and household maintenance.
- Observe client behavior and report improvement or deterioration to the supervisor.
- Perform basic mathematical calculations; keep records and write simple reports.
- Relate to individuals from a variety of socio-ethnic backgrounds with diverse personalities.
- Safely operate an automobile to drive to a client's residence and various locations necessary to carry out tasks.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
TRANSPORTATION AND SAFETY ATTENDANT	**26**	**H**	**3.535**
SUPERVISOR, TRANSPORATION AND SAFETY ATTENDANT	**28**	**H**	**3.530**

JOB SUMMARY

Transportation and Safety Attendants operate various types of motor vehicles such as shuttle buses, automobiles, vans, light trucks, or golf carts and conduct both interior and exterior fire and life safety patrols.

JOB DUTIES

TRANSPORATION AND SAFETY ATTENDANT

1. Transport residents to and from medical appointments, events, leisure, and recreational activities.
2. Assist residents with physical, intellectual, and/or cognitive disabilities get in and out of the vehicle.
3. Safely load and secure wheelchairs, walkers, and equipment.
4. Ensure appropriate travel documentation is completed by agency staff and physician's office.
5. Provide courier services by picking up and/or delivering materials.
6. Conduct pre- and post-trip vehicle inspections and clean the exterior and interior of assigned vehicles.
7. Inspect oxygen tanks within the vehicle to ensure proper operation.
8. Perform vehicle maintenance, check oil, gas, radiator coolant, windshield cleaning chemicals, and tire pressure and report vehicle malfunctions and needed repairs.
9. Complete logs and maintain pre- and post-trip vehicle inspections, mileage, passengers transported records.
10. Perform interior and exterior facility fire and life safety patrols.
11. Assist with disaster and fire drills and ensure disaster kits are stocked and up to date.
12. Verify fire extinguishers are pressurized to the correct level, inspect and clean fire sprinklers and smoke detectors, inspect fire-rated doors for functionality, and inspect Automated External Defibrillators to ensure proper function.
13. Monitor the physical condition of the facilities and report failures and deficiencies.
14. Monitor life and safety panels, respond to panel alarms, and report incidents to appropriate staff.
15. Monitor and observe individuals accessing the property and retrieve camera surveillance footage.
16. Maintain proper use, control, accountability, and issuance of keys, electronic access and identification cards, lockers, and lost and found.
17. Provide emergency response and/or assistance regarding safety matters, relay emergency communications, and administer first aid as required.
18. Conduct initial incident reviews and coordinate with agency staff and State and/or local law enforcement agencies for additional investigation.
19. Provide administrative support.
20. Complete and maintain required documentation.
21. Perform related duties as assigned.

SUPERVISOR, TRANSPORTATION AND SAFETY ATTENDANT

1. Duties performed at the previous level, AND:

TRANSPORTATION AND SAFETY ATTENDANT	**26**	**H**	**3.535**
SUPERVISOR, TRANSPORATION AND SAFETY ATTENDANT	**28**	**H**	**3.530**

2. Coordinate and oversee transportation activities.
3. Develop, implement, and maintain a preventative vehicle maintenance schedule.
4. Assist in the development, review, and implementation of transportation policies and procedures.
5. Coordinate with management in the development of the transportation budget.
6. Develop and submit analytical, narrative, and statistical reports.
7. Assist facility management with safety compliance activities.
8. Monitor the issuance of badges and keys.
9. Ensure logs and forms are properly completed and maintained.
10. Train, supervise, schedule, and evaluate the performance of employees, inmates, and/or students and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

TRANSPORATION AND SAFETY ATTENDANT

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, TRANSPORTATION AND SAFETY ATTENDANT

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

TRANSPORATION AND SAFETY ATTENDANT

Knowledge of:

- Applicable federal and State laws and regulations and agency policies and procedures.
- Defensive driving techniques; State of Nevada traffic laws and rules of the road; safe and proper operation of a motor vehicle.

Skill in:

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

Ability to:

- Conduct fire and life safety patrols; read, understand, and implement fire and life safety rules and regulations.
- Write business correspondence and reports; work cooperatively with others including co-workers, program clientele, and the public.
- Operate motor vehicles to include shuttle buses, automobiles, vans, light trucks, or golf carts.
- Complete and maintain forms, logs, and records; perform basic vehicle maintenance; read, understand, and follow city, county, and State maps or navigational systems; understand and follow verbal and written directions.

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- Interact effectively and in a caring and professional manner with individuals who have a myriad of physical, psychological, intellectual and/or cognitive disabilities.

SUPERVISOR, TRANSPORTATION AND SAFETY ATTENDANT

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

Knowledge of:

- Transportation scheduling; motor vehicle preventative maintenance; control and accountability of keys and/or electronic access.

Ability to:

- Create and implement forms, logs and reports; effectively and efficiently coordinate, implement, and manage transportation scheduling; develop policies and procedures for the assigned program area; assist in the development of the transportation budget; identify problems and make effective recommendations to resolve problems.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	75 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	75 lbs	☐ tasting	☐ throwing

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SUPERVISOR, TRANSPORATION AND SAFETY ATTENDANT	**28**	**H**	**3.530**

☒ balancing	☒ sitting	☒ pushing,	75 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	75 lbs	☒ stretching	☐ smelling

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

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FLEET SPECIALIST	**31**	**E**	**7.671**
SENIOR FLEET SPECIALIST	**33**	**B**	**7.670**

JOB SUMMARY

Fleet Specialists facilitate fleet operations including vehicle and equipment acquisition, utilization, maintenance, and disposal.

JOB DUTIES

FLEET SPECIALIST

1. Assist in composing, reviewing, and updating referenced technical specifications.
2. Facilitate registration, payment, and insurance processes.
3. Input, update, retrieve, maintain, and ensure the integrity of data in either electronic or paper records.
4. Manage the agency's fleet fuel card program and processes.
5. Perform related duties as assigned.

SENIOR FLEET SPECIALIST

1. Participate in the research and development of bid specifications for vehicles, equipment, supplies and materials.
2. Analyze new vehicle contracts, pricing, specifications, and availability and monitor contract deliverables.
3. Research, compile, and analyze fleet data to assist in the lifecycle of fleet assets.
4. Coordinate and monitor fleet inventory.
5. Ensure accurate and timely acquisition, deployment, and payment of fleet goods and services.
6. Ensure vehicles and equipment are procured, maintained, and repaired according to requirements.
7. Plan, coordinate, and conduct training related to fleet information systems.
8. Participate in the preparation, monitoring, and maintenance of the fleet operations budget.
9. Monitor and facilitate compliance requirements of the internal fuel centers.
10. Facilitate the acquisition of estimates and coordinate collision repairs.
11. Coordinate subrogation of claims in conjunction with State Risk Management and/or private insurance companies and the Attorney General's office.
12. Assist with the development of narrative and financial reports for presentation to management.
13. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
14. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

FLEET SPECIALIST

One or more years of applicable experience as described in the job duties and graduation from high school or

FLEET SPECIALIST	**31**	**E**	**7.671**
SENIOR FLEET SPECIALIST	**33**	**B**	**7.670**

equivalent education.

SENIOR FLEET SPECIALIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

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

FLEET SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Business practices applicable to fleet management; vehicle and equipment acquisition and disposition; data processing systems and procedures.

Skill in:

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

Ability to:

- Establish and maintain effective and cooperative working relationships; process, format, and generate computer data for reports; organize information and resources systematically.

SENIOR FLEET SPECIALIST

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

Knowledge of:

- State purchasing; budget development and maintenance; contract and/or bid specification processes and oversight.

Ability to:

- Plan and implement short- and long-range goals; oversee and coordinate internal and external programs; negotiate with vendors regarding delivery dates of goods and services; facilitate, implement, and coordinate repair, servicing, and maintenance of vehicles and equipment; analyze, interpret, and compile financial and statistical data for comprehensive reports.
- Assign and review work for classified staff, provide training, and give input to performance evaluations and discipline.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the

possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
PHARMACY TECHNICIAN	**27**	**C**	**10.723**

JOB SUMMARY

Pharmacy Technicians process prescriptions and practitioners' orders and provide support services to pharmacists.

JOB DUTIES

1. Obtain and prepare prescription orders and review for errors or incomplete information.
2. Transcribe orders and record data in patient profiles to meet legal requirements.
3. Sort, stock, and label medications and monitor inventory.
4. Fill medications including floor stock orders.
5. Complete billing forms and record transactions to collect payment.
6. Monitor and inspect drug storage areas.
7. Conduct pharmacy medication room.
8. Maintain and procure inventory and confirm delivery of a variety of items.
9. Ensure activities comply with applicable federal and State laws, regulations, and standards.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One or more years of applicable experience as described in the job duties and current licensure as a Pharmaceutical Technician issued by the Nevada State Board of Pharmacy.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; medical terminology; pharmaceutical products; pharmaceutical computer systems; requirements of accreditation agencies.
- Metric system of measurement; algebra, biology, and chemistry; drug indications, side effects, and dosage; chemical formulas and terminology.

Skill in:

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

Ability to:

- Maintain a variety of records and files; type prescription labels in proper format; transcribe practitioners' instructions; perform pharmaceutical and mathematical calculations; take inventory of supply and prepare related records; follow verbal and written instructions.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
BUYER	**32**	**B**	**7.310**
SENIOR BUYER	**34**	**B**	**7.308**
SUPERVISOR, BUYER	**36**	**B**	**7.307**

JOB SUMMARY

Buyers complete and oversee and provide services for the purchase of goods, products, financing, and services required by State agencies and political subdivisions.

JOB DUTIES

BUYER

1. Formulate bid specifications and develop bid evaluation criteria.
2. Solicit written bids, proposals, and competitive quotations.
3. Schedule bid openings, forecast delivery lead times, and evaluate response on a cost/benefit or cost/performance basis.
4. Negotiate, award, and administer contracts to ensure compliance with terms and conditions.
5. Expedite purchase orders.
6. Communicate with agencies to discuss needs or problems with items purchased and to provide product information.
7. Monitor vendor performance and the quality of goods and services purchased.
8. Negotiate freight claims and work with vendors to remedy discrepancies and/or modify or cancel contracts.
9. Review literature and work with vendor representatives and others to discuss products and/or services.
10. Provide information regarding applicable procurement policies and requirements.
11. Study market trends and product performance to follow technological developments and changes in business practices, product features, and capabilities.
12. Maintain reference library and attend tradeshows and product demonstrations.
13. Maintain records and prepare reports and correspondence.
14. Perform related duties as assigned.

SENIOR BUYER

1. Duties performed at the previous level, AND:
2. Procure large equipment and specialized services.
3. Function as a lead worker by assigning and reviewing work, training, and providing input regarding performance evaluations and discipline.
4. Perform related duties as assigned.

SUPERVISOR, BUYER

1. Duties performed at the previous levels, AND:
2. Develop and manage purchasing contracts.
3. Review and approve sole source purchases to ensure compliance.

BUYER	**32**	**B**	**7.310**
SENIOR BUYER	**34**	**B**	**7.308**
SUPERVISOR, BUYER	**36**	**B**	**7.307**

4. Provide expert testimony to the legislature.
5. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

BUYER

One or more years of applicable experience as described in the job duties and graduation for high school or equivalent education.

SENIOR BUYER

Three or more years of applicable experience as described in the job duties and graduation for high school or equivalent education.

SUPERVISOR, BUYER

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred, graduation from high school or equivalent education and graduation for high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

BUYER

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; fund accounting methods, monthly and annual reports, and vendor financial reports.
- State of Nevada purchasing system and procedures; contract development procedures and practices; service agreements and leases.
- Determining needs and selecting items; technical specifications; qualifying vendors; market conditions, price trends, and priority practices.
- Rules, regulations, and guidelines pertaining to governmental procurement; sources of supply, market conditions, price trends, and priority practices; principles, practices, and procedures of purchasing including competitive bidding and specification writing.
- Office methods and procedures; purchasing methods and procedures; types, characteristics, and supply sources of commodities and services.

Skill in:

- Mathematical computations to calculate rates and cycle times.
- Analyzing and comparing specifications, bid documents, and bid amounts.
- Negotiating to arrange terms and conditions, pricing, and scheduling.
- Making presentations to provide information or explain purchasing policies and procedures.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

BUYER	**32**	**B**	**7.310**
SENIOR BUYER	**34**	**B**	**7.308**
SUPERVISOR, BUYER	**36**	**B**	**7.307**

Ability to:

- Purchase a variety of materials, supplies, and equipment according to State policies and applicable laws; receive requisitions and analyze items for quantity, specifications, and delivery requirements.
- Develop and investigate sources of supply; issue requests for quotations, proposals, or bids for items not covered by an existing purchase arrangement; correspond with vendors to discuss problems regarding quality, cost, terms, delivery, discounts, or transportation of ordered materials; evaluate quality and price elements; prepare specifications and maintain records and files.
- Obtain verbal and written quotes; apply proper descriptive terminology and established specifications to requisitions for commodities and services.

SENIOR BUYER

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

Ability to:

- Establish and maintain cooperative and effective working relationships; read and interpret blueprint specifications, property descriptions, requisitions, purchase orders, invoices, and delivery reports; prepare clear, detailed, and accurate specifications; ensure vendor compliance with accepted purchasing standards.

SUPERVISOR, BUYER

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

Knowledge of:

- Supervisory principles, practices, and techniques; principles of finance and statistics; present value, risk management, and cash flow management.

Skill in:

- Formulating and presenting recommendations.

Ability to:

- Review, verify, and process requisitions and purchase orders.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a

BUYER	**32**	**B**	**7.310**
SENIOR BUYER	**34**	**B**	**7.308**
SUPERVISOR, BUYER	**36**	**B**	**7.307**

condition of continuing employment.

3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
PURCHASING TECHNICIAN	**27**	**F**	**7.319**
SENIOR PURCHASING TECHNICIAN	**29**	**F**	**7.311**

JOB SUMMARY

Purchasing Technicians prepare and process documents for the purchase, issuance, and transfer of goods.

JOB DUTIES

PURCHASING TECHNICIAN

1. Purchase property, equipment, services, forms, food, parts, and supplies.
2. Determine the best price and availability of items.
3. Issue and modify purchase orders via an open-term contract or informal quote.
4. Verify the accuracy of coding and vendor information and resolve inconsistency or error problems.
5. Maintain and monitor computerized record systems and distribute documentation to appropriate parties.
6. Ensure compliance with State laws, regulations, and agency policies and procedures.
7. Prepare for bid and request for proposal openings, complete legal advertisements, arrange and verify publications, maintain bid and records, and issue and post notification of awards.
8. Contact vendors to resolve problems and arrange for delivery or return of items.
9. Answer questions regarding applicable laws, regulations, policies, and procedures.
10. Maintain department or statewide fixed asset control records and issue identification tags.
11. Record property movement or disposition and issue reports for inventory verification and control purposes.
12. Perform related duties as assigned.

SENIOR PURCHASING TECHNICIAN

1. Duties performed at the previous level, AND:
2. Develop and present training programs.
3. Develop reports.
4. Recommend changes to policies and procedures.
5. Evaluate information and make recommendations to administration regarding purchases or supplies.
6. Function as a lead worker by assigning and reviewing work, training, and providing input regarding performance evaluations and discipline.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

PURCHASING TECHNICIAN

One or more years of applicable experience as described in the job duties, graduation from high school or equivalent education.

PURCHASING TECHNICIAN	**27**	**F**	**7.319**
SENIOR PURCHASING TECHNICIAN	**29**	**F**	**7.311**

SENIOR PURCHASING TECHNICIAN

Three or more years of applicable experience as described in the job duties, graduation from high school or equivalent education.

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

PURCHASING TECHNICIAN

Knowledge of:

- Principles, practices, policies, and procedures used in the procurement of a variety of goods and services; computerized recordkeeping systems related to procurement, contract maintenance, and purchase order tracking; terminology pertaining to the procurement of goods and services.
- Use and processing of requisitions, purchase orders, invoices, and related documents; market value of a variety of items.
- Customer service techniques; recordkeeping techniques and methods; basic math.

Skill in:

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

Ability to:

- Use reference manuals, catalogs, guides, and other resource materials; interpret and apply regulations, policies, and procedures to specific problems and situations.
- Read and understand documents and instructions.
- Establish and maintain cooperative working relationships with others; communicate with vendors and others regarding the price, availability, terms, and delivery of goods and services.
- Enter and retrieve data; maintain purchasing records; research contract and purchase information.

SENIOR PURCHASING TECHNICIAN

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

Knowledge of:

- Applicable State laws, regulations, and agency policies and procedures.
- Automated purchasing systems and processing programs used to correct and verify purchasing transactions.

Skill in:

- Evaluating problems, making decisions, and resolving conflicts.

Ability to:

- Research information from a variety of internal and external sources and prepare specifications for the purchase of a variety of goods and services.
- Read and understand purchasing contracts, Certificates of Insurance, and business licenses; receive and respond to inquiries related to purchasing issues such as technical specifications, contract terms, and

insurance requirements.

- Interpret budgets and procurement reports and data; identify inconsistencies, errors, and/or problems; interpret, apply, and explain laws, requirements, restrictions, and standards.
- Review and evaluate purchasing contracts; negotiate with vendors regarding desired quality, warranty, price, and delivery date of goods and services.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology

PURCHASING TECHNICIAN	**27**	**F**	**7.319**
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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SUPERVISOR I, PRISON INDUSTRIES	**33**	**G**	**7.333**
SUPERVISOR II, PRISON INDUSTRIES	**35**	**G**	**7.332**

JOB SUMMARY

Supervisors, Prison Industries manage, plan, organize, and supervise operation(s) of Prison Industries' program(s) and ensure profitable operation.

JOB DUTIES

SUPERVISOR I, PRISON INDUSTRIES

1. Supervise the performance of inmates in manufacturing goods or providing services.
2. Maintain adequate levels of raw materials.
3. Review and interpret operational financial statements, develop and maintain shipping strategies, and determine and prepare product cost and price estimates.
4. Participate in planning and designing products and services, develop and participate in product marketing strategies, and ensure profitable and efficient program operations.
5. Provide technical expertise regarding cost, efficient material usage, quality standards, and production capabilities.
6. Review technical blueprints and specifications to determine component requirements.
7. Explain and market services and goods available.
8. Assist in the preparation of marketing materials.
9. Investigate, review, and submit bid opportunities.
10. Establish and monitor work safety and security procedures.
11. Prepare and maintain accounting records and reports.
12. Monitor cost accounting records and monitor and collect past due receivables.
13. Plan and monitor the manufacturing of goods, develop production schedules, arrange materials, and ensure proper staffing levels.
14. Inspect work in progress and finished goods to ensure products are manufactured according to production schedules and quality standards.
15. Perform related duties as assigned.

SUPERVISOR II, PRISON INDUSTRIES

1. Duties performed at the previous level, AND:
2. Manage a major production center or multiple production centers.
3. Develop operating budgets, sales forecasts, production reports and goals, and project costs.
4. Track expenditures and review inventory, costs, and production.
5. Resolve customer complaints.
6. Prepare status reports on production and resolve operational and production issues.
7. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
8. Perform related duties as assigned.

SUPERVISOR I, PRISON INDUSTRIES	**33**	**G**	**7.333**
SUPERVISOR II, PRISON INDUSTRIES	**35**	**G**	**7.332**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

SUPERVISOR I, PRISON INDUSTRIES

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

SUPERVISOR II, PRISON INDUSTRIES

Four or more years of applicable experience as described in the job duties with a minimum of two-year's supervisory experience and graduation for high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

SUPERVISOR I, PRISON INDUSTRIES

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State purchasing procedures and guidelines; American Correctional Association Standards applicable to the assigned service or manufacturing industry.
- Tools, equipment, and work processes applicable to the assigned industry; operation and maintenance of specialized shop or factory equipment; applicable health and safety regulations.
- Business principles, practices, and operations such as scheduling and planning production activities; estimating quantities of raw materials, operating supplies, and equipment requirements.

Skill in:

- Mathematical computation to perform payroll and shop calculations.
- Motivating others to effective action.
- Recordkeeping techniques to prepare journal entries and production records.
- Written English to compose routine business correspondence and reports.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Review and interpret financial statements to include profit/loss statements, balance sheets, and cash flow; supervise the activities of inmates in a factory, shop, or service environment.

SUPERVISOR II, PRISON INDUSTRIES

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

Knowledge of:

- Business management; fiscal accountability, budget, and cost accounting; quality assurance procedures.

Ability to:

- Develop and implement cost-effective production schedules and quality assurance programs applicable to the cost center; analyze problems, provide recommendations, and initiate effective courses of action.

- Establish and maintain effective and cooperative working relationships with a variety of individuals and groups; prepare and present verbal and written reports; determine training needs and develop or coordinate training programs; ensure compliance with established standards of quality, production schedules, and special customer requests.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team

interruptions	members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
INVESTMENT ANALYST	**39**	**B**	**7.603**
SENIOR INVESTMENT ANALYST	**41**	**B**	**7.604**
SUPERVISOR, INVESTMENT ANALYST	**43**	**B**	**7.605**

JOB SUMMARY

Investment Analysts assist with executing and managing the State's investment portfolio, including the investment of funds over short- and long-term periods.

JOB DUTIES

INVESTMENT ANALYST

1. Perform some of the duties described at the Senior Investment Analyst in a limited manner.
2. Participate in the investment of the State's monies held in portfolios, trusts, pools, funds, and other accounts.
3. Collect and analyze bank accounts, deposits, and withdrawals for calculation of the investable monies.
4. Analyze cash flow needs and economic and financial market conditions to determine what portion of the yield curve will be used to purchase securities.
5. Communicate with the broker and/or dealer community for analysis of their security selections and purchase appropriate securities.
6. Provide account reconciliations and ensure portfolios are reconciled to records of the applicable accounting system, review for accuracy, and make corrections.
7. Analyze economic and financial market conditions and investment activity to determine the potential impact on State investments.
8. Prepare and present reports reflecting investment performance, issues of the marketplace, and other pertinent information.
9. Evaluate and report on external investment managers.
10. Analyze and monitor cash flow, cash allocation, and asset distribution.
11. Communicate with securities and lending managers and banks regarding assets, returns, and investments.
12. Respond to questions from legislators, elected officials, board members, attorneys, federal authorities, the media, and the public.
13. Perform related duties as assigned.

SENIOR INVESTMENT ANALYST

1. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
2. Prepare and evaluate requests for proposals for investment-related products, services, and final implementation of services.
3. Recommend asset allocation policies and changes.
4. Perform related duties as assigned.

INVESTMENT ANALYST	**39**	**B**	**7.603**
SENIOR INVESTMENT ANALYST	**41**	**B**	**7.604**
SUPERVISOR, INVESTMENT ANALYST	**43**	**B**	**7.605**

SUPERVISOR, INVESTMENT ANALYST

1. Duties described at the previous level, AND:
2. Develop and maintain a centralized records system on investment accounting, activity, cash flow/cash allocation data, and fund assets.
3. Ensure investment timelines are met to maximize earnings and comply with statutory and policy requirements.
4. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people
5. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

INVESTMENT ANALYST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR INVESTMENT ANALYST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, INVESTMENT ANALYST

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

INVESTMENT ANALYST

Knowledge of:

- Applicable federal and State laws, regulations, policies, and procedures.
- Investment principles and practices; accounting principles and practices; accounting and financial recordkeeping principles and practices.
- Automated and manual management reporting systems to create and obtain accurate and complete financial information.

Skill in:

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

Ability to:

- Develop complex financial and statistical models; prepare financial reports; analyze and interpret financial reports and complex technical fiscal data and formulate logical conclusions and recommendations.

INVESTMENT ANALYST	**39**	**B**	**7.603**
SENIOR INVESTMENT ANALYST	**41**	**B**	**7.604**
SUPERVISOR, INVESTMENT ANALYST	**43**	**B**	**7.605**

- Read and interpret financial documents; read, interpret, and apply laws and regulations to determine and ensure compliance; write clear and concise analytical, narrative, and statistical reports using correct grammar, vocabulary, spelling, and punctuation.
- Instruct, advise, and persuade management; establish and maintain cooperative and effective working relationships.
- Advise and direct management regarding fiscal and investment activities.
- Present reports, defend the agency's investment strategies, and provide information and justifications to management and the legislature.

SENIOR INVESTMENT ANALYST

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

Ability to:
- Establish short- and long-range goals consistent with the mission and business needs of the agency.

SUPERVISOR, INVESTMENT ANALYST

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

Knowledge of:
- Fixed income market; securities pricing; asset classes; cash management systems; equity markets; real-time financial market information systems.
- Investment accounting on both a cash and accrual basis.

Ability to:
- Perform complex investment work involving independent analysis, judgment, and decision-making related to information concerning the State's investments; implement and monitor total return investment; perform analysis of securities, cash flow requirements, and economic market conditions so that investments reflect the most advantageous risk analysis, pricing, and security selection; analyze and monitor cash flow data and report variances against cash flow projections; analyze accounting data for accuracy.
- Establish and maintain positive working relationships with the investment community, public officials, and others; explain complex investment functions in understandable terms to a variety of audiences; maintain detailed records related to the investment of public funds.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

INVESTMENT ANALYST	**39**	**B**	**7.603**
SENIOR INVESTMENT ANALYST	**41**	**B**	**7.604**
SUPERVISOR, INVESTMENT ANALYST	**43**	**B**	**7.605**

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
BUDGET ANALYST	**34**	**B**	**7.627**
SENIOR BUDGET ANALYST	**36**	**B**	**7.621**
SUPERVISOR, BUDGET ANALYST	**38**	**B**	**7.620**

JOB SUMMARY

Budget Analysts prepare and implement budgets and create biennial spending plans for a program or agency.

JOB DUTIES

BUDGET ANALYST

1. Prepare and control budgets for an assigned agency or major program.
2. Monitor budgets through review of audit reports, verification of compliance, and review of agency internal controls and performance levels.
3. Review and analyze budgets.
4. Analyze expenditures, monitor fiscal transactions, track expenditures and revenue, and monitor performance indicators.
5. Develop expenditure projections, narrative justification of programs, and detailed biennial spending plans.
6. Assist agencies in developing budget requests and long and short-range objectives, navigate the strategic planning process, and provide fiscal guidance.
7. Analyze budget requests and make recommendations regarding additions, deletions, and/or reductions.
8. Conduct statistical analysis and prepare written justification and summary statements for budget requests.
9. Allocate agency and/or program budget resources.
10. Control and oversee budgets and determine the necessity of work program adjustments.
11. Analyze, organize, and balance requests and review and make recommendations on work program changes.
12. Develop and maintain spreadsheets, databases, and tables and design and generate reports, charts, graphs, and related materials.
13. Project revenue and expenditures using trend analysis and statistical models and tools.
14. Review payroll allocations, work programs, and cash balances and analyze funding availability for proposed expenditures and staffing.
15. Ensure compliance with budgetary regulations, directives, policies, and limitations.
16. Perform related duties as assigned.

SENIOR BUDGET ANALYST

1. Present budgets at meetings and to leadership, provide testimony, and consult with legislative fiscal staff.
2. Prepare periodic budget analysis for management.
3. Prepare and analyze legislative bill drafts, comments to fiscal notes, and estimate revenue impact of legislative proposals.
4. Design, develop, maintain, and enhance automated budgetary systems.
5. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
6. Perform related duties as assigned.

BUDGET ANALYST	**34**	**B**	**7.627**
SENIOR BUDGET ANALYST	**36**	**B**	**7.621**
SUPERVISOR, BUDGET ANALYST	**38**	**B**	**7.620**

SUPERVISOR, BUDGET ANALYST

1. Duties required at the previous level, AND:
2. Plan, organize, and oversee an agency's budget activities.
3. Formulate, develop, and monitor various agencies and/or program budgets and/or contracts.
4. Prepare and present justification for budget proposals.
5. Develop, implement, and revise policies and procedures related to the collection and disbursement of funds.
7. Manage budgets, contracts, and project functions and prepare reports.
8. Plan and conduct budget and/or financial compliance training.
9. Oversee the maintenance of informational and/or budget records.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

BUDGET ANALYST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR BUDGET ANALYST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, BUDGET ANALYST

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

BUDGET ANALYST

Knowledge of:

- Basic principles of organization and management; modern methods and principles of planning; and principles and techniques of data collection, analysis, and evaluation.

Skill in:

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

Ability to:

- Summarize data and present recommendations clearly; collect, analyze, and organize information and develop sound and concise recommendations; write logical, grammatically correct reports and business

BUDGET ANALYST	**34**	**B**	**7.627**
SENIOR BUDGET ANALYST	**36**	**B**	**7.621**
SUPERVISOR, BUDGET ANALYST	**38**	**B**	**7.620**

correspondence; make presentations and answer questions regarding budget issues and expenditures; establish and maintain cooperative working relationships.

SENIOR BUDGET ANALYST

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

Knowledge of:

- Applicable federal and State laws, regulations, rules, and agency policies and procedures; State Controller's policies and procedures; organization and operation of State departments.
- Management concepts and practices as applied to public administration; program budgeting and cost/benefit analysis; principles and practices of governmental accounting; principles and techniques of data collection, analysis, and evaluation.

Ability to:

- Identify, analyze, and resolve budget issues and problems; prepare and monitor budgets with multiple funding sources and mandated expenditure restrictions; analyze programs for duplication and overlapping services; forecast agency revenues and expenditures; work with large amounts of detailed information; organize, plan, implement, and oversee multiple tasks; analyze requested changes to budgets and determine appropriateness of request.
- Prepare and present budget reports and recommendations to management; present and defend budgets at agency meetings and to the Governor's Finance Office; create spreadsheets and databases.

SUPERVISOR, BUDGET ANALYST

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

Knowledge of:

- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.

Ability to:

- Prepare comprehensive written justifications and recommendations related to expenditure requests, work program adjustments, and fiscal transactions; develop, monitor, and analyze budgets with a variety of funding sources and expenditure restrictions; analyze requested changes to budgets and determine appropriateness of request.
- Communicate the importance of adhering to policies, regulations, and legal requirements; develop budget recommendations for inclusion in the Executive Budget; prepare and analyze fiscal notes; make presentations to the legislature in defense and justification of the Governor's recommended budget.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations,

BUDGET ANALYST	**34**	**B**	**7.627**
SENIOR BUDGET ANALYST	**36**	**B**	**7.621**
SUPERVISOR, BUDGET ANALYST	**38**	**B**	**7.620**

practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

BUDGET ANALYST	**34**	**B**	**7.627**
SENIOR BUDGET ANALYST	**36**	**B**	**7.621**
SUPERVISOR, BUDGET ANALYST	**38**	**B**	**7.620**

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, EXECUTIVE BRANCH BUDGET	**45**	**A**	**7.636**

JOB SUMMARY

Managers, Executive Branch Budget oversee, coordinate, and manage activities in the development and analyses of the biennial budgets and expenditures for all executive budgets.

JOB DUTIES

1. Provide fiscal oversight services to customer agencies and vendors to ensure funds are spent in compliance with federal and State laws, regulations, rules, policies, procedures, and grant reporting.
2. Act as the liaison between assigned State departments, the Governor's Finance Office, Governor's Office, and the Legislature on major program issues, policies, and procedures.
3. Provide testimony at legislative and interim hearings.
4. Review and approve work programs, contracts, and expenditures.
5. Prepare analytical, narrative, and statistical reports.
6. Responsible for final approval of Interim Finance Committee and Board of Examiners agenda items.
7. Assist in the development and implementation of a statewide training program to ensure agencies are properly trained in State of Nevada governmental budgeting principles and practices and conduct training as required.
8. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge, skills, and abilities required at the Supervisor, Executive Branch Budget Analyst level, AND:

Knowledge of:

- Applicable federal and State laws, regulations, and rules; governmental accounting and budgeting; statistical methods.
- Government administrative processes including internal control procedures, policy development, planning, and management analysis.
- Accounting, budgeting, contractual, and inter-local requirements; management of federal grants and the federal payment management system; strategic planning process.
- Pupil Centered Funding Plan, K-12 Education programs, and/or Health and Human Services programs to

include Medicaid funding, related programs, and other federal grant funding.
- Principles and practices of management and supervision.

Ability to:
- Develop, implement, and conduct training programs; coordinate various budget related projects; interpret and apply federal and State laws, regulations, rules, and agency policies and procedures.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations,

which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
IT BUSINESS ANALYST	**34**	**B**	**7.657**
SENIOR IT BUSINESS ANALYST	**36**	**B**	**7.656**
SUPERVISOR, IT BUSINESS ANALYST	**38**	**B**	**7.655**

JOB SUMMARY

Information Technology (IT) Business Analysts document, analyze, and recommend technical solutions to problems and participate in implementing, supporting, and documenting changes that lead to an improved operating environment.

JOB DUTIES

IT BUSINESS ANALYST

1. Apply recognized data processing concepts to business process plans and analyses.
2. Develop work and/or data flow diagrams that illustrate and describe functional processes of the system.
3. Document business and functional requirements for proposed projects.
4. Review and document test results to assess the accuracy and completeness of application code.
5. Monitor quality assurance.
6. Research and evaluate computer hardware and software needs.
7. Analyze business processes, propose improvements, and identify work processes that may be automated.
8. Define potential benefits of proposed systems or deficiencies to be corrected in the existing system.
9. Define and document data definitions and relationships to be used in the foundation of systems development.
10. Develop procedural alternatives in the absence of properly operating software.
11. Consult with stakeholders to determine business function and end-user requirements.
12. Conduct alternative analyses and develop written requirements for proposed systems and applications.
13. Train individuals in the use of the system and system software.
14. Test systems functionality by preparing test plans and participating in quality assurance.
15. Initiate system work requests.
16. Develop bridging specifications to program areas that interact with processes and output.
17. Consult with programmers regarding the technical requirements, logic, and deficiencies of programs.
18. Perform related duties as assigned.

SENIOR IT BUSINESS ANALYST

1. Duties performed at the previous level, AND:
2. Participate in recommending and justifying resource allocations and expenditure decisions.
3. Assist in procedure development, evaluation, preparation, and modification.
4. Develop transition plans.
5. Participate in training development and presentation.
6. Review, analyze, and interpret the effects of federal and State laws, regulations, and agency policies.
7. Write technical requirements for grant proposals.
8. Prepare documentation for the computer system manual.
9. Perform related duties as assigned.

IT BUSINESS ANALYST	**34**	**B**	**7.657**
SENIOR IT BUSINESS ANALYST	**36**	**B**	**7.656**
SUPERVISOR, IT BUSINESS ANALYST	**38**	**B**	**7.655**

SUPERVISOR, IT BUSINESS ANALYST

1. Duties performed at the previous levels, AND:
2. Serve as project leaders and define and manage project scope and objectives.
3. Prepare project justifications, timelines, status reports, and implementation plans.
4. Implement projects.
5. Assist in budget preparation, make purchase requests, and track and record expenditures and costs.
6. Manage project funding and resource allocation.
7. Provide technical guidance to contractors and staff.
8. Responsible for long-range, broad-based planning for a variety of automated programs.
9. Develop policies and procedures.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

IT BUSINESS ANALYST

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR IT BUSINESS ANALYST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, IT BUSINESS ANALYST

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

IT BUSINESS ANALYST

Knowledge of:

- Modern computer hardware and software; principles, practices, and procedures required for designing and implementing information system-based solutions; a variety of end-user tools and applications; sources of information and research techniques; problem-solving methods.

Skill in:

- Testing and implementing computer systems changes.
- Analyzing information, problems, or practices to identify relevant concerns, patterns, tendencies, and relationships, and formulate logical conclusions.
- Writing concise, logical, grammatically correct analytical reports.
- Obtaining information, explaining policies and procedures, and persuading others to accept or adopt a specific opinion or action.

IT BUSINESS ANALYST	**34**	**B**	**7.657**
SENIOR IT BUSINESS ANALYST	**36**	**B**	**7.656**
SUPERVISOR, IT BUSINESS ANALYST	**38**	**B**	**7.655**

- Negotiating and exchanging ideas, information, and opinions with others to formulate policies and procedures and reach consensus.
- Organizing materials, information, and resources to optimize efficiency.
- Developing, analyzing, and interpreting program requirements.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Analyze problems of limited complexity; analyze data and reach logical conclusions.
- Maintain effective working relationships with others; write business correspondence; read and understand technical information.
- Perceive and define cause and effect relationships in business processes and automated systems; troubleshoot computer operating problems; analyze organizational and administrative programs, policies, and procedures and prepare plans for revision; apply program regulations, policies, and procedures and select alternative methods that affect the manner and speed with which program activities occur.
- Interpret and apply broad and ambiguous laws and regulations; compute ratios, rates, and percentages; decompose problems into constituent parts.
- Interview users to identify needs; make decisions on appropriate actions after reviewing alternatives.

SENIOR IT BUSINESS ANALYST

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

Knowledge of:

- Agency policies and procedures related to the program area; automated systems logic; data processing concepts including general database, system security, data communication, and multiple platform strengths and weaknesses; accepted practices and methods used in designing program reviews and evaluations; formal systems design methodologies.

Ability to:

- Coordinate the exchange of information and opinions with others to formulate policy and procedures.

SUPERVISOR, IT BUSINESS ANALYST

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

Knowledge of:

- System documentation principles; business process planning and analysis; project team dynamics; project control techniques, including cost estimating and resource scheduling; program budgeting.
- Supervisory principles and practices; State purchasing; basic principles and practices of training and providing procedural direction to others.

Skill in:

- Researching, writing, and presenting program plans, statistical and narrative reports, and requests for proposals.
- Interpreting and applying broad statutes and regulations to specific situations.
- Establishing and maintaining project priorities, timelines, and completion dates.

IT BUSINESS ANALYST	**34**	**B**	**7.657**
SENIOR IT BUSINESS ANALYST	**36**	**B**	**7.656**
SUPERVISOR, IT BUSINESS ANALYST	**38**	**B**	**7.655**

- Providing technical and professional guidance to staff.

Ability to:

- Plan, implement, and maintain information systems on an agency-wide basis; perform feasibility studies/cost benefit analysis for information systems; set priorities that accurately reflect the relative importance of agency goals and objectives; logically analyze problems of considerable complexity.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers

IT BUSINESS ANALYST	**34**	**B**	**7.657**
SENIOR IT BUSINESS ANALYST	**36**	**B**	**7.656**
SUPERVISOR, IT BUSINESS ANALYST	**38**	**B**	**7.655**

☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
THERAPEUTIC RECREATION SPECIALIST	**32**	**B**	**10.621**
SENIOR THERAPEUTIC RECREATION SPECIALIST	**34**	**B**	**10.614**
SUPERVISOR, THERAPEUTIC RECREATION SPECIALIST	**36**	**B**	**10.613**

JOB SUMMARY

Therapeutic Recreation Specialists perform assessments, treatment planning, and therapeutic services to assist individuals in improving their mental and physical health and/or social functioning.

JOB DUTIES

THERAPEUTIC RECREATION SPECIALIST

1. Conduct interviews, assess recreational interests, and evaluate physical, mental, and emotional limitations.
2. Review medical records and confer with staff on physical disabilities, injuries, or other medical conditions.
3. Prepare treatment plans and document prescribed therapeutic activities within applied constraints.
4. Plan, organize, schedule, coordinate, and conduct therapeutic activities.
5. Modify, adapt, and fabricate equipment to accommodate special needs.
6. Schedule and conduct individual and group therapy sessions.
7. Monitor individuals during activities, evaluate progress towards treatment goals, and adjust activities.
8. Document special problems, incidents, achievements, and developments.
9. Evaluate and revise treatment goals and objectives, modalities, and frequency.
10. Assess and document progress, record notes, and participate in interdisciplinary team meetings.
11. Aid in developing recreation and leisure activity resources.
12. Prepare and monitor the recreation budget.
13. Purchase supplies and materials and repair or arrange for repair of equipment.
14. Provide training in treatment modalities.
15. Demonstrate and participate in the maintenance, repair, set-up, and storage of recreation equipment.
16. Assist individuals in pursing leisure activities.
17. Adhere to health and safety procedures.
18. Perform related duties as assigned.

SENIOR THERAPEUTIC RECREATION SPECIALIST

1. Duties performed at the previous level, AND:
2. Plan, organize, and direct therapeutic activities programs for inpatients and/or outpatients.
3. Implement recreational activities for individuals with disabilities.
4. Locate resources, negotiate contracts for outings, and solicit donations for leisure opportunities for clients.
5. Develop tailored program protocols, goals, and objectives.
6. Contribute to facility committees, budgeting, and needs assessments and evaluations.
7. Participate in accrediting processes and quality review programs.
8. Plan and supervise community outings and residential leisure activities applicable to the client population and coordinate transportation.
9. Instruct clients regarding appropriate behavior and foster the independence and confidence of participants.

THERAPEUTIC RECREATION SPECIALIST	**32**	**B**	**10.621**
SENIOR THERAPEUTIC RECREATION SPECIALIST	**34**	**B**	**10.614**
SUPERVISOR, THERAPEUTIC RECREATION SPECIALIST	**36**	**B**	**10.613**

10. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and work performance standards.
11. Perform related duties as assigned.

SUPERVISOR, THERAPEUTIC RECREATION SPECIALIST

1. Duties performed at the previous levels, AND:
2. Plan, organize, and direct therapeutic and occupational activity programs for both residential mental health and correctional facilities.
3. Develop, implement, analyze, and monitor a broad-based performance improvement plan.
4. Complete corrective action plans to meet regulatory compliance and improve quality of care outcomes.
5. Research, analyze, and develop best practices and develop program protocols, goals and objectives.
6. Participate in the development of service delivery needs assessments, evaluations, policies, and procedures.
7. Collaborate with clinical staff on delivery of care and services.
8. Assist in budget preparation and monitor expenditures and inventories.
9. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

THERAPEUTIC RECREATION SPECIALIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR THERAPEUTIC RECREATION SPECIALIST

Four or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, THERAPEUTIC RECREATION SPECIALIST

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

THERAPEUTIC RECREATION SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Theories and practices of recreational therapy and leisure activities; human anatomy, physiology, psychology, and visual motor and psychomotor functioning; developmental and learning disabilities; characteristics and symptoms of mental illness, intellectual disabilities, and related disorders; psychosocial and behavioral treatment models and group dynamics; basic math skills.

THERAPEUTIC RECREATION SPECIALIST	**32**	**B**	**10.621**
SENIOR THERAPEUTIC RECREATION SPECIALIST	**34**	**B**	**10.614**
SUPERVISOR, THERAPEUTIC RECREATION SPECIALIST	**36**	**B**	**10.613**

Skill in:

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

Ability to:

- Assess mental, emotional, and physical capabilities and limitations; participate in interdisciplinary team meetings to develop and revise treatment plans, goals, and objectives; review diagnostic findings and conceptualize treatment strategies; plan, organize, schedule, and conduct appropriate therapeutic recreation activities; adapt, create, and design recreational activities and equipment; move and set up athletic equipment and recreation supplies for planned activities.
- Coordinate services with other therapeutic disciplines; provide therapeutic recreation therapy in potentially hostile environments where clients and/or patients may be uncooperative or combative; counsel, train, and motivate clients and/or patients.
- Establish and maintain positive working relationships with clients, patients, and others involved in the treatment program; apply teaching methods and techniques; administer first aid in emergency situations; operate a van, bus, or automobile to transport clients and/or patients as required.

SENIOR THERAPEUTIC RECREATION SPECIALIST

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

Knowledge of:

- Therapeutic recreation equipment maintenance and repair; programming requirements in recreation therapy; security issues and accreditation standards applicable to the facility to which assigned.
- Theories and techniques of counseling, guidance, and group dynamics; community resources for recreational therapy activities; commonly used psychotropic medications.

Ability to:

- Plan, organize, coordinate, schedule, and conduct appropriate therapeutic recreation activities for individuals with mental, physical, or emotional disabilities; prepare a budget based on projections and needs; organize and conduct individual and group therapy sessions in relaxation techniques, stress management, self-esteem, and other areas.
- Communicate effectively with representatives of community resources and facilities to develop recreational programs and activities; develop, prepare, and negotiate contracts for services and recreation activities.

SUPERVISOR, THERAPEUTIC RECREATION SPECIALIST

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

Knowledge of:

- Safety and security protocols; available community resources for comprehensive rehabilitative care; federal program requirements and facility accreditation standards for therapeutic recreation; interdisciplinary team treatment and case management principles and practices.
- Principles and practices of supervision; State budgeting, contracts, purchasing, and inventory management; principles and practices of occupational therapy.

THERAPEUTIC RECREATION SPECIALIST	**32**	**B**	**10.621**
SENIOR THERAPEUTIC RECREATION SPECIALIST	**34**	**B**	**10.614**
SUPERVISOR, THERAPEUTIC RECREATION SPECIALIST	**36**	**B**	**10.613**

Ability to:

- Develop and communicate effective and efficient service delivery outcomes; develop and implement measurable program evaluation indicators and performance improvement, corrective action, and short- and long-range plans.
- Research, analyze, develop and implement best practices; develop priorities in conjunction with programming requirements and client/patient needs; create clear, concise, and grammatically correct analytical, statistical and narrative reports.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☐ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers

THERAPEUTIC RECREATION SPECIALIST	**32**	**B**	**10.621**
SENIOR THERAPEUTIC RECREATION SPECIALIST	**34**	**B**	**10.614**
SUPERVISOR, THERAPEUTIC RECREATION SPECIALIST	**36**	**B**	**10.613**

- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SPEECH PATHOLOGIST	**35**	**B**	**10.615**

JOB SUMMARY

Speech Pathologists provide specialized therapeutic services involving the measurement, testing, identification, diagnosis, prediction, treatment, case management, counseling, coaching, and supporting of individuals with communication needs and disorders, deficiencies in sensory, perceptual, motor, cognitive, and social skills necessary for communication, and sensorimotor dysfunctions of the mouth, pharynx, and larynx.

JOB DUTIES

1. Develop and implement speech pathology goals and objectives to meet the needs of the population served.
2. Participate in the development of service delivery needs assessments, evaluations, policies, and procedures.
3. Participate in accrediting and quality review programs.
4. Evaluate clients' speech, language, and swallowing skills and conduct interviews to obtain information.
5. Utilize questionnaires and child development inventories to obtain developmental histories.
6. Review findings of physicians and other professionals and administer and interpret test results.
7. Analyze data to formulate diagnosis and prepare an evaluation and treatment plan.
8. Conduct therapy sessions and provide support to caregivers to enhance clients' progress.
9. Collaborate in interdisciplinary team meetings to coordinate treatment efforts.
10. Maintain accurate records of client progress and associated data and write comprehensive reports.
11. Foster professional relationships with external agencies and stakeholders to optimize treatment outcomes.
12. Oversee direct care personnel, technical staff, and/or student interns who assist in diagnostic testing and implementation of individual and group therapy.
13. Provide training sessions on various speech and language issues and to improve outcomes.
14. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Certification of Clinical Competency from the American Speech-Language-Hearing Association including completion of the Clinical Fellowship Year.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, Acts, and agency policies and procedures; diagnostic, medical, and mental disorder and procedural service codes.
- Normal and abnormal communication development; oral peripheral examination techniques; communication equipment and assistive devices for individuals with speech, language, communication, and swallowing impairments; speech therapy assessment and intervention techniques; identification, evaluation and diagnosis of communication disorders; treatment modalities for communication disorders.

- Operation, use, and care of equipment used in speech and language therapy; dysphagia management techniques; prosthetic devices and their application; teaching resource materials and activities that remediate speech and language problems; basic counseling skills; community resources available for treatment; funding sources for augmentative devices; related therapies such as physical and occupational therapy.

Skill in:

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

Ability to:

- Provide therapeutic services specific to the population served; counsel, coach, and support patients and/or clients, parents, and caretakers in specific techniques and activities; maintain current knowledge of developments in the field including innovative therapeutic methods, equipment, and assessment tools; provide work direction to support staff and others as assigned.
- Select and administer appropriate assessment instruments; interpret test and assessment instruments; develop a treatment plan; prepare written reports related to evaluation, treatment, progress, strengths, and needs; obtain accurate information through interviewing; structure therapy activities to develop and maintain speech, swallowing, and communication skills; develop, assign, and communicate intervention strategies for parents or caretakers through the use of specific behavioral and therapeutic approaches.
- Assess progress through subjective and objective means; instruct other staff in speech pathology concepts, techniques, and objectives; determine the need for referral to others for related services; maintain and document information in the case file.
- Make presentations to interdisciplinary team members and other health care professionals; counsel, coach, and support parents and guardians regarding patient's and/or client's developmental skill needs and level of functioning.

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing

☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

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

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ATHLETICS AND RECREATION SPECIALIST	**32**	**B**	**10.616**

JOB SUMMARY

Athletics and Recreation Specialists plan, organize, and oversee athletic and recreational activities to ensure appropriate use of leisure time, develop and/or maintain fitness, and relieve emotional stress.

JOB DUTIES

1. Evaluate athletic and recreational activities and assess benefits and population interest.
2. Adapt activities to diverse population needs and facility resources.
3. Offer a variety of athletic and recreational programs, recruit and schedule participants, and prepare rosters.
4. Provide instruction on activities, explain rules, obtain and set up equipment, and ensure safety and security.
5. Engage in activities, observe skills and limitations, provide guidance and counseling, and initiate discussions to diffuse potentially volatile situations.
6. Establish recognition awards and promote fairness, good sportsmanship, and active participation.
7. Maintain records, track program progress, and contribute to budgeting and expenditure tracking.
8. Select, supervise, and train assistants from the assigned population, evaluate performance, and calculate payroll and/or work credit information.
9. Prepare and maintain records and reports on activities.
10. Assist in the development of program budgets and track expenditures.
11. Secure, store, and maintain equipment and facilities.
12. Request equipment purchases or replacements for improved opportunities.
13. Collaborate with others to ensure appropriate security and supervision during activities.
14. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- A variety of athletic and recreational activities; equipment required for sports and recreational activities; athletic equipment care, cleaning, and maintenance; sports rules and techniques including methods used for improving performance and officiating athletic events; training regimens.
- Physiological and psychological benefits of recreation and physical activity; human anatomy and muscle functions; nutrition as related to physical fitness; cultural diversity and composition of factions within a variety of ethnic groups; basic math, reading, and writing.

Skill in:

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

Ability to:

- Organize, plan, and direct a comprehensive athletic and recreational program in an assigned facility; evaluate athletic and recreational activities and determine program needs; determine equipment necessary for activities; schedule activities, leagues, and tournaments; assign and review the work of participant assistants; objectively officiate events; coach and motivate individuals in sports and recreation programs; actively participate in a variety of sports and recreational activities.
- Effectively communicate and instruct others in rules and strategies of physical education and recreation activities; defuse potentially volatile situations; prepare written reports and records; perform mathematical calculations required to prepare inmate payroll and/or work credit records.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team

interruptions	members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ACTIVITIES THERAPY TECHNICIAN	**25**	**E**	**10.683**
SENIOR ACTIVITIES THERAPY TECHNICIAN	**27**	**E**	**10.673**

JOB SUMMARY

Activity Therapy Technicians support the evaluation, therapeutic programming, clinical treatment, and assessment of patients receiving the services of a therapist.

JOB DUTIES

ACTIVITIES THERAPY TECHNICIAN

1. Assist in the implementation of the treatment plan according to therapist specifications.
2. Assist patients with physical, mental, and cognitive disabilities in therapeutic activities.
3. Instruct and guide patients in the completion of activities or exercises.
4. Observe patient behavior, physical condition, and use of correct body mechanics.
5. Monitor patient progress and provide information on participation, attendance, activity tolerance, effort and attitude, memory and concentration, interaction with others, and response to supervision.
6. Provide vital sign monitoring and first aid and/or CPR as needed.
7. Orient patients to clinic area and provide instruction on use and care of clinic tools and equipment.
8. Develop positive rapport with patients and staff and provide direction and encouragement to patients.
9. Inspect, clean, and provide routine maintenance to equipment.
10. Clean areas to ensure a safe and therapeutic environment.
11. Perform related duties as assigned.

SENIOR ACTIVITIES THERAPY TECHNICIAN

1. Oversee inventory and procure necessary materials.
2. Maintain documentation and records and report and document incidents and accidents.
3. Schedule patient treatments, arrange transportation for outings, and assist in adaptive equipment construction.
4. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and work performance standards.
5. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

ACTIVITIES THERAPY TECHNICIAN

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR ACTIVITIES THERAPY TECHNICIAN

Two or more years of applicable experience as described in the job duties and graduation from high school or

ACTIVITIES THERAPY TECHNICIAN	**25**	**E**	**10.683**
SENIOR ACTIVITIES THERAPY TECHNICIAN	**27**	**E**	**10.673**

equivalent education, or a combination of experience and education.

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

ACTIVITIES THERAPY TECHNICIAN

Knowledge of:

- Mental, physical, emotional, and/or cognitive disabilities; human behavior and behavior modification techniques; anatomy and physiology; rehabilitation therapy services and overall treatment goals; basic medical terminology.

Skill in:

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

Ability to:

- Assist therapists in providing physical, occupational, industrial, recreational, or other specified types of therapy; supervise and direct a group of patients during therapeutic activities in a mental health, intellectual disabilities, or rehabilitation setting
- Maintain the cleanliness and sanitation of therapy areas and equipment; observe and document patient behavior; perform mathematical computations as needed to prepare purchase orders and inventory supplies; perform CPR and first aid procedures as required.
- Follow verbal and written directions; read and understand patient records; deal effectively with patients and/or clients who may be hostile and combative; maintain positive working relationships with patients, therapists, peers, referral sources, and other individuals involved in the treatment plan; promote a positive public image for the agency.

SENIOR ACTIVITIES THERAPY TECHNICIAN

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

Knowledge of:

- Methods, modalities, and techniques used in the designated therapy; safety and health standards related to the provision of therapy services; general patient and/or client care; confidentiality, rights, and code of ethics; purchasing procedures; durable medical equipment and assistive devices used in the designated type of therapy.

Ability to:

- Demonstrate and teach therapy modality techniques and procedures as allowed in the therapy area and within licensing requirements; explain and demonstrate correct body mechanics; prepare records and documents related to billing, attendance, inventory, and accident reports; inventory and maintain supplies.
- Recognize safety hazards and take appropriate corrective measures; take vital signs as indicated using appropriate methods.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.

ACTIVITIES THERAPY TECHNICIAN	**25**	**E**	**10.683**
SENIOR ACTIVITIES THERAPY TECHNICIAN	**27**	**E**	**10.673**

2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☐ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CHEMIST	**34**	**B**	**10.712**
SENIOR CHEMIST	**36**	**B**	**10.708**
SUPERVISOR, CHEMIST	**38**	**A**	**10.707**

JOB SUMMARY

Chemists analyze air, water, tissue, milk, petroleum products, antifreeze, soil, cement, paint, construction materials, pesticide residue, and other samples.

JOB DUTIES

CHEMIST

1. Analyze samples and identify and document sample contents and contaminants.
2. Ensure adherence to federal and State laws, regulations, standards, procedures, and agency policies and procedures.
3. Operate laboratory instrumentation.
4. Conduct chemical testing of highway construction materials and ensure appropriateness for projects.
5. Assist engineers in solving construction problems related to chemical and physical properties of materials.
6. Analyze construction materials and samples and determine and document contents and contaminants.
7. Evaluate, maintain, update, and write specifications for construction materials, products, equipment, and specifications.
8. Provide testimony to lawmakers, boards, and industry representatives.
9. Assist in resolving conflicts and problems in sample testing.
10. Evaluate and incorporate new technology into laboratory procedures.
11. Analyze motor fuels and motor oil samples for physical characteristics and air quality impact.
12. Determine compliance of antifreeze samples by measuring certain properties and testing for foaming tendencies.
13. Analyze ground water, surface water, vegetation, soil, and tissue for pesticide residues, identify presence, and calculate concentration of herbicides and pesticides.
14. Analyze water samples for gross alpha, gross beta, and additional radiochemistry.
15. Analyze fertilizer samples for nitrogen, phosphorus, potassium, and other nutrients and non-nutrients.
16. Maintain sample integrity and chain of custody and complete data calculations and worksheets.
17. Record processes and results, prepare and submit reports, enter findings, and maintain quality assurance.
18. Manage laboratory equipment, perform maintenance, and request supplies, chemicals, and equipment.
19. Perform related duties as assigned.

SENIOR CHEMIST

1. Duties performed at the previous level, AND:
2. Oversee and coordinate activities in an assigned laboratory and implement quality assurance procedures.
3. Participate in budget preparation and monitoring and order supplies and equipment.
4. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and work performance standards.

CHEMIST	**34**	**B**	**10.712**
SENIOR CHEMIST	**36**	**B**	**10.708**
SUPERVISOR, CHEMIST	**38**	**A**	**10.707**

5. Perform related duties as assigned.

SUPERVISOR, CHEMIST

1. Duties performed at the previous levels; AND:
2. Plan, organize, coordinate, and oversee laboratory operations testing various materials for compliance.
3. Establish laboratory policies and procedures.
4. Develop and maintain quality control and quality assurance procedures.
5. Ensure safety compliance and the proper handling, storage, use, and disposal of hazardous materials.
6. Participate in long-range planning, budgeting processes, and stay current on technological advancements.
7. May direct the registration of pesticides, fertilizers, and petroleum products.
8. Issue special need registrations and crisis exemptions.
9. Oversee the collection of fees and the licensing of restricted pesticide dealers.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CHEMIST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR CHEMIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, CHEMIST

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

CHEMIST

Knowledge of:

- Applicable federal and State laws, regulations, standards, procedures, and agency policies and procedures.
- Organic and inorganic chemistry; qualitative and quantitative methods of analysis; health and safety precautions applicable to working with volatile chemicals and other hazardous materials; laboratory equipment used in analysis of water, motor fuel, antifreeze, oil, and other samples; computer hardware and software used in a chemistry laboratory.

Skill in:

- Performing laboratory techniques and procedures.
- Interpersonal and communication, both verbal and written.

CHEMIST	**34**	**B**	**10.712**
SENIOR CHEMIST	**36**	**B**	**10.708**
SUPERVISOR, CHEMIST	**38**	**A**	**10.707**

- Use and operation of office and job-related equipment and software.

Ability to:

- Compare analytical results with reference standards and form logical conclusions; systematically arrange information, test results, data, and reports into appropriate categories; determine laboratory instruments' reliability and make necessary adjustments; analyze information, methods, and procedures to determine the best method for analysis; perform several different procedures simultaneously using a variety of equipment.
- Read and understand technical laboratory literature; accurately measure, record, and report scientific data; establish and maintain effective and cooperative working relationships with others; perform testing procedures using modern laboratory equipment and techniques.

SENIOR CHEMIST

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

Knowledge of:

- Analytical computer systems and applications used in a laboratory setting.

Ability to:

- Write technical and scientific reports; initiate and develop testing policies and procedures; read and interpret scientific literature and reports; abstract and summarize technical procedures and complex data; oversee assigned staff.

SUPERVISOR, CHEMIST

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

Knowledge of:

- Principles and practices of supervision and training; State purchasing and budgeting processes.
- Various scientific literature related to a specified field of chemistry; providers of chemistry equipment and supplies.

Ability to:

- Determine methodology to be applied and equipment to be utilized in conducting various tests and analysis; analyze a variety of materials to determine chemical content and composition; perform complex chemical analysis.
- Plan, organize, and oversee laboratory operations; prepare and monitor budgets; read and interpret scientific literature and reports; evaluate and determine equipment, materials, and supplies needed in a laboratory.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.

CHEMIST	**34**	**B**	**10.712**
SENIOR CHEMIST	**36**	**B**	**10.708**
SUPERVISOR, CHEMIST	**38**	**A**	**10.707**

- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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CHEMIST	**34**	**B**	**10.712**
SENIOR CHEMIST	**36**	**B**	**10.708**
SUPERVISOR, CHEMIST	**38**	**A**	**10.707**

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
RADIOLOGY TECHNICIAN	**29**	**C**	**10.740**

JOB SUMMARY

Radiology Technicians operate x-ray equipment to produce radiographs of anatomical parts as prescribed by a physician.

JOB DUTIES

1. Take and secure radiographs of patients in accordance with procedures.
2. Ensure patient injury is not aggravated.
3. Adjust radiation equipment at the required angle and height and focus on the appropriate area.
4. Measure section to be x-rayed and set machine controls to produce radiographs of the correct density, detail, and contrast.
5. Place the proper size and type of x-ray film or digital cassette.
6. Check developed film or digital images to determine need for additional views.
7. Place proper identification on film and place into processing unit for developing, fixing, washing, and drying.
8. Ensure proper identification of each digital image and maintain databases.
9. Prepare files of films and digital images for protection, storage, and retrieval.
10. Route files to physician for examination and interpretation.
11. Order radiological supplies and equipment.
12. Maintain equipment and make minor adjustments and repairs.
13. Record information, compile and analyze data, prepare summaries, submit statistical reports, and maintain records.
14. Perform patient care duties, take vital signs, draw blood, and prepare patients for surgical procedures.
15. Give instructions to patients and prepare patients for testing.
16. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One or more years of applicable experience as described in the series and applicable current licensure issued by the American Registry of Radiologic Technologists.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; Handbook of Rules and Regulations for Radiation Control issued by the Nevada State Board of Health; techniques and procedures used in the operation of radiological equipment; safety and protective measures required to minimize exposure to radiation.
- Current and advanced x-ray techniques and procedures involving operation of x-ray equipment; views and

positions required for x-ray examination; x-ray equipment maintenance; radiographic contrast medias; fluoroscopy, sterile, radiographic, emergency medical, and preparation of patients for surgical procedures and practices; human anatomy and physiology.

Skill in:

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

Ability to:

- Explain x-ray procedures to patients; follow radiologist standards for views, quality control, and radiation prevention methods; properly position patients to secure radiographs of diagnostic quality according to a physician's prescription; understand medical terminology and technical instructions pertinent to radiographs; maintain records and files.

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team

interruptions	members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
WEIGHTS AND MEASURES ASSISTANT	**22**	**E**	**1.413**

JOB SUMMARY

Weights and Measures Assistants perform tasks associated with the inspection and certification of commercial weighing and measuring devices and sample gasoline and diesel fuel for laboratory analysis of quality.

JOB DUTIES

1. Assist with inspection and certification of scales and meters.
2. Assist with metrology calibrations, moving weights, and recording inspection information.
3. Assist with preparing and maintaining files, records, and reports.
4. Assist with petroleum inspections by obtaining samples for laboratory analysis and testing fuel dispensers.
5. Assist in checking equipment for wear, malfunctioning, or other related problems.
6. Assist with preventive and minor maintenance of equipment.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Basic math, weight categories and conversions, measuring techniques, and recordkeeping methods.
- Safety procedures used when working with hazardous chemicals, flammable liquids, and handling mass weights; basic equipment maintenance principles.

Skill in:

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

Ability to:

- Read and follow verbal and written directions; maintain records and prepare reports.
- Perform preventive and minor maintenance on equipment; perform physical labor requiring moderate physical strength.

SPECIAL REQUIREMENTS

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4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☐ smelling

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

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
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STATE OF NEVADA
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Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CONSERVATION ASSISTANT	**23**	**E**	**1.790**

JOB SUMMARY

Conservation Assistants participate in projects involving the conservation and preservation of the State's natural resources.

JOB DUTIES

1. Conduct angler contacts in the field, complete forms and record data, identify fish species and the number caught or harvested, methods used, and other information required on standardized forms.
2. Weigh and measure fish or wildlife as needed; collect, label, store, and transport samples for laboratory analysis.
3. Conduct standardized stream surveys and fish population inventories, measure habitat attributes, perform electroshocking procedures, and operate motor vehicles and equipment.
4. Assist with the operation of hunter check stations, record species and numbers harvested, and complete forms and record information for wildlife harvest analysis.
5. Assist with conservation education and public relations activities.
6. Staff wildlife management facilities and sites during periods of operation.
7. Participate in wildlife population surveys, observations, and telemetry investigations.
8. Identify wildlife species and count males, females, and broods.
9. Participate in wildlife trapping, mark-recapture projects, and translocations.
10. Trap, tag, mark, and classify wildlife by size and assist with the rearing, hauling and planting fish.
11. Contribute to range and forest health, air and water quality, insect populations, and soil surveys.
12. Identify species and condition of trees and shrubs and record and enter data.
13. Evaluate habitat conditions and document findings.
14. Assist in habitat management projects, restoration, wildlife water development maintenance.
15. Perform construction, vegetation management, and ecological monitoring to support health ecosystems and wildlife populations, including erosion control, dike and dam construction, brush clearing, and water level control.
16. Participate in resource conservation projects.
17. Perform administrative support duties, answer phones and greeting the public, verify information, complete forms, data entry, maintain records, and duplicate materials.
18. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Basic mathematics and measuring techniques; recordkeeping methods; application of standardized data gathering techniques.
- Basic understanding of wildlife and fisheries survey and inventory, habitat monitoring and restoration techniques, and principles utilized in conserving natural resources.

Skill in:

- Use and operation of wildlife, fisheries, and habitat field survey equipment.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read and follow verbal and written directions; assist in conservation-related projects.
- Work outdoors in varying weather conditions and terrain; operate hand and power tools; maintain records; and complete standardized forms.
- Collect data; assist in conducting surveys of wildlife, forest and rangeland health, wildlife assessments and other conservation related studies; identify species of plants and animals.
- Safely handle wildlife during sampling.

SPECIAL REQUIREMENTS

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☒ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time

- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
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Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FORESTRY FLEET COORDINATOR	**36**	**B**	**1.804**

JOB SUMMARY

Forestry Fleet Coordinators develop, plan, and facilitate fleet operations statewide.

JOB DUTIES

1. Develop, review, revise, and implement goals, objectives, policies, and procedures.
2. Compile technical data, assess needs, coordinate resources, and develop and recommend alternatives.
3. Write, review, and update specifications, formulate work plans, and develop timeframes for implementation.
4. Oversee contract, lease, and agreement provisions, successes, and modifications.
5. Develop, evaluate, monitor, and mediate procurement and implementation of service contracts.
6. Oversee the purchase, inventory, maintenance, and repair of equipment, vehicles, parts, fuel, materials, and supplies.
7. Prepare and administer bid specifications for vehicles, equipment, parts, and repairs.
8. Participate in the preparation, monitoring, and maintenance of the fleet operations budget.
9. Prepare reports and statistics, analyze information, and conduct field inspections.
10. Oversee the acquisition, build-up, and disposal of property.
11. Establish and maintain vehicles and equipment records.
12. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
13. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Principles and practices of equipment utilization and fleet management; inventory procurement and management.
- State purchasing; budget development and maintenance; contract and/or bid specification processes and oversight.

Skill in:

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

Ability to:

- Plan, organize, and coordinate maintenance facilities; establish goals, objectives, and timetables; develop and implement policies and procedures; analyze problems and develop and recommend effective solutions.
- Prepare and monitor a budget; develop and justify budgetary requests; perform statistical and cost management analysis; coordinate and implement training of staff located at all statewide maintenance facilities.
- Negotiate contracts, leases, and agreements; read, interpret and explain technical documents applicable to assigned programs; establish and maintain cooperative working relationships with federal, State, and local entities, and private contractors.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing

☒ climbing ☒ reaching ☒ pulling, 20 lbs ☒ stretching ☐ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER I, CLINICAL PROGRAMS	**39**	**A**	**10.123**
MANAGER II, CLINICAL PROGRAMS	**42**	**A**	**10.122**
MANAGER III, CLINICAL PROGRAMS	**44**	**A**	**10.121**

JOB SUMMARY

Managers, Clinical Programs plan, develop, organize, coordinate, direct, and evaluate mental health, intellectual disabilities, and/or child development service delivery programs.

JOB DUTIES

MANAGER I, CLINICAL PROGRAMS

1. Manage psychologists and/or subordinate supervisors of professional clinicians or mental health counselors.
2. Manage a rural mental health clinic and satellites, a regional or statewide program.
3. Establish goals, objectives, policies, and procedures and monitor and evaluate program performance.
4. Design program components to achieve goals of governing bodies and management.
5. Ensure compliance with applicable laws, licensure, and funding requirements.
6. Develop and/or implement admission/discharge criteria, performance indicators, and reporting mechanisms.
7. Participate in agency accreditation and quality assurance and improvement efforts.
8. Receive and respond to feedback from consumers and advocacy groups regarding services provided.
9. Monitor and evaluate clinical, service delivery, and fiscal performance indicators and develop and implement corrective action plans.
10. Solicit and evaluate service delivery proposals and participate in selecting contract service providers.
11. Work with private providers to provide the services needed.
12. Monitor providers' performance and identify and communicate corrective actions.
13. Approve payments and revoke or recommend revocation of agreements.
14. Develop and monitor budgets, forecast revenues and expenditures, and approve and monitor expenditures.
15. Coordinate program services with courts, law enforcement, school districts, and other stakeholders.
16. Provide court testimony and present legislative testimony regarding assigned programs.
17. Analyze and propose legislative changes, draft amendments, and provide testimony.
18. Ensure client access to 24-hour emergency evaluation and crisis intervention services.
19. Enforce standards for clients' rights, professional ethics, and health and safety of employees and clients.
20. Investigate incident reports and consumer complaints, submit reports, and take corrective action.
21. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
22. Oversee and ensure the maintenance of clinical records.
23. Oversee the work and performance of supervisory employees.
24. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
25. Perform related duties as assigned.

MANAGER II, CLINICAL PROGRAMS

1. Duties performed at the previous level, AND:

MANAGER I, CLINICAL PROGRAMS	**39**	**A**	**10.123**
MANAGER II, CLINICAL PROGRAMS	**42**	**A**	**10.122**
MANAGER III, CLINICAL PROGRAMS	**44**	**A**	**10.121**

2. Manage a single program or cluster of programs for statewide or rural coverage.
3. Oversee a staff consisting of other Clinical Program Managers or other subordinate supervisors of professional clinicians or mental health counselors.
4. Manage an active client caseload of at least 800 for outpatient programs with treatment planning responsibility or comparable client contact hours for intensive programs, or 60 - 100 if inpatient, and a staff of 50 or more positions.
5. Perform related duties as assigned.

MANAGER III, CLINICAL PROGRAMS

1. Duties performed at the previous levels, AND:
2. Manage programmatic and administrative functions for a regional or statewide service agency with multiple programs.
3. Supervise inpatient and outpatient facilities, community services, case management, medication clinics, day treatment, early intervention, and crisis services.
4. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MANAGER I, CLINICAL PROGRAMS

Three or more years of applicable post-Master's experience as described in the job duties with a minimum of one-year supervisory/managerial experience and a Master's degree in a field of study applicable to the job duties.

MANAGER II, CLINICAL PROGRAMS

Four or more years of applicable post-Master's experience as described in the job duties with a minimum of two years supervisory/managerial experience and a Master's degree in a field of study applicable to the job duties.

MANAGER III, CLINICAL PROGRAMS

Five or more years of applicable post-Master's experience as described in the job duties with a minimum of three years supervisory/managerial experience and a Master's degree in a field of study applicable to the job duties.

KNOWLEDGE, SKILLS, AND ABILITIES

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

MANAGER I, CLINICAL PROGRAMS

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.
- Clinical theories; human service delivery models, intervention strategies, and current directions; national standards of client care; clinical evaluation; effects and side effects of psychotropic medications; interdisciplinary team treatment and case management modes.

MANAGER I, CLINICAL PROGRAMS	**39**	**A**	**10.123**
MANAGER II, CLINICAL PROGRAMS	**42**	**A**	**10.122**
MANAGER III, CLINICAL PROGRAMS	**44**	**A**	**10.121**

Skill in:

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

Ability to:

- Design and implement individual, family, and/or group clinical interventions; identify critical elements in clinical and service delivery emergencies and respond appropriately; match client needs to community resources; assess client status and risk; apply professional codes of ethics to practical situations; balance clinical and administrative responsibilities.
- Listen perceptively and convey understanding; respond effectively to hostility and resistance; establish rapport with clients and staff; maintain effective working relationships with others; deliver presentations.
- Inspect clinical records to evaluate the appropriateness of services provided and compliance with policies and procedures; write clinical and administrative documents; perform mathematical and statistical calculations; analyze program performance and fiscal reports.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

MANAGER II, CLINICAL PROGRAMS

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

Knowledge of:

- Current diagnostic classification systems; roles and services of public and private human service agencies.
- Licensing standards for disciplines supervised; program planning and evaluation techniques; financial and client management information systems, design, and operations; client records management.

Ability to:

- Balance conflicting organizational priorities; translate desired service delivery results into measurable program evaluation indicators; ensure optimal fiscal and human resource utilization.

MANAGER III, CLINICAL PROGRAMS

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

MANAGER I, CLINICAL PROGRAMS	**39**	**A**	**10.123**
MANAGER II, CLINICAL PROGRAMS	**42**	**A**	**10.122**
MANAGER III, CLINICAL PROGRAMS	**44**	**A**	**10.121**

Knowledge of:

- Current best practices of client care; forensic mental health treatment programs; correctional facility administration; criminal justice system as related to inmate rights and processing.

Ability to:

- Develop and communicate shared visions for quality and outcomes of service delivery; develop and implement long-range plans; modify and/or design new program elements to improve service delivery capabilities.
- Oversee contractor selection and the management of service delivery contracts.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations,

MANAGER I, CLINICAL PROGRAMS	**39**	**A**	**10.123**
MANAGER II, CLINICAL PROGRAMS	**42**	**A**	**10.122**
MANAGER III, CLINICAL PROGRAMS	**44**	**A**	**10.121**

which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CLINICAL PROGRAM PLANNER	**38**	**B**	**10.129**
SUPERVISOR I, CLINICAL PROGRAM PLANNER	**40**	**B**	**10.128**
SUPERVISOR II, CLINICAL PROGRAM PLANNER	**42**	**A**	**10.125**

JOB SUMMARY

Clinical Program Planners perform planning and analytical functions in support of clinical programs and activities requiring graduate level education in health-related or social science planning and research.

JOB DUTIES

CLINICAL PROGRAM PLANNER

1. Oversee activities for a portion of a large program with multiple service delivery points.
2. Plan, coordinate, and monitor quality improvement and strategic planning activities.
3. Develop policies and procedures for quality assurance and quality improvement processes.
4. Design and conduct program evaluations for program planning, budget development, and resource allocation.
5. Develop clinical practice guidelines and standards.
6. Oversee, collect, and analyze data, prepare reports, and identify trends and cause/effect relationships.
7. Conduct clinical case reviews to evaluate the appropriateness of clinical services provided and compliance.
8. Monitor the availability of external funding for new and ongoing activities.
9. Research and write a variety of correspondence, recommendations, and reports.
10. Design, conduct, or supervise literature or field research.
11. Develop and administer contracts, grants, and their processes.
12. Develop clinical practice guidelines and standards and prepare and present training programs.
13. Provide technical assistance to clinical supervisors in the use of clinical tools and evidence-based practices.
14. Assess the quality of care in delivery of services and evaluate the attainment of program goals.
15. Serve as a liaison to advisory or policy-making committees as needed.
16. Track legislative activities relevant to the agency and provide legislative testimony as required.
17. May oversee a small staff.
18. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
19. Perform related duties as assigned.

SUPERVISOR I, CLINICAL PROGRAM PLANNER

1. Duties performed at the previous level, AND:
2. Oversee activities which includes multiple service delivery points statewide.
3. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
4. Perform related duties as assigned.

CLINICAL PROGRAM PLANNER	**38**	**B**	**10.129**
SUPERVISOR I, CLINICAL PROGRAM PLANNER	**40**	**B**	**10.128**
SUPERVISOR II, CLINICAL PROGRAM PLANNER	**42**	**A**	**10.125**

SUPERVISOR II, CLINICAL PROGRAM PLANNER

1. Duties performed at the previous levels, AND:
2. Oversee the centralized planning, research, and evaluation function.
3. Quality improvement and quality assurance for internal programs and community providers.
4. Conduct program planning, program evaluation, contract administration, and grant management.
5. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CLINICAL PROGRAM PLANNER

Two or more years of applicable experience as described in the job duties and a Master's degree in a field of study applicable to the job duties.

SUPERVISOR I, CLINICAL PROGRAM PLANNER

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and a Master's degree in a field of study applicable to the job duties.

SUPERVISOR II, CLINICAL PROGRAM PLANNER

Four or more years of applicable experience as described in the job duties with a minimum of two years supervisory experience and a Master's degree in a field of study applicable to the job duties.

KNOWLEDGE, SKILLS, AND ABILITIES

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

CLINICAL PROGRAM PLANNER

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Social science research design and methodology; statistical analysis; current issues in quality assurance and program evaluation of clinical service delivery systems.
- National standards of client care; utilization review principles; current mental health, 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.

Skill in:

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

Ability to:

- Translate service delivery outcomes into valid program evaluation measures; design consumer satisfaction surveys and other data collection instruments; analyze problems in administrative and service delivery systems and propose feasible alternatives.

CLINICAL PROGRAM PLANNER	**38**	**B**	**10.129**
SUPERVISOR I, CLINICAL PROGRAM PLANNER	**40**	**B**	**10.128**
SUPERVISOR II, CLINICAL PROGRAM PLANNER	**42**	**A**	**10.125**

- 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.
- Deliver 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.

SUPERVISOR I, CLINICAL PROGRAM PLANNER

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

Knowledge of:
- Components of strategic planning; principles and practices of supervision.

Ability to:
- Integrate program evaluation and program planning functions; design and conduct social science research projects.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR II, CLINICAL PROGRAM PLANNER

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

Ability to:
- Develop a coordinated approach to planning, research, and evaluation for clinical programs.

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

CLINICAL PROGRAM PLANNER	**38**	**B**	**10.129**
SUPERVISOR I, CLINICAL PROGRAM PLANNER	**40**	**B**	**10.128**
SUPERVISOR II, CLINICAL PROGRAM PLANNER	**42**	**A**	**10.125**

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
TREATMENT HOME PROVIDER	**31**	**B**	**10.148**
SUPERVISOR, TREATMENT HOME PROVIDER	**33**	**B**	**10.146**

JOB SUMMARY

Treatment Home Providers provide care, training, and treatment to children and adolescents with behavioral and emotional disturbances in a 24-hour, 7-day a week treatment home setting.

JOB DUTIES

TREATMENT HOME PROVIDER

1. Assess client behavior and the home environment.
2. Establish and develop treatment goals, objectives, and specific treatment modalities.
3. Provide daily group sessions to develop social skills, group interaction, problem solving, and other skills.
4. Develop, review, revise, and implement treatment plans.
5. Monitor target behaviors, special treatment procedures, and case history.
6. Provide tutoring services and carry out therapeutic, social, recreational, educational, and physical care activities.
7. Modify inappropriate behavior and develop social, academic, coping, problem solving, and self-care skills.
8. Conduct individual and group counseling sessions and evaluate progress toward treatment goals.
9. Organize and supervise recreational outings and activities and assist clients in making purchases.
10. Ensure clients take prescribed medications.
11. Train, and supervise clients in self-care, social, empowerment, and academic skills.
12. Identify and implement responses to treatment home safety and security issues.
13. Respond to emergencies and complete incident reports.
14. Provide liaison services to coordinate treatment and make referrals.
15. Recommend and coordinate treatment with peers, external agencies, and service providers.
16. Advocate in court to support clients and ensure treatment continuity.
17. Consult and advise other agency professionals regarding client and family treatment issues.
18. Maintain, monitor, update, and complete client files and forms.
19. Compile and interpret statistics to assess client progress and provide program accountability.
20. Prepare and submit status reports.
21. Procure items and maintain records for expenditures and supplies.
22. Schedule and perform daily household maintenance chores and prepare and serve nutritional meals.
23. Perform related duties as assigned.

SUPERVISOR, TREATMENT HOME PROVIDER

1. Duties performed at the previous level, AND:
2. Organize, coordinate, and oversee the operation of a treatment home for youth with severe emotional disturbances and developmental disabilities.
3. Oversee plan reviews, ensure adherence to treatment plans and proper staffing ratios.
4. Ensure maintenance of required documentation and prepare reports on activities.

5. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

TREATMENT HOME PROVIDER

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, TREATMENT HOME PROVIDER

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and a Bachelor's degree in a field of study applicable to the job duties.

KNOWLEDGE, SKILLS, AND ABILITIES

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

TREATMENT HOME PROVIDER

Knowledge of:

- Teaching methods and techniques; basic operation and maintenance of a residential treatment home.
- Training and counseling techniques and behavioral interventions used in the treatment of children and adolescents with behavioral and emotional disturbances; child development stages and age-appropriate skills and behaviors.

Skill in:

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

Ability to:

- Provide individual and group counseling; tutor children and adolescents in academic subjects; teach basic life skills; write reports and recommendations regarding client behavior and progress; implement established treatment plans.
- Refer clients to other service providers in the community; discuss and resolve treatment issues with families; assess behavioral, social, and safety strengths, needs, and risks; teach coping, social, and relationship skills to children with severe emotional disturbances and their families; assess needs and implement crisis intervention techniques.
- Provide a safe environment for staff, clients, and families; coordinate services with other professionals; develop, write, and implement individual treatment plans for children and adolescents with behavioral and severe emotional disturbances; evaluate client progress and make appropriate treatment recommendations; write and present assessments, treatment plans, and progress reports to a multidisciplinary team.

SUPERVISOR, TREATMENT HOME PROVIDER

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

TREATMENT HOME PROVIDER	**31**	**B**	**10.148**
SUPERVISOR, TREATMENT HOME PROVIDER	**33**	**B**	**10.146**

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures, and licensing requirements.
- Principles and practices of supervision and human resources.
- Severity of mental health disorders of children and adolescents; child development theory and practices; current standards and practices of children's mental health treatment; behavior modification techniques; nutritional requirements for children and adolescents.

Ability to:

- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☐ smelling

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

☒ Ability to communicate on the telephone (hearing) ☒ Ability to understand technical manuals

- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
DISEASE CONTROL SPECIALIST	**33**	**B**	**10.223**
SUPERVISOR, DISEASE CONTROL SPECIALIST	**35**	**B**	**10.228**

JOB SUMMARY

Disease Control Specialists perform epidemiological investigations and surveillance activities related to the identification, control, and reporting of communicable, infectious, and chronic diseases.

JOB DUTIES

DISEASE CONTROL SPECIALIST

1. Locate disease sources, carriers, and at-risk groups to prevent, treat, and reduce incidence and risk to citizens.
2. Conduct epidemiological investigations to determine the cause and source of disease.
3. Respond to outbreaks, clusters, or epidemic threats and recommend containment or risk reduction measures.
4. Provide information on treatment sources, security requirements, and other procedures to reduce the spread or prevalence of the disease.
5. Interview cases, contacts, and others in the community about personal behaviors and activities which contribute to disease transmission.
6. Make collateral contacts to obtain information about others who may have been exposed or infected.
7. Analyze data, identify trends, and develop projections and recommendations concerning treatment, immunization, and preventive measures.
8. Determine the prevalence of communicable and chronic diseases in the population.
9. Assess community needs and available resources.
10. Organize, coordinate, and participate in committees, task forces, and other work groups.
11. Identify and coordinate efforts of individuals and groups within the community.
12. Develop and implement partnerships and cooperative working relationships to provide appropriate care and treatment for affected individuals.
13. Provide health education, risk reduction training, information, and technical assistance to stakeholders.
14. Disseminate health information to the public through lectures, films, in-service training, and distributing handbooks, pamphlets, and public information materials.
15. Enhance disease related knowledge in the population, clarify misunderstandings, and alleviate fears.
16. Oversee and coordinate telephone hotlines to provide information to callers.
17. Collect, enter, edit, and analyze data.
18. Prepare, develop, and distribute analytical, narrative, and statistical reports.
19. Ensure compliance with federal and State laws and regulations related to disease control and prevention.
20. Perform related duties as assigned.

SUPERVISOR, DISEASE CONTROL SPECIALIST

1. Duties performed at the previous level, AND:
2. Coordinate communicable and chronic disease control and prevention activities statewide.
3. Develop policies, procedures, manuals, reports, and forms.
4. Create treatment protocols for communicable and/or chronic diseases.

DISEASE CONTROL SPECIALIST	**33**	**B**	**10.223**
SUPERVISOR, DISEASE CONTROL SPECIALIST	**35**	**B**	**10.228**

5. Act as the agency spokesperson in alerting the media and citizenry to possible health risks.
6. Collect and prepare statistical data for submission to the Center for Disease Control.
7. Participate in the development of the work unit's budget and grant applications.
8. Participate in negotiating and evaluating services provided by contractors and sub-grantees.
9. May act as a special assistant to the State Health Officer.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

DISEASE CONTROL SPECIALIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, DISEASE CONTROL SPECIALIST

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

DISEASE CONTROL SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, guidelines, and agency policies and procedures; biological principles related to disease etiology, immunity, prevention, and treatment.
- Public health issues and concepts related to communicable and/or chronic diseases; human anatomy and physiology; sociological and psychological principles; data collection techniques; common causes and symptoms of communicable and/or chronic diseases; epidemiological disease investigation.

Skill in:

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

Ability to:

- Establish and maintain cooperative relationships with high-risk groups and individuals, the public, and medical and educational communities involved in programs and activities to control communicable diseases; conduct interviews and provide counseling regarding health hazards and high-risk personal behavior; conduct epidemiological investigations.
- Compile and evaluate data; gather and disseminate scientific and technical information related to disease prevention, transmission, and treatment; participate in presentations to various groups; prepare written materials, reports, proposals, recommendations, and other items using correct English grammar, spelling, punctuation, and composition.
- Communicate effectively with individuals from a variety of ethnic, cultural, and socioeconomic groups.

DISEASE CONTROL SPECIALIST	**33**	**B**	**10.223**
SUPERVISOR, DISEASE CONTROL SPECIALIST	**35**	**B**	**10.228**

SUPERVISOR, DISEASE CONTROL SPECIALIST

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

Knowledge of:

- Functions and purposes of applicable federal and State funding sources.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.
- Planning, coordinating, implementing, and evaluating communicable and/or chronic disease prevention programs and activities; standards of care for assigned program area; community groups, organizations, and agencies which provide health services and assistance to individuals affected by specific diseases; behavioral aspects related to etiology and prevention of specific disease.

Ability to:

- Develop treatment protocols or care standards as they relate to the specific program area; plan, organize, develop, and coordinate programs; prepare and monitor grant and/or program budgets; gather, analyze, and evaluate data; prepare and deliver presentations to various groups in the community.
- Interact as agency spokesperson with the media, other agencies, and the public in relaying information regarding potential communicable and/or disease health risks; develop policies, procedures, manuals, reports, and forms.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*

DISEASE CONTROL SPECIALIST	**33**	**B**	**10.223**
SUPERVISOR, DISEASE CONTROL SPECIALIST	**35**	**B**	**10.228**

(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
COMMERCIAL VEHICLE SAFETY INSPECTOR	**33**	**G**	**11.553**
SUPERVISOR, COMMERCIAL VEHICLE SAFETY INSPECTOR	**35**	**B**	**11.551**

JOB SUMMARY

Commercial Vehicle Safety Inspectors perform mechanical inspections on commercial vehicles and review records to ensure compliance with federal and State motor carrier laws and regulations.

JOB DUTIES

COMMERCIAL VEHICLE SAFETY INSPECTOR

1. Conduct mechanical inspections and diagnoses on commercial vehicles.
2. Identify deficiencies in relation to the U.S. Department of Transportation's North American Standard for Driver-Vehicle Inspection and ensure correction of unsafe conditions.
3. Set up inspection schedules and identify systemic deficiencies in maintenance and repair procedures.
4. Provie training in applicable mechanical inspection laws, regulations, and procedures.
5. Maintain records and prepare reports on inspections and technical assistance provided.
6. Conduct mechanical inspections at roadside checkpoints, make determination on vehicle safety, and issue inspection certifications.
7. Place unsafe vehicles out of service, require repairs within certain time frames, and identify corrective action.
8. Re-inspect vehicles and make recommendations to refer violators to the U.S. Department of Transportation.
9. Inspect records regarding registrations, driver logs, licenses, and medical certificates.
10. Perform on-site audits of records.
11. Conduct inspections of commercial vehicles transporting hazardous materials and ensure compliance.
12. Conduct mechanical inspections when serious injury accidents may result in legal proceedings.
13. Disassemble and assemble vehicle components to preserve the chain of evidence.
14. Testify in court as a technical witness.
15. Perform related duties as assigned.

SUPERVISOR, COMMERCIAL VEHICLE SAFETY INSPECTOR

1. Duties required at the previous level, AND:
2. Oversee motor carrier safety audits and maintain the inspection program database.
3. Prepare and administer training budgets and administer grants.
4. Develop, schedule, and instruct courses for staff and the motor carrier industry.
5. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

COMMERCIAL VEHICLE SAFETY INSPECTOR	**33**	**G**	**11.553**
SUPERVISOR, COMMERCIAL VEHICLE SAFETY INSPECTOR	**35**	**B**	**11.551**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

COMMERCIAL VEHICLE SAFETY INSPECTOR

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, COMMERCIAL VEHICLE SAFETY INSPECTOR

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

COMMERCIAL VEHICLE SAFETY INSPECTOR

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; hazardous materials and procedures for their safe transportation; hazardous material packaging, bracing, and leakage control; mechanical systems.
- Conducting compliance reviews and safety audits; mechanic shop operations; operational impact of repairs and changes required by inspections.

Skill in:

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

Ability to:

- Conduct compliance reviews and safety audits; understand mechanic shop operations for intervention; issue orders to place vehicles out of service and/or requiring corrective action; maintain an appropriate balance of regulatory activities and service-oriented consultation and training.
- Advise and train trucking company owners and operators; develop reports and correspondence; read and interpret federal and State laws and regulations, mechanical specifications, driver logs, and maintenance and inspection reports; inspect and diagnose the full range of commercial vehicle mechanical systems; identify unsafe conditions; make evaluations of the mechanical safety of commercial vehicles; provide testimony in court.
- Communicate effectively to exchange information, issue repair notices, and defend decisions; make public presentations to provide training in regulatory and mechanical aspects of commercial vehicle safety; develop reports and correspondence.

SUPERVISOR, COMMERCIAL VEHICLE SAFETY INSPECTOR

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

Knowledge of:

- Training requirements for safety inspectors of commercial vehicles; vehicle size and weight enforcement plans and methods; procedures for incorporating federal motor carrier safety regulations into State requirements.

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

Ability to:

- Coordinate and consolidate reports; provide technical guidance on motor carrier safety and hazardous material regulations; schedule and instruct classes for enforcement and industry personnel; prepare and administer training budgets and administer grants; act as liaison with federal agencies.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing) ☒ Ability to understand technical manuals

- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FAMILY SERVICES SPECIALIST I	**29**	**E**	**12.379**
FAMILY SERVICES SPECIALIST II	**31**	**B**	**12.376**
SENIOR FAMILY SERVICES SPECIALIST	**32**	**B**	**12.374**
SUPERVISOR I, FAMILY SERVICES SPECIALIST	**34**	**B**	**12.328**
SUPERVISOR II, FAMILY SERVICES SPECIALIST	**35**	**B**	**12.327**

JOB SUMMARY

Family Services Specialists determine eligibility for public assistance and health related programs.

JOB DUTIES

FAMILY SERVICES SPECIALIST I

1. Assist clients in competing required applications, declarations, forms, reviewing information for accuracy and consistency, and conferring with others.
2. Interview clients, explain conditions, and elicit information.
3. Interview clients to assess their vocational potential and available employment options.
4. Research, verify, and evaluate information to establish eligibility.
5. Perform income computation and other factors impacting the level of benefits.
6. Identify existing job skills, work experience, and immediate employment barriers.
7. Explain program objectives, requirements, and services and respond to client questions.
8. Develop a personal responsibility plan and design an individualized job training plan.
9. Coordinate services through community providers and other agency personnel.
10. Perform related duties as assigned.

FAMILY SERVICES SPECIALIST II

1. Determine Program Eligibility.
2. Approve or disapprove initial, continuing eligibility, and benefit levels.
3. Review appeal cases for appropriateness and timeliness, conduct pre-hearing conferences, and notify hearings office and appellants of changes in the disposition of cases.
4. Prepare written summaries and exhibits for presentation at hearings.
5. Review overpayment referrals and initiate recovery.
6. Administer education and skills tests and analyze results.
7. Conduct workshops and training sessions to enhance client skills and employability.
8. Monitor and document client activities.
9. Review and monitor client program eligibility, approve and make payments, examine the accuracy of bills and receipts, and verify and compute hours and monetary obligations.
10. Facilitate child support enforcement.
11. Interview individuals to obtain information and explain requirements to pursue child support.
12. Liaise with social service programs, district attorney offices, child support enforcement offices, and others.
13. Provide child support training to public assistance staff.
14. Perform related duties as assigned.

FAMILY SERVICES SPECIALIST I	**29**	**E**	**12.379**
FAMILY SERVICES SPECIALIST II	**31**	**B**	**12.376**
SENIOR FAMILY SERVICES SPECIALIST	**32**	**B**	**12.374**
SUPERVISOR I, FAMILY SERVICES SPECIALIST	**34**	**B**	**12.328**
SUPERVISOR II, FAMILY SERVICES SPECIALIST	**35**	**B**	**12.327**

SENIOR FAMILY SERVICES SPECIALIST

1. Duties performed at the previous level, AND:
2. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
3. Locate the non-custodial parent, establish paternity, and determine their ability to provide support.
4. Obtain and review existing court orders for child support.
5. Petition the court for orders to establish paternity and/or for payment of child support.
6. Initiate administrative and/or judicial procedures to ensure compliance with regulations and court orders.
7. Enforce court orders by notifying the non-custodial parents, initiating income withholdings, liens, and seizure of assets, and initiating other means of collection to recover monies.
8. Prepare and present case summaries to the administrative hearings officer or court master.
9. Perform related duties as assigned.

SUPERVISOR I, FAMILY SERVICES SPECIALIST

1. Duties performed at the previous levels, AND:
2. Plan, organize, and direct day-to-day activities of an assigned unit.
3. Ensure services provided to clients are compliant.
4. Establish unit procedures and provide technical guidance, interpretation, and clarification.
5. Ensure the timeliness and accuracy of services delivered.
6. Identify and resolve existing and potential problems.
7. Compile and review data and prepare analytical, narrative, and statistical reports on activities.
8. Identify and analyze program trends and communicate concerns and recommendations to leadership.
9. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

SUPERVISOR II, FAMILY SERVICES SPECIALIST

1. Duties performed at the previous levels, AND:
2. Perform activities in a large satellite office requiring an on-site supervisor.
3. Locate, plan, and organize office space.
4. Establish and implement appropriate safety, security, and emergency measures.
5. Arrange for office maintenance, repairs, equipment, and supplies.
6. Represent the agency in the community to recognize and respond to community needs and concerns.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

FAMILY SERVICES SPECIALIST I

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

FAMILY SERVICES SPECIALIST I	**29**	**E**	**12.379**
FAMILY SERVICES SPECIALIST II	**31**	**B**	**12.376**
SENIOR FAMILY SERVICES SPECIALIST	**32**	**B**	**12.374**
SUPERVISOR I, FAMILY SERVICES SPECIALIST	**34**	**B**	**12.328**
SUPERVISOR II, FAMILY SERVICES SPECIALIST	**35**	**B**	**12.327**

FAMILY SERVICES SPECIALIST II

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR FAMILY SERVICES SPECIALIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR I, FAMILY SERVICES SPECIALIST

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

SUPERVISOR II, FAMILY SERVICES SPECIALIST

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

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

FAMILY SERVICES SPECIALIST I

Knowledge of:

- Functions and operations of an administrative office; recordkeeping; interviewing practices; social service programs and their purpose; rights to privacy and confidentiality of information.

Skill in:

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

Ability to:

- Read and apply rules, regulations, policies, and procedures; learn federal, State, and local resources serving the needs of applicants; maintain confidentiality of client records; receive inquiries and provide information; verify information from a variety of sources; compile information and prepare reports.
- Store, record, and retrieve information; establish and maintain accurate records; interact effectively with individuals from varying social, economic, and cultural backgrounds.

FAMILY SERVICES SPECIALIST II

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

Knowledge of:

- Applicable federal and State laws, regulations, rules, and agency policies and procedures; available community resources including their roles, services, and responsibilities; case management practices;

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SENIOR FAMILY SERVICES SPECIALIST	**32**	**B**	**12.374**
SUPERVISOR I, FAMILY SERVICES SPECIALIST	**34**	**B**	**12.328**
SUPERVISOR II, FAMILY SERVICES SPECIALIST	**35**	**B**	**12.327**

education and training requirements for a wide variety of occupations; requirements for reporting child abuse and neglect.

Ability to:

- Conduct interviews and explain complex regulations and requirements; recognize evidence of domestic violence and take appropriate action; recognize and make referrals for substance abusers; defuse potentially volatile situations; read and interpret technical and legal documents such as divorce decrees, property deeds, insurance policies, and program manuals sufficient to determine client resources.
- Establish and maintain rapport with applicants and benefit recipients; communicate with individuals of various ethnic, cultural, and educational backgrounds; write concise, logical, grammatically correct summaries to document and explain case activities; document facts and prepare clear and understandable case notes; type narrative materials using word processing software.

SENIOR FAMILY SERVICES SPECIALIST

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

Knowledge of:

- Parental obligations to support minor children; family court records; procedures for establishing paternity, support obligations, and securing compliance with court orders; State formulas and processes to calculate child support obligations, arrearages, penalties. and interest.
- Family court and processes involved in establishing paternity and child support obligations; administrative and judicial hearing processes; procedures, practices, resources, and methods used to locate non-custodial parents and their assets; good cause provisions.
- Availability of social service programs affecting child support enforcement; proper court procedures sufficient to prepare relevant evidence and present the facts of the case; practices and protocol of district attorney offices, district courts, and administrative hearings.

Ability to:

- Read, understand, and apply court ordered child support obligations; evaluate financial information and make appropriate recommendations; calculate child support obligations and arrearages; maintain and adjust account balances; recognize signs of abuse or neglect and report it to the proper authority.
- Communicate and coordinate support enforcement efforts with federal, State, and county agencies; negotiate and exchange ideas, information, and opinions with others to formulate joint decisions, conclusions, or solutions; persuade others to cooperate in achieving program goals; analyze information, issues, situations, practices, or procedures to identify problems, recognize alternatives and their implications, and propose solutions.

SUPERVISOR I, FAMILY SERVICES SPECIALIST

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

Knowledge of:

- Principles and practices of supervision and training; guidelines and requirements of available social service programs; human relations, characteristics, and behaviors.

FAMILY SERVICES SPECIALIST I	**29**	**E**	**12.379**
FAMILY SERVICES SPECIALIST II	**31**	**B**	**12.376**
SENIOR FAMILY SERVICES SPECIALIST	**32**	**B**	**12.374**
SUPERVISOR I, FAMILY SERVICES SPECIALIST	**34**	**B**	**12.328**
SUPERVISOR II, FAMILY SERVICES SPECIALIST	**35**	**B**	**12.327**

Ability to:

- Interpret and apply policies and procedures to specific situations for clients and staff; effectively explain complex regulations and requirements; conduct effective interviews; read and analyze reports; compile and interpret statistical data; set priorities which accurately reflect the relative importance of job responsibilities; provide guidance to staff in recognizing signs of abuse or neglect and reporting requirements.
- Establish and maintain cooperative working relationships with clients, co-workers, other agencies, organizations, and the public; establish and maintain rapport with management, staff and the public.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR II, FAMILY SERVICES SPECIALIST

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

Ability to:

- Oversee the day-to-day operation of a satellite office including maintenance of equipment needed for office operations; ensure compliance with established safety and security plans for the facility.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

FAMILY SERVICES SPECIALIST I	**29**	**E**	**12.379**
FAMILY SERVICES SPECIALIST II	**31**	**B**	**12.376**
SENIOR FAMILY SERVICES SPECIALIST	**32**	**B**	**12.374**
SUPERVISOR I, FAMILY SERVICES SPECIALIST	**34**	**B**	**12.328**
SUPERVISOR II, FAMILY SERVICES SPECIALIST	**35**	**B**	**12.327**

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
HEALTH CARE COORDINATOR - NURSE	**36**	**B**	**12.334**
SENIOR HEALTH CARE COORDINATOR - NURSE	**37**	**B**	**12.333**
SUPERVISOR, HEALTH CARE COORDINATOR - NURSE	**38**	**B**	**12.332**

JOB SUMMARY

Health Care Coordinator - Nurses perform work related to program operations and auditing providers to ensure compliance with program regulations and policies.

JOB DUTIES

HEALTH CARE COORDINATOR - NURSE

1. Assess potential client needs for case management services.
2. Develop, implement, and update plans of care.
3. Counsel and refer clients to services and/or contract with providers for services.
4. Monitor the quality and cost of services provided and submit payment authorization requests.
5. Establish and maintain case files.
6. Review facilities, provide care to validate, and ensure adequacy of services and resident care.
7. Review information, document findings and deficiencies, prepare reports, and participate in conferences.
8. Review health care providers and fiscal agents for compliance.
9. Ensure clients are receiving appropriate services and payment is correct for services received.
10. Identify areas needing improvement and review plans of correction.
11. Process payment requests to ensure medical necessity and compliance and approve or deny requests.
12. Review records from the applicable parties, identify abuse and potential fraud, and ensure proper payment.
13. Refer errors to the fiscal agent for adjustment and refer potential cases of fraud and abuse for investigation.
14. Explain billing procedures, monitor quality of care, and submit billings to the fiscal agent for payment.
15. Perform related duties as assigned.

SENIOR HEALTH CARE COORDINATOR - NURSE

1. Duties performed at the previous level, AND:
2. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
3. Participate in developing policies and procedures, maintaining the State plan, and creating forms.
4. Serve as the statewide technical expert and provide guidance on a statewide basis to the staff of an agency.
5. Provide clarification of a condition, medication, procedure, or related circumstance for case management.
6. Create and present training modules for staff.
7. Develop, implement, and monitor staff compliance.
8. Assist staff in developing resources and preventive health care information for the clientele served.
9. Perform related duties as assigned.

HEALTH CARE COORDINATOR - NURSE	**36**	**B**	**12.334**
SENIOR HEALTH CARE COORDINATOR - NURSE	**37**	**B**	**12.333**
SUPERVISOR, HEALTH CARE COORDINATOR - NURSE	**38**	**B**	**12.332**

SUPERVISOR, HEALTH CARE COORDINATOR - NURSE

1. Duties performed at the previous levels, AND:
2. Plan and organize unit operations and coordinate staff activities.
3. Develop procedures and guidelines.
4. Compile data and prepare analytical, statistical, and narrative reports.
5. Plan, arrange, and/or provide training to providers and staff.
6. Participate in community and public relations activities.
7. Make budgetary recommendations.
8. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

HEALTH CARE COORDINATOR - NURSE

One or more years of applicable experience as described in the job duties and Licensure as a Registered Nurse issued by the Nevada State Board of Nursing.

SENIOR HEALTH CARE COORDINATOR - NURSE

Three or more years of applicable experience as described in the job duties and Licensure as a Registered Nurse issued by the Nevada State Board of Nursing.

SUPERVISOR, HEALTH CARE COORDINATOR - NURSE

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and Licensure as a Registered Nurse issued by the Nevada State Board of Nursing.

KNOWLEDGE, SKILLS, AND ABILITIES

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

HEALTH CARE COORDINATOR - NURSE

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; theories, principles, practices, and methods of social work, nursing, or a health care field applicable to program assignment; dynamics of human behavior including interpersonal relationships and social interactions; client rights and confidentiality of information; interviewing techniques; crisis intervention techniques; case management practices.
- Physical, psychological, and social characteristics associated with human development and the population served; assessment tools used to evaluate clients; normal and abnormal human growth, behavior, and development; anatomy, physiology, pharmacology, and psychology; medical and pharmaceutical terminology; services, roles, and responsibilities of social service agencies; impact of diseases and disabilities on individuals.
- Service programs and provider responsibilities relative to the program assignment; licensing regulations of various living arrangements; functions and costs of rehabilitative and assistive medical equipment related to the program assignment; agency hearing processes and protocols.

HEALTH CARE COORDINATOR - NURSE	**36**	**B**	**12.334**
SENIOR HEALTH CARE COORDINATOR - NURSE	**37**	**B**	**12.333**
SUPERVISOR, HEALTH CARE COORDINATOR - NURSE	**38**	**B**	**12.332**

Skill in:

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

Ability to:

- Provide technical assistance regarding policy compliance and coverage; forecast the cost of medical services, equipment, and supplies; monitor the cost effectiveness of services for each individual client; develop and modify case plans, procedures, and methods to maximize services and effect change in clients; visually observe the general condition of the population served and assist in verifying the level of care needed and received; audit contractors and review corrective action plans; navigate, locate, and enter data into the agency's computer systems; recognize basic medical and social needs;.
- Effectively interact with people of various social, cultural, economic, and educational backgrounds; communicate effectively to obtain information, explain policies and procedures, and persuade others to seek or accept needed services; analyze information, problems, and situations and reach logical conclusions; compose concise, logical, and grammatically correct correspondence, case narratives, and reports; read and understand technical materials; assemble, analyze, and report data.

SENIOR HEALTH CARE COORDINATOR - NURSE

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

Knowledge of:

- Agency mission, goals, objectives, and programs administered; interaction between all agency programs; psychological and emotional changes caused by anatomical positional deformities, physiological abnormalities, developmental disabilities, and other physical limitations.

Ability to:

- Function as a lead worker and direct activities, coordinate assignments, and prioritize tasks; determine whether problems, condition, and/or diagnoses are appropriately addressed; recognize and recommend training for staff; assist the supervisor in reviewing, analyzing, and providing input regarding the performance of staff; write policies and procedures related to the program assignment.
- Review case files and documents to ensure compliance with established policies and procedures; provide technical assistance and information concerning case management issues; assist in identifying trends and potential solutions to problems and issues; make decisions and appropriately respond to situations.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR, HEALTH CARE COORDINATOR - NURSE

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

Knowledge of:

- Principles and practices of supervision and training; program management techniques; State budgeting; data collection techniques; system interface between all agency programs.

HEALTH CARE COORDINATOR - NURSE	**36**	**B**	**12.334**
SENIOR HEALTH CARE COORDINATOR - NURSE	**37**	**B**	**12.333**
SUPERVISOR, HEALTH CARE COORDINATOR - NURSE	**38**	**B**	**12.332**

Ability to:

- Interpret program policies to ensure consistency; develop staff corrective action plans and administer appropriate discipline; anticipate needs and prepare budget requests; respond quickly to program and community needs; manage resources, space, and equipment of the unit; develop and present training curriculum for staff, providers, and contract vendors; prepare status reports; identify case trends; organize staff and community resources to meet program requirements.
- Prepare and present reports; establish program and staff goals and objectives; determine appropriate training and equipment needs of assigned personnel.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time

HEALTH CARE COORDINATOR - NURSE	**36**	**B**	**12.334**
SENIOR HEALTH CARE COORDINATOR - NURSE	**37**	**B**	**12.333**
SUPERVISOR, HEALTH CARE COORDINATOR - NURSE	**38**	**B**	**12.332**

☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
NUTRITION PROGRAM COORDINATOR	**33**	**B**	**12.342**

JOB SUMMARY

Nutrition Program Coordinators plan, coordinate, monitor, and perform compliance reviews of school and/or community nutrition program sponsors to ensure compliance with federal and State program requirements.

JOB DUTIES

1. Develop administrative review schedules and organize and oversee review teams.
2. Coordinate and perform off-site and on-site reviews and/or desk audits.
3. Request, compile, and review sponsor documents, conduct interviews, and observe the delivery of services.
4. Provide recommendations for technical assistance and/or corrective actions.
5. Report any issues, concerns, and/or problems regarding the review to leadership.
6. Compile, organize, review, analyze, and maintain information and statistical data for compliance.
7. Create and disseminate analytical, narrative, and statistical reports on activities.
8. Coordinate with contending parties to address areas of non-compliance and steps to regain compliance.
9. Evaluate corrective action plans, recommend revisions, and monitor sponsors to ensure adherence.
10. Recommend financial restitution, disqualification, and/or termination from the program.
11. Liaise between stakeholders and sponsors and organize and participate in program reviews.
12. Perform program outreach, education, guidance, and technical assistance.
13. Interpret and disseminate federal and State laws, regulations, and agency policies and procedures.
14. Create, develop and present training and presentations to staff, sponsors, customers, and stakeholders.
15. Aid in the development, review, recommendation, and implementation of program policies and procedures.
16. Develop, review, update, and implement program and procedural manuals, forms, spreadsheets, and logs.
17. Assist management in grants administration.
18. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One or more years of applicable experience as described in the job duties, graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; purpose, goals, and objectives of the program; grant administration.
- Principles and practices of systematic analysis and examination; program evaluation methods and techniques; research techniques; data collection, analysis, and report preparation; recordkeeping practices; terminology, acronyms, and subject matter relative to assigned program; development and implementation

of policies and procedures; training principles and practices.
- Methods and practices used in developing and presenting information; English grammar, spelling, and punctuation sufficient to compose reports and business correspondence; basic mathematical computation.

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

Ability to:
- Identify programmatic and operational problems; investigate and evaluate alternatives and implement effective solutions; resolve problems and obtain cooperation from others; input, retrieve, and manipulate data; make observations and objectively report findings; recognize and evaluate program services; assist in formulating recommendations for improved services; analyze and resolve problems, determine appropriate action, and implement solutions.
- Analyze, interpret, explain, and apply laws, regulations, policies, procedures, and technical materials; conduct interviews to solicit information; accurately compile information from various sources; compose clear, grammatically correct and concise written communications, reports, instructional materials, and other materials.
- Establish and maintain effective working relationships with others; effectively interact and communicate with a variety of individuals from various socioeconomic, ethnic, cultural, and educational backgrounds; develop and present training to staff, sponsors, customers, and stakeholders; communicate effectively to explain decisions, services, programs, or resolve problems through negotiation.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

Indicate any other requirements which are essential to the successful performance of this job:

(Check all that apply)

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ADULT RIGHTS ADVOCATE	**32**	**B**	**12.348**
SENIOR ADULT RIGHTS ADVOCATE	**33**	**B**	**12.347**
SUPERVISOR, ADULT RIGHTS ADVOCATE	**35**	**B**	**12.346**

JOB SUMMARY

Adult Rights Advocates provide advocacy and assistance to protect and enhance the health, safety, welfare, and rights of older persons (adults 60 and older) and/or vulnerable persons.

JOB DUTIES

ADULT RIGHTS ADVOCATE

1. Assist clients and caregivers in life planning for independent living.
2. Provide information and referrals to agencies for physical, emotional, social, and economic support services.
3. Coordinate a network of services and resources for financial, health care, housing, in-home care, and other service needs of clients.
4. Establish partnerships, determine appropriate services, identify gaps in services, and conduct surveys.
5. Handle inquiries, complaints, and respond to requests for assistance.
6. Complete intake forms and other types of forms and assessments and enter information into systems.
7. Provide advocacy and case management services and refer individuals to appropriate services.
8. Complete records on services provided.
9. Research, develop, update, and conduct public presentations based on requests for information.
10. Provide information and assistance to staff, service providers, caregivers, community organizations, law enforcement, and others regarding abuse, neglect, exploitation, and isolation of individuals.
11. Evaluate and enhance resources to meet client needs and ensure quality assurance efforts are met.
12. Assist in policy, procedure, and form development.
13. Review legislation and regulations to determine impact on clients and participate in community engagement.
14. Perform related duties as assigned.

SENIOR ADULT RIGHTS ADVOCATE

1. Duties performed at the previous level, AND:
2. Investigate complaints made by or on behalf of clients residing in the community or who reside in a facility.
3. Advocate for clients under strict consent and confidentiality guidelines.
4. Offer information to clients' families, facilities, and other agencies regarding a variety of topics related to client care.
5. Provide training on long-term care, resident rights, dignity and respect, abuse, abandonment, neglect, isolation, exploitation, quality of care, and quality of life.
6. Support resident and family councils, monitor facility trends, and make referrals to other agencies.
7. Conduct Medicaid outreach and ensure provider compliance.
8. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
9. Perform related duties as assigned.

ADULT RIGHTS ADVOCATE	**32**	**B**	**12.348**
SENIOR ADULT RIGHTS ADVOCATE	**33**	**B**	**12.347**
SUPERVISOR, ADULT RIGHTS ADVOCATE	**35**	**B**	**12.346**

SUPERVISOR, ADULT RIGHTS ADVOCATE

1. Duties performed at the previous level, AND:
2. Compile information and data and prepare analytical, narrative, and statistical reports on activities.
3. Participate in formulating policies and implement regulation and policy changes.
4. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
5. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

ADULT RIGHTS ADVOCATE

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR ADULT RIGHTS ADVOCATE

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, ADULT RIGHTS ADVOCATE

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

ADULT RIGHTS ADVOCATE

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; human development; interviewing and research techniques; community resources; professional standards related to confidentiality; mediation and negotiation techniques.

Skill in:

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

Ability to:

- Elicit information, analyze facts, and evaluate information; develop and maintain community resources; speak in public to a diverse group of individuals; write concise, logical, and grammatically correct reports and correspondence; understand the dynamics of various social, cultural, and economic groups; deal appropriately with individuals who may be upset, irate, and uncooperative; store, access, and retrieve data.

SENIOR ADULT RIGHTS ADVOCATE

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

ADULT RIGHTS ADVOCATE	**32**	**B**	**12.348**
SENIOR ADULT RIGHTS ADVOCATE	**33**	**B**	**12.347**
SUPERVISOR, ADULT RIGHTS ADVOCATE	**35**	**B**	**12.346**

Knowledge of:

- Rights and needs of older and/or vulnerable persons residing in the community or long-term care facilities; right to self-determination and the right to privacy; areas relevant to older and/or vulnerable persons residing in the community or in long-term care facilities; regulatory information and long-term care services; public and private welfare and social programs.

Ability to:

- Identify, investigate, and resolve complaints; advocate for older and/or vulnerable persons and resolve problems; identify abuse, abandonment, neglect, exploitation, isolation, and other adverse circumstances.
- Convey and document accurate and precise information; review and analyze information received from residents, family members, facility staff, and others; apply federal regulations, State laws, and agency policies and procedures to determine compliance; write reports and make referrals to other agencies.

SUPERVISOR, ADULT RIGHTS ADVOCATE

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

Knowledge of:

- Interaction of agency programs; community resources available to augment the quality of life of older and/or vulnerable persons residing in the community or residential long-term facilities.
- Principles and practices of supervision and training.

Ability to:

- Explain agency regulations, policies, and programs; review and analyze complaints and concerns; negotiate settlements on behalf of long-term care residents; assess and respond appropriately to sensitive circumstances; research, obtain records, and prepare documentation which may be used in a court of law; testify in administrative and court hearings; prepare analytical, narrative, and statistical reports.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the

possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CRIME VICTIM COMPENSATION SPECIALIST	**32**	**B**	**12.368**

JOB SUMMARY

Crime Victim Compensation Specialists review and determine program eligibility for financial assistance in compliance with statutory requirements of the Victims of Crime Program.

JOB DUTIES

1. Review applications and conduct interviews with victims to obtain needed statements.
2. Obtain victim signatures on release forms to obtain required information and documentation.
3. Contact applicable parties to acquire copies of needed reports and records.
4. Review and interpret provided information to determine if eligibility conditions exist.
5. Compare reports to victim statements to verify facts surrounding cases.
6. Assess issues of provocation, consent, or other actions which may have contributed to the crime.
7. Determine eligibility and render written decisions.
8. Evaluate claim expenses and supplemental billings and calculate appropriate payments.
9. Prepare and maintain files, records, and statistics and prepare reports on activities.
10. Develop and maintain contacts within the community to establish primary and secondary payor status.
11. Refer victims to other appropriate resources and promote community awareness.
12. Conduct outreach presentations to the public, law enforcement, and staff.
13. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; interviewing techniques; word processing, database, and statistical reporting.
- Potential collateral funding resources such as private insurance plans, workers' compensation, and local sexual assault funds including their responsibilities and requirements.

Skill in:

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

Ability to:

- Interpret rules, regulations, policies, and procedures; elicit information through interviewing and investigative techniques; make eligibility determinations for victims of crime compensation; perform mathematical computations; use tact and good judgment when eliciting information from victims; write concise, logical, grammatically correct correspondence and reports to explain facts and render decisions for program eligibility; read and interpret medical reports, crime reports, legal documents, and other materials and apply the information to eligibility criteria; document facts and prepare clear and understandable case notes; establish and maintain records in a confidential manner.
- Establish and maintain cooperative working relationships with others; establish rapport and gain the trust of others; speak on a one-to-one basis using appropriate vocabulary and grammar.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations,

which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
QUALITY CONTROL SPECIALIST	**34**	**B**	**12.371**
SUPERVISOR, QUALITY CONTROL SPECIALIST	**36**	**B**	**12.370**

JOB SUMMARY

Quality Control Specialists review casework to determine compliance with federal and State laws, regulations, and agency policies and procedures.

JOB DUTIES

QUALITY CONTROL SPECIALIST

1. Conduct independent audits and examine and evaluate case records for completeness, accuracy, and validity.
2. Investigate and verify the appropriate application of program guidelines and determine compliance.
3. Establish and maintain files and logs to document audit activities and ensure timeliness.
4. Provide guidance to agency or county staff regarding program activities and requirements.
5. Develop and present training programs addressing federal, State, and program requirements.
6. Prepare audit findings, explain and identify sources of errors, make appropriate citations, and recommend corrective action.
7. Evaluate rebuttals to audit findings, develop supplemental reports, and participate in joint conferences to resolve differences.
8. Cooperate with federal and other outside reviewers to determine accuracy and timeliness of the evaluation.
9. Develop strategies, corrective action plans, and prepare supplemental reports and/or rebuttals in response to federal and other outside audits.
10. Provide performance indicators to measure program efficiency and effectiveness for funding purposes.
11. Compile, tabulate, and analyze statistical data related to review findings for inclusion in required reports.
12. Prepare and submit cases of suspected fraud for additional review and investigation.
13. Perform related duties as assigned.

SUPERVISOR, QUALITY CONTROL SPECIALIST

1. Duties required at the previous level, AND:
2. Plan, organize, and oversee day-to-day activities.
3. Implement regulations or policy changes.
4. Provide case reviews, compile and review statistical data, and prepare reports on activities.
5. Plan, develop, and implement case review procedures.
6. Analyze findings from quality assurance reviews, advise leadership on program performance, and make recommendations for corrective action.
7. Train, supervise, schedule, and evaluate the performance of employees and other supervisory duties as appropriate for managing people.
8. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

QUALITY CONTROL SPECIALIST	**34**	**B**	**12.371**
SUPERVISOR, QUALITY CONTROL SPECIALIST	**36**	**B**	**12.370**

EXPERIENCE AND EDUCATION

QUALITY CONTROL SPECIALIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, QUALITY CONTROL SPECIALIST

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

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

QUALITY CONTROL SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, guidelines, and agency policies and procedures; philosophy and objectives of assigned program areas; investigative methods; data collection and analysis techniques.

Skill in:

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

Ability to:

- Establish and coordinate internal or vendor reviews; apply and explain complex requirements; perform mathematical calculations to compute substantial gainful employment; establish and maintain electronic files; accurately compile information from various sources; conduct interviews to obtain and exchange information and explain policies and procedures; develop various forms, reports, and correspondence.
- Identify relevant concerns, patterns, or tendencies, formulate logical and objective conclusions, and recognize alternatives and their implications; read, interpret, and apply laws, regulations, policies, and legal and technical documents to specific case facts; write grammatically correct business correspondence.
- Establish and maintain cooperative working relationships; make presentations; effectively communicate with individuals from a variety of cultural, social, economic, and educational backgrounds.

SUPERVISOR, QUALITY CONTROL SPECIALIST

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

Knowledge of:

- Purpose, organization, functions, practices, and methods of the assigned program area; assisting individuals with disabilities to become employed; application of policy related to program area; social and economic conditions and their effect upon individuals.
- Principles and practices of supervision and training; methods and practices of auditing and investigative interviewing.

Ability to:

- Oversee day-to-day activities of the office; follow timelines; establish and coordinate an internal and/or vendor review process; conduct audits and apply and explain complex regulations and requirements.
- Examine case records to determine compliance with regulations; locate, analyze, interpret, and apply

information, data, and research findings; write narrative and statistical reports, recommendations, correspondence, and other materials to accurately describe case findings; perform statistical computations and comparisons; formulate recommendations for corrective action; evaluate program effectiveness.

- Provide technical assistance and training; identify needed changes and solicit cooperation in implementing corrective action plans; deal appropriately with uncooperative individuals; navigate and locate information through the agency computer systems and the Internet.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time

QUALITY CONTROL SPECIALIST	**34**	**B**	**12.371**
SUPERVISOR, QUALITY CONTROL SPECIALIST	**36**	**B**	**12.370**

- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FAMILY READINESS SPECIALIST	**31**	**B**	**12.375**
SUPERVISOR, FAMILY READINESS SPECIALIST	**35**	**B**	**12.378**

JOB SUMMARY

Family Readiness Specialists assists participants in obtaining the skills and resources to become resilient, self-sufficient, and self-reliant members of the State of Nevada's military community.

JOB DUTIES

FAMILY READINESS SPECIALIST

1. Participate in planning, maintaining, streamlining, and updating program information.
2. Coordinate, prepare, and disseminate program information through briefings, trainings, and other means.
3. Conduct needs assessments to identify areas where family members may require assistance.
4. Develop and maintain referral programs and provide technical assistance.
5. Identify and maintain volunteer training materials and literature.
6. Design and conduct orientation and training programs for volunteers.
7. Record and collect volunteer data and ensure proper reporting of volunteer hours.
8. Implement Guard Family Team Building (GFTB) and Guard Family Action Plan (GFAP) programs.
9. Collect, research, analyze, and develop data to identify areas for improvement, facilitate site visit reporting, and improve services provided.
10. Submit information to support program development for budget forecasting.
11. Plan and coordinate mobilization processes for pre-deployment, deployment, and post-deployment issues.
12. Perform related duties as assigned.

SUPERVISOR, FAMILY READINESS SPECIALIST

1. Duties performed at the previous level, AND:
2. Develop program budget formulations and forecasts.
3. Direct, analyze, and evaluate programs and initiatives to ensure cost effectiveness and maximum gains.
4. Organize, market, and monitor the effectiveness of community capacity building efforts.
5. Assist in strategic planning and interservice coordination.
6. Advise chain of command of current and proposed programs and policies requiring modification to improve family readiness and wellness.
7. Support accreditation, certification, and internal control process requirements.
8. Prepare and submit analytical, narrative, and statistical reports on activities.
9. Liaise with stakeholders, provide guidance on the use of non-appropriated funds, and implement activities.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

FAMILY READINESS SPECIALIST	**31**	**B**	**12.375**
SUPERVISOR, FAMILY READINESS SPECIALIST	**35**	**B**	**12.378**

EXPERIENCE AND EDUCATION

FAMILY READINESS SPECIALIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, FAMILY READINESS SPECIALIST

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

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

FAMILY READINESS SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, benefits, and agency policies and procedures; military organization of the National Guard; military personnel, human resources, and family programs; federal, State, and local social services available to members and their families.
- Research techniques to locate medical, military. and technical documentation; current learning technologies and various instructional methods.

Skill in:

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

Ability to:

- Present and advocate the program to the community; interpret, apply, and explain applicable laws, regulations, policies, and procedures; work within specific agency programs or operations, policies, and procedures.
- Establish and maintain cooperative working relationships with others; establish and maintain rapport with military members and families; disseminate information, explain situations, and provide information regarding options available; establish, store, maintain, and retrieve information.

SUPERVISOR, FAMILY READINESS SPECIALIST

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

Knowledge of:

- Family Readiness Program; program development and implementation; analytical and evaluative techniques and methods; human services matters and programs benefiting families, and military and civilian employees; statistical methods required to analyze, project, and present fiscal effects.
- Principles and practices of supervision and training; budget guidelines, accounting, auditing, and financial reporting; research and statistical methods; work processes, goals, and objectives to plan, develop, and implement programs designed to improve and maintain National Guard family readiness and quality of life.

Ability to:

- Identify, analyze, and solve procedural, programmatic, and operational problems; measure and improve

human services program effectiveness and productivity, and make recommendations.

- Evaluate the effectiveness and efficiency of the program enough to recognize and define social problems, improve procedures and practices, and enhance program services
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the

FAMILY READINESS SPECIALIST	**31**	**B**	**12.375**
SUPERVISOR, FAMILY READINESS SPECIALIST	**35**	**B**	**12.378**

State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, JUVENILE SERVICES	**41**	**A**	**12.523**

JOB SUMMARY

Managers, Juvenile Services oversee and manage the care, custody, education, counseling, and training of committed youth in a State youth training facility.

JOB DUTIES

1. Develop and implement policies, procedures, programs, goals, and objectives.
2. Supervise Home Life and treatment with academic staff through observation and review of work and reports.
3. Prepare statistical reports on facility operations and review the daily population and master roster reports.
4. Communicate with stakeholders to explain goals and objectives and to develop awareness and gain support.
5. Assess training needs of staff and recommend the development of training programs.
6. Assist in budget planning, policy development, and implementation of legislation.
7. Serve as a liaison between youth, parents, agency, and courts.
8. Review incident reports and the appropriateness of staff actions and ensure documentation is completed.
9. Monitor and approve withdrawals from youth accounts and ensure fiscal responsibility.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; operation of a State facility for juveniles; vocational guidance and educational methods as related to rehabilitation and treatment; vocational programs and/or available employment opportunities for vocational training students.
- Causes, nature, and result of juvenile delinquency; neglect or abuse as applied to the care and supervision of juveniles; fundamentals of vocational education, physical and mental hygiene, and psychology.
- Principles and practices of management, supervision, and training; budgeting and fiscal management.

Skill in:

- Interpersonal and communication, both verbal and written.

- Use and operation of office and job-related equipment and software.

Ability to:

- Establish and maintain cooperative and working relationships with others; perform statistical computations; direct staff on the application of individual treatment and education methods.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ASSOCIATE WARDEN	**44**	**A**	**12.553**

JOB SUMMARY

Associate Wardens plan, organize, and direct the operations-related areas such as custody, culinary, and maintenance or programs related areas such as classification, medical, and education and rehabilitation.

JOB DUTIES

1. Prepare budget proposals, assess needs, evaluate past expenditures, and conduct future needs analysis.
2. Control institutional budgets for staff, activities, equipment, supplies, and structures.
3. Prepare in-depth studies and reports.
4. Analyze legislatively approved staffing levels, convert into a master schedule, and calculate relief factors.
5. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
6. Provide direction and oversight to administrative units.
7. Develop, implement, and oversee policies, procedures, goals, objectives, and short- and long-range plans.
8. Analyze and propose legislative changes, draft amendments, and provide testimony.
9. Review concerns of staff and inmates and provide oversight for organizational compliance.
10. Coordinate activities with outside agencies to obtain resources not available within the institution.
11. Review critical and unusual incidents and ensure appropriate actions are taken.
12. Oversee institutional security, audits of custody staff, and investigations of policy violations.
13. Manage visiting room, property, mail, identification, culinary, gym, and laundry operations.
14. Manage armory operations, ensure staffing, and regularly inventory and audit items.
15. Supervise prison industries security, oversee maintenance operations, and search inmates for contraband.
16. Oversee the provision of programs, education, and treatment to inmates.
17. Coordinate the approval, training, and monitoring of volunteers.
18. Oversee the chaplain to ensure that religious services are held to accommodate different faiths.
19. Manage casework staff, inmate interactions and records, and informational systems.
20. Monitor the recording of credits and prepare various reports.
21. Ensure recreation programs provide exercise for different age groups and coordinate special events.
22. Coordinate, facilitate, and delegate programs, oversee enrollment, and track merit credits and certificates.
23. Oversee education available to inmates to ensure compliance.
24. Ensure the law library is compliant and legal materials are adequate.
25. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
26. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred, graduation from high school or equivalent education, or a combination of experience and education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, rules, and agency policies and procedures; institutional program goals, objectives, and content; principles and practices of supervision; State budget and accounting principles and practices.
- Methods used and problems involved in supervision and adjustment of inmates; principles and practices of advisement and guidance; casework theory, practice, and the principles of individual and group behavior; theories, trends, and terminology used in the field of corrections.
- Firearms, chemical agents, restraints, and other security devices; security principles, practices, and tactics governing the use of physical and deadly force; staff roles as applied to administering the security of an institution.
- Principles and practices of corrections as part of the criminal justice system; social and cultural aspects of a variety of ethnic and cultural groups; causes of crime, delinquency, and methods of rehabilitation.

Skill in:

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

Ability to:

- Control, direct, and instruct inmates; enforce institutional rules and regulations; evaluate emergencies and take or recommend corrective measures; interpret and apply agency directives, procedures, and post orders.
- Manage aggressive behavior and conflict situations; observe, understand, and interpret the habits, attitudes, behaviors, and activities of inmates; properly interpret and implement court orders, consent decrees, and institutional procedures; function as the acting Warden.
- Develop, write, evaluate, and explain institutional policies, procedures, and post orders; write concise, logical, grammatically correct correspondence and analytical reports.
- Deal with controversial issues which affect institutional public relations; manage space, equipment, and material resources; develop utilization plans and justification of acquisitions; monitor and forecast budgets; prepare budget reports.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CHAPLAIN	**34**	**B**	**12.583**

JOB SUMMARY

Chaplains provide and coordinate ministry in a pluralistic setting and work with representatives of various faiths who conduct specialized ministries or rites.

JOB DUTIES

1. Plan, organize, schedule, and deliver spiritual care, manage religious programs, and administer resources.
2. Provide a pastoral presence throughout the institution.
3. Establish, coordinate, and schedule religious ceremonies and activities.
4. Provide equitable and reasonable opportunities for worship, study, and religious programs.
5. Counsel and administer to the spiritual and religious needs and concerns of inmates.
6. Advise inmates condemned to death regarding will preparation and disposition of their remains.
7. Communicate with individual families about their well-being.
8. Minister to inmates in times of crisis and notify next of kin in cases of grave illness or death.
9. Oversee volunteer programs and religious study groups.
10. Supervise inmates in assigned areas, document performance, and enforce security procedures.
11. Educate the public about meeting the spiritual needs of inmates and enhance agency reputation.
12. Provide presentations and orientation for new inmates, volunteers, and staff on religious programs.
13. Provide expert information on a variety of religious activities available.
14. Research faith group issues that may impact religious activities.
15. Serve as a resource for leadership and staff on various religious beliefs, activities, practices, and artifacts.
16. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and certification, ordination, or sponsorship from a recognized faith group.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Purpose of correctional institutions' programs, goals, objectives, and contents; needs and practices of diverse faith groups; social, economic, personal, and other problems of inmates; theories and practices of prison management and criminal rehabilitation in a program of applied religion for inmates.
- Theologies, doctrines, liturgies, scriptures, observances, and practices; interpersonal relationships, group dynamics, personality development, and crisis counseling; individual, marital, group, and family counseling techniques; cultural diversity; principles and practices of psychology and sociology.

Skill in:

- Organizing, preparing, and conducting faith-based services and activities.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Counsel and minister to the spiritual and faith-based needs of inmates; work harmoniously with institution staff and others responsible for carrying out programs and objectives of the institution; be tolerant, respectful, and patient with individuals of various faiths; interface with local faith-based organizations; conduct formal services of worship;
- Make educational presentations to inmates, staff, and the community-at-large; deal effectively with hostile inmates; prepare correspondence and reports; maintain files and records; enter, store, and retrieve data; navigate using the Internet.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the

State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CORRECTIONAL SERGEANT	**39**	**D**	**13.311**

JOB SUMMARY

Correctional Sergeants supervise and coordinate the day-to-day work of staff in the custody, discipline, and welfare of inmates in State correctional facilities.

JOB DUTIES

1. Duties at the Correctional Officer level, AND:
2. Conduct roll call at the beginning of each shift to verify attendance and assess staffing needs for security.
3. Authorize or recommend overtime based on requirements and personnel availability.
4. Resolve informal and formal grievances, provide information for higher-level responses, recommend disciplinary actions, and counsel employees in work-related activities.
5. Enforce policies and procedures regarding security matters.
6. Inspect, take appropriate action, and report on security, safety, and sanitation infractions.
7. Conduct routine and special counts of inmates following emergency procedures in the event of escapes.
8. Control, direct, and monitor inmate activity and movement to ensure security and safety.
9. Direct staff and participate in searches of inmates and assigned areas.
10. Prepare and review misconduct and unusual incident reports to determine disciplinary actions.
11. Investigate and gather information for corrective action.
12. Place inmates in administrative segregation pending further review.
13. Control situations such as escape, inmate disturbance, and criminal activity by initiating action and notifying designated officials.
14. May serve as incident commander in emergency situations in accordance with procedures in the Emergency Response Manual.
15. Plan, coordinate, and assign staff for institution/facility transportation and prioritize scheduled appointments.
16. Serve as a member of the classification and/or disciplinary committee.
17. Establish custody levels.
18. Serve as disciplinary hearing officer and determine disciplinary actions.
19. Supervise incoming and outgoing mail/packages for contraband through random inspection.
20. Investigate and respond to property claims and review inventory documents.
21. Supervise housing based on ethnic, racial, known enemy situations, medical constraints, and assignments.
22. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
23. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and based on the assigned agency, Certification as a Category III Peace Officer

from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

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

Knowledge of:

- Institutional regulations, rules, policies, and procedures; security concepts and practices; principles and tactics governing the use of force; corrections standards and practices; court decrees pertaining to condition of confinement in an institution/facility.
- Social and cultural lifestyle of various ethnic and cultural groups; institutional recordkeeping procedures; investigative techniques; principles and practices of supervision and training.

Skill in:

- Using firearms, restraints, and security devices.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Work with individuals of varied backgrounds; remain calm in stressful situations; manage aggressive behavior and conflict resolution; visually inspect areas for compliance with institutional regulations and rules; read, interpret, and follow applicable regulations, rules, policies, and procedures.
- Identify maintenance problems and/or safety hazards requiring maintenance crew attention.
- Prepare detailed technical and evaluative reports; identify and interpret unusual individual or group behaviors accurately; perform basic mathematical calculations.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without

accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
LIVESTOCK INSPECTOR	**25**	**C**	**1.511**

JOB SUMMARY

Livestock Inspectors collect blood, milk, and tissue samples from livestock to identify bovine brucellosis and other diseases.

JOB DUTIES

1. Collect and draw blood samples, number bleeding tubes, prepare test charts.
2. Identify animals, record information on charts, and check for and report noncompliance with animal identification requirements.
3. Vaccinate cattle, verify age of female calves, restrain animals, clean ear, apply vaccination tattoo and ear tag, and record and complete vaccination record.
4. Identify, restrain, and capture animals infected with or exposed to brucellosis, brand for exposure or infection, and apply appropriate ear tags.
5. Complete forms for shipment or entry and distribute reporting forms to prevent exposure to healthy cattle.
6. Obtain milk specimens from commercial milk producers and bulk milk tanks from dairy farms or creameries.
7. Collect tissue samples from infected animals, prepare specimen collection bags and ice chests, and select appropriate tissues during the butchering process.
8. Obtain skin scrapings from suspicious skin lesions, place them in appropriate containers, and label.
9. Complete required forms and records.
10. Participate in animal compliance activities, promote human treatment of animals, and report noncompliance.
11. Protect samples collected from deterioration and package for shipment.
12. Monitor livestock movements into and through the State.
13. Coordinate with other brand inspectors, Nevada Highway Patrol, and other stakeholders.
14. Perform field testing of sera at livestock auctions.
15. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One year of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Accepted animal husbandry practices; safety precautions around livestock; performing official livestock diagnosis tests; diseases and parasites common to livestock.

Skill in:

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

Ability to:

- Identify sex and breeds of livestock; handle livestock around corrals and chutes; gather and accurately record and report information.
- Identify cattle by brand or identifying marks; extract blood and tissue samples; take skin scrapes; age cattle; vaccinate livestock; use branding irons, tattoo and ear tag pliers.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SAFETY SPECIALIST, CONSULTATION	**32**	**B**	**11.522**
SENIOR SAFETY SPECIALIST, CONSULTATION	**35**	**B**	**11.521**

JOB SUMMARY

Safety Specialists, Consultation promote and consult on recognized safety practices for a single State agency, a regulatory program directed toward external entities, or in the State's Risk Management Division.

JOB DUTIES

SAFETY SPECIALIST, CONSULATION

1. Conduct surveys of employer sites at the employer's request and conduct pre-inspection reviews.
2. Identify potential hazards and recognized control and abatement procedures.
3. Meet with employes to discuss visit's purpose, rights and responsibilities, and other pertinent information.
4. Review and evaluate written workplace safety programs for compliance, specificity, comprehensiveness, and implementation effectiveness.
5. Evaluate and analyze overall working and environmental conditions and work processes for compliance.
6. Sample common health hazards when identified hazards are imminently dangerous and take necessary steps to ensure employees are removed from danger.
7. Discuss the adequacy of workplace safety programs, identified hazards, standards not met, the feasibility of engineering controls and abatement alternatives, and issue non-penalty citations as appropriate.
8. Influence employers to take preventive or corrective actions and assign abatement periods in which serious regulatory violations must be corrected.
9. Make recommendations to enhance safety management systems.
10. Communicate with employers to promote change in management philosophy, organizational culture, work processes, and other areas.
11. Document findings and recommendations in comprehensive reports.
12. Provide informal on-site instruction on a variety of topics.
13. Perform related duties as assigned.

SENIOR SAFETY SPECIALIST, CONSULATION

1. Duties performed at the previous level, AND:
2. Conduct activities for a regulatory program directed toward external entities.
3. Analyze management and workplace safety systems to identify the system breakdown which allowed a hazard to occur.
4. Conduct surveys or compliance inspections involving multiple disciplines and state-of-the-art processes.
5. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
6. Perform related duties as assigned.

SAFETY SPECIALIST, CONSULTATION	**32**	**B**	**11.522**
SENIOR SAFETY SPECIALIST, CONSULTATION	**35**	**B**	**11.521**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

SAFETY SPECIALIST, CONSULATION

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR SAFETY SPECIALIST, CONSULATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

SAFETY SPECIALIST, CONSULATION

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Workplace safety issues; standard mechanical and scientific terminology, measures, and concepts relevant to workplace safety; practical application of statistical data and mathematics; principles and practices of industrial hygiene.
- Practical means to abate a broad range of known workplace hazards; fundamentals of engineering.

Skill in:

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

Ability to:

- Conduct surveys or compliance inspections in construction or general industry; identify workplace health hazards; research and understand applied technical information from a variety of scientific and mechanical disciplines; analyze operations, problems, and business practices; identify relevant factors and relationships; recognize alternatives and their implications; formulate logical and objective conclusions; physically conduct inspections requiring prolonged standing, walking, climbing, bending, twisting, stooping, and/or reaching.
- Communicate effectively and persuasively regarding survey findings and recommendations for improvement; establish and maintain cooperative working relationships; maintain composure in the face of resistance, indifference, and hostility; write organized and grammatically correct reports and correspondence.

SENIOR SAFETY SPECIALIST, CONSULATION

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

Ability to:

- Perform comprehensive surveys or compliance inspections in all industry classifications; originate feasible means of abatement in unique situations.
- Motivate employers to take proactive steps to achieve workplace safety; deliver presentations to defend findings and recommendations; understand and communicate the rationale behind a wide variety of safety

and health standards; analyze management and workplace safety systems to identify the system breakdown which allowed a hazard to occur.

- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
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SAFETY SPECIALIST, CONSULTATION	**32**	**B**	**11.522**
SENIOR SAFETY SPECIALIST, CONSULTATION	**35**	**B**	**11.521**

dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SAFETY REPRESENTATIVE, LOSS CONTROL	**32**	**B**	**11.544**

JOB SUMMARY

Safety Representatives, Loss Control serve as safety inspectors, consultants, and trainers in a State agency's internal workplace safety and health or loss control program.

JOB DUTIES

1. Develop training programs and curriculum and instruct staff on a variety of loss control and safety topics.
2. Inspect the workplace for possible safety and health issues.
3. Enforce safety and liability policies and procedures and recommend means of abatement.
4. Investigate accidents and injuries and document facts and findings in case files.
5. Consult with leadership on minimizing costs, treating or eliminating risk, and controlling future losses.
6. Research information and counsel leadership on safety issues, trends, investigations, and recommend improvements.
7. Analyze loss information to determine accident trends and provide effective solutions.
8. Make public presentations to promote knowledge of safety issues.
9. Maintain databases to track injuries and accidents and prepare and submit reports on activities.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; occupational safety and health issues and principles of industrial hygiene; hazard identification and mitigation.

Skill in:

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

Ability to:

- Analyze accident and injury data to identify training needs or appropriate corrective action; interpret and apply health and safety laws and regulations; analyze management and workplace safety systems; implement reasonable and feasible abatement solutions.
- Conduct comprehensive surveys, investigations, and compliance inspections; investigate accidents and

injuries and document facts and findings in case files; maintain databases to track injuries and accidents; assess health and safety hazards in a variety of work environments.

- Establish and maintain positive working relationships; communicate effectively with agency supervisors, managers, and employees regarding survey findings and recommendations; deliver presentations; understand and communicate the rationale behind a wide variety of safety and health standards; write clear and concise guidelines, procedures, inspection reports, training materials, correspondence, and other materials.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Perform research; efficiently and effectively organize information and data; select, prepare, and maintain needed and required records or documents; present information and findings in a clear and concise manner.
- Write concise, logical, and grammatically correct reports; speak on a one-to-one basis using appropriate vocabulary and grammar; record information quickly and accurately.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the

State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
TAXICAB VEHICLE INSPECTOR	**30**	**C**	**11.550**
SUPERVISOR, TAXICAB VEHICLE INSPECTOR	**32**	**C**	**11.552**

JOB SUMMARY

Taxicab Vehicle Inspectors inspect mechanical and emission control standards, rate displays, taximeter accuracy, radio equipment, appearance, and other elements.

JOB DUTIES

TAXICAB VEHICLE INSPECTOR

1. Coordinate with taxicab companies' owners and shop supervisors to schedule quarterly inspections.
2. Inform companies about changes to laws, regulations, and rules.
3. Explain reasons for violation and out-of-service notices.
4. Inspect condition of tires, glass, exterior and interior, lights, cleanliness, numbers, and lettering.
5. Evaluate taxicabs under the hood and under the carriage.
6. Test-drive vehicles to test taximeter accuracy, brakes, steering, engine, drive train, structural soundness and noise, and speedometer and odometer condition and accuracy.
7. Inspect taxicab front suspension system, engine, transmission and drive train, and mounts.
8. Ensure brake linings are sufficiently thick to prevent contact with the brake drum or disk.
9. Inspect vehicles for proper maintenance and operation.
10. Verify the presence and reasonable efficiency of heating and air conditioning systems.
11. Ensure the safety of alternate fuel systems and other after-market equipment.
12. Inspect and/or investigate alleged or actual mechanical failures and vehicle complaints.
13. Complete inspection forms, issue applicable notices, re-inspect repaired defects, and clear notices.
14. Inspect taxicabs repaired and rebuilt after accidents and inspect new vehicles before being placed into service.
15. Complete and maintain applicable records and reports.
16. Perform related duties as assigned.

SUPERVISOR, TAXICAB VEHICLE INSPECTOR

1. Duties performed at the previous level, AND:
2. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
3. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

TAXICAB VEHICLE INSPECTOR

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

TAXICAB VEHICLE INSPECTOR	**30**	**C**	**11.550**
SUPERVISOR, TAXICAB VEHICLE INSPECTOR	**32**	**C**	**11.552**

SUPERVISOR, TAXICAB VEHICLE INSPECTOR

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

TAXICAB VEHICLE INSPECTOR

Knowledge of:

- Applicable federal and State laws, regulations, codes, and agency policies and procedures.
- Operation of mechanical and electronic taximeters; automotive propane fuel systems; automotive safety analysis; current mechanical operations of electrical, fuel, suspension, braking, air conditioning, emissions control systems, and on-board computer systems.

Skill in:

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

Ability to:

- Inspect vehicles for conformance to mechanical specifications; assess structural damage affecting alignment; research regulations, standards, and vehicle systems; identify violations and issue corresponding notices on site.
- Read, interpret, and apply laws and regulations; prepare and maintain reports, forms, and records; communicate effectively with taxicab companies in scheduling and conducting inspections and in requiring that discrepancies be corrected and/or repaired.

SUPERVISOR, TAXICAB VEHICLE INSPECTOR

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

Knowledge of:

- Principles and practices of supervision.

Ability to:

- Coordinate a Taxicab Vehicle Safety Inspection program that promotes safe practices in taxicab mechanic shops and safer taxicab vehicles on the road.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

TAXICAB VEHICLE INSPECTOR	**30**	**C**	**11.550**
SUPERVISOR, TAXICAB VEHICLE INSPECTOR	**32**	**C**	**11.552**

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANUFACTURED HOUSING INSPECTOR	**31**	**C**	**11.561**
SUPERVISOR, MANUFACTURED HOUSING INSPECTOR	**34**	**C**	**11.559**

JOB SUMMARY

Manufactured Housing Inspectors inspect manufactured homes, commercial coaches, mobile homes, mobile home parks, and other manufactured buildings upon installation.

JOB DUTIES

MANUFACTURED HOUSING INSPECTOR

1. Review construction plans and specifications for manufactured buildings.
2. Inspect and certify facilities, production, and quality control processes of manufacturers.
3. Enforce code and regulatory compliance for projects involving manufactured structures.
4. Investigate complaints against manufactured housing dealers, manufacturers, mobile home parks, and others.
5. Determine jurisdiction, conduct inspections to identify problems, ensure remedial action is taken, and recommend disciplinary actions.
6. Research and report incidences of design flaws to the appropriate federal regulatory agency.
7. Inspect substandard conditions in mobile homes and parks, prepare reports, and oversee required upgrades.
8. Conduct investigations into violations of laws and/or regulations, gather evidence, coordinate hearings, and recommend legal action.
9. Assist in federal monitoring of manufacturing plants.
10. Participate in resolving discrepancies between federal and State codes and local jurisdictions' requirements.
11. Conduct on-site monitoring of manufacturers' inspection programs and performing production inspections as part of a federal monitoring team.
12. Prepare detailed reports on complaints, inspections, and/or compliance investigations.
13. Check plans and specifications for buildings and enclosed components built in a factory for delivery in Nevada for compliance and arrange contracts with out-of-state inspectors for construction inspection.
14. Inspect manufactured homes and buildings, issue compliance certificates, and oversee park construction.
15. Review manufacturers' quality control procedures, physically inspect facilities and production processes, and certify factories for shipping into Nevada.
16. Enforce agency standards for mobile home park construction, review and approve or disapprove the developer's application and plans, oversee development projects, and provide final agency approval.
17. Maintain logs and statistical reports.
18. Perform related duties as assigned.

SUPERVISOR, MANUFACTURED HOUSING INSPECTOR

1. Duties performed at the previous level, AND:
2. Plan, organize, direct, and supervise manufactured housing inspection, code compliance, and consumer complaint activities.
3. Collaborate with stakeholders to ensure industry compliance, consistency, and awareness.
4. Conduct seminars and provide technical support and training.

MANUFACTURED HOUSING INSPECTOR	**32**	**C**	**11.561**
SUPERVISOR, MANUFACTURED HOUSING INSPECTOR	**34**	**C**	**11.559**

5. Ensure compliance with applicable federal and State laws, regulations, and agency policies and procedures.
6. Participate in budget development and monitor expenses.
7. Contribute to policy and procedure development,
8. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MANUFACTURED HOUSING INSPECTOR

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, MANUFACTURED HOUSING INSPECTOR

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

MANUFACTURED HOUSING INSPECTOR

Knowledge of:

- Applicable federal, State, local, and industry laws, regulations, standards, codes, and agency policies and procedures; legal principles and practices as applied to enforcing violations of State law.
- Investigative principles and practices; quality control principles and practices during construction and/or prior to installation.

Skill in:

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

Ability to:

- Recognize and correct code non-compliance in plans submitted; inspect manufactured housing installations for safety and compliance; evaluate and analyze evidence which may be conflicting and reach sound conclusions; apply laws, regulations, policies, and procedures.
- Read, interpret, and compare building and facility construction plans and specifications; recognize conditions likely to result in failure of a building system; perform mathematical calculations.
- Enforce regulations tactfully and fairly; interview complainants, licensees, and witnesses to determine facts; investigate complaints and determine whether violations have occurred; review business records as part of compliance investigations; physically inspect manufactured housing installations, including climbing and crawling in confined spaces.

SUPERVISOR, MANUFACTURED HOUSING INSPECTOR

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

MANUFACTURED HOUSING INSPECTOR	**32**	**C**	**11.561**
SUPERVISOR, MANUFACTURED HOUSING INSPECTOR	**34**	**C**	**11.559**

Knowledge of:

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

Ability to:

- Develop regulations, policies, and procedures; collaborate and build partnerships with manufacturers, installers, and other stakeholders to ensure compliance; coordinate and communicate effectively with governmental officials and other stakeholders.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing) ☒ Ability to understand technical manuals

MANUFACTURED HOUSING INSPECTOR	**32**	**C**	**11.561**
SUPERVISOR, MANUFACTURED HOUSING INSPECTOR	**34**	**C**	**11.559**

- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
LOSS CONTROL COORDINATOR	**35**	**B**	**11.565**

JOB SUMMARY

Loss Control Coordinators plan, implement, and manage a Workplace Safety and Health and/or Loss Control Program to reduce the cost, severity, and frequency of industrial accidents and illnesses and ensure compliance.

JOB DUTIES

1. Oversee workplace safety and health inspection, training, accident investigation, and program development.
2. Oversee the internal workers' compensation claims review and investigation processes.
3. Coordinate and manage the Early Return to Work program and its responsibilities.
4. Develop and implement workplace safety programs for the agency.
5. Analyze a variety of policies, procedures, practices, surveys, accident reports, workers' compensation claims, and other risk indicators to identify areas needing attention.
6. Oversee the operation of agency safety committees.
7. Perform and/or oversee worksite safety and health inspection and accident investigation activities.
8. Research problem areas to recommend and develop corrective action plans.
9. Develop and present a safety training program, identify needs, develop courses, identify instructors, and evaluate instructor performance.
10. Review workers' compensation claims to determine validity and to reduce the agency's exposure.
11. Design and implement reporting systems to quantify workplace safety data, identify trends, and illustrate financial and operational impacts to the agency.
12. Produce analytical, narrative, and statistical reports.
13. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties, graduation from high school or equivalent education, or a combination of experience and education

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; references, codes, and standards used in the occupational safety and health field; workers' compensation claims processing and related programs, such as Early Return to Work.
- Current workplace safety and health issues; safety engineering practices; principles and practices of loss control and risk management as related to workplace injuries and illnesses.

Skill in:

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

Ability to:

- Evaluate results of workplace safety and health programs and modify to improve effectiveness; develop and administer ongoing workplace safety training programs to meet agency needs and regulatory requirements; develop and monitor budgetary requests and monitor expenditures; develop and implement recordkeeping and reporting systems to meet program needs.
- Identify workplace hazards and violations of accepted standards; propose reasonable means of abatement; make preliminary evaluations of whether workplace conditions could have caused specific injuries and illnesses; define problems or objectives, identify relevant factors and relationships, recognize alternatives and their implications, and formulate logical and objective conclusions.
- Develop support for the goals of occupational safety and health among agency managers and employees; effectively present agency position on disputed workers compensation claims in formal hearings; research and interpret information from a variety of scientific and mechanical disciplines; establish and maintain cooperative working relationships; train others in a variety of technical workplace safety and health topics; write organized and grammatically correct reports and correspondence.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers

- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
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Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, EMERGENCY MANAGEMENT PROGRAMS	**39**	**B**	**11.603**

JOB SUMMARY

Managers, Emergency Management Programs plan, develop, organize, coordinate, direct, and evaluate programs, personnel, and other resources to satisfy emergency preparedness mandates and initiatives associated with federal grant programs and operational functions of the State Emergency Operations Center.

JOB DUTIES

1. Organize programs to achieve goals and objectives to protect lives, property, and the environment.
2. Develop strategic plans for the continuity of operations to sustain services and aid in emergencies.
3. Manage training and preparedness exercises for major natural, man-made, or technological disasters.
4. Oversee planning, operations, intergovernmental and interlocal agreements, special projects, and programs for saving lives, protecting property, and preserving the environment.
5. Ensure commitments are met to receive Federal Emergency Management Agency and other funds.
6. Develop, revise, and review comprehensive State and local emergency and/or disaster plans.
7. Maintain emergency management programs that provide preparedness activities and response capabilities.
8. Liaise with federal, State, and local government officials in negotiating terms and conditions of agreements.
9. Ensure assistance is provided to governmental agencies in sustaining emergency management capabilities.
10. Obtain cooperation and coordination in developing and/or sustaining programs and functions for activities.
11. Coordinate statewide compliance with National Incident Management System requirements.
12. Oversee radiological materials transport safety preparedness, resource typing, and uniform credentialing of first responders' programs.
13. Ensure federal guidelines and requirements are reflected within grant-funded programs, processes, and plans.
14. Maintain appropriate funding levels to support programs.
15. Prepare, review, and submit required fiscal reports and expenditures.
16. Analyze and propose legislative changes, draft amendments, and provide testimony.
17. Develop, implement, and oversee policies, procedures, goals, and objectives for applicable program areas.
18. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
19. Prepare and submit analytical, narrative, and statistical reports on activities.
20. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
21. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.
- State, county, and municipal regulations governing emergency management, search and rescue, incident command structures, and emergency response protocols; emergency plan development and revision; management of comprehensive emergency preparedness, support, mitigation, response, recovery, and prevention programs, processes, and functions.
- Intergovernmental and interlocal agreements; program development and maintenance; emergency response organizations; incident command systems; function of an emergency operations center; emergency management training, planning, exercises, evaluation, and emergency communications; abatement and improvement planning and program development.

Skill in:

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

Ability to:

- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the

possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
DEPUTY FIRE CHIEF	**38**	**D**	**11.701**

JOB SUMMARY

Deputy Fire Chiefs administratively support and assist in the management of fire protection operations, functions, and readiness programs for the Air National Guard.

JOB DUTIES

1. Manage fire protection operations and readiness programs in line with Air Force instructions.
2. Coordinate activities of shift supervisors.
3. Develop, implement, and oversee policies, procedures, goals, and objectives.
4. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
5. Analyze and propose legislative changes, draft amendments and provide testimony.
6. Oversee budget development, administer the approved budget, and approve program adjustments.
7. Evaluate and recommend the purchase of equipment, apparatus, and supplies.
8. Monitor fire prevention activities of tenant organizations to ensure compliance with fire protection policies.
9. Meet regularly with tenants and key officials to review, develop, and implement fire prevention plans.
10. Provide fire consultancy services, interpret fire directives, and review fire prevention programs and instructions for compliance.
11. Review responses to emergencies and take actions to prevent recurrence.
12. Review the installation, maintenance, and use of alarm systems and communication devices
13. Provide service to tenant personnel needing assistance in fire prevention techniques and guidance.
14. Make administrative and technical recommendations to tenants and higher headquarters.
15. Conduct training on fire prevention standards and advanced fire protection topics.
16. Direct the development of contingency plans for emergencies.
17. Ensure coordination and communication with other public safety agencies for command structure, staffing, deployment, logistics, and communications.
18. Review construction or alteration plans for compliance, recommend changes, and advise contractors on fire prevention responsibilities.
19. Inspect tenant work for compliance and assist with facility acceptance processes.
20. Investigate fire scenes, determine cause, preserve evidence, and provide testimony before a board of inquiry.
21. Submit fire incident reports to higher headquarters.
22. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
23. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience and current certification from the International Fire Service Accreditation

Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Fire Officer III, Fire Instructor II and HAZMAT Incident Commander, and as an Emergency Medical Technician in the State of Nevada.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; organization and operations of the agency; State budgeting, accounting, and purchasing; principles and best practices of modern firefighting and fire prevention; fire suppression strategies, tactics, and procedures; principles and practices of administration, supervision, and training
- Development of long-range plans and objectives; maintenance, repair, purchase, and operation of a variety of fire suppression equipment and apparatus.

Skill in:

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

Ability to:

- Manage and direct fire suppression operations; respond to major emergency situations and assume or delegate command; provide expert fire consultative services; develop contingency plans for a wide variety of emergencies and natural disasters; plan and organize diversified programs in fire department administration, training, and fire prevention.
- Establish and maintain cooperative working relationships with others; read, interpret, explain, and implement regulations, rules, codes, policies, and procedures; prepare and manage the agency's budget.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of

criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting,	75 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	75 lbs	☐ tasting	☒ throwing
☒ balancing	☒ sitting	☒ pushing,	75 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	75 lbs	☒ stretching	☒ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FIRE BATTALION CHIEF	**36**	**D**	**11.702**

JOB SUMMARY

Fire Battalion Chiefs plan, direct, and supervise firefighters on an assigned shift, respond to all fires, alarms, and other emergencies, and assume command until the arrival of the Fire Chief.

JOB DUTIES

1. Provide leadership to rescue personnel or fire victims from structural, crash, and wildland fires.
2. Direct crews in controlling and extinguishing fires and eliminating fire hazards.
3. Collaborate with external agencies to develop plans for events, incidents, and operations requiring support.
4. Develop techniques for entering structures and aircraft to rescue personnel or recover equipment in hazardous situations involving explosives, flammable liquids, oxidizers, chemicals, or radiological threats.
5. Provide extra precautionary measures during high-risk and hazardous operations.
6. Balance personnel assignments to maintain optimal shift coverage.
7. Interpret and enforce Air Force Major Command and base level guidance, changes in operations and revisions, and fire protection organizations required to comply with such guides.
8. Maintain records and prepare reports.
9. Inspect staff, quarters, equipment, and apparatus, and perform daily musters
10. Ensure operational readiness and adherence to standards.
11. Oversee the vehicle maintenance program.
12. Coordinate training on fire suppression and rescue methods and ensure training requirements are met.
13. Assist in the development, implementation, and oversight of policies, procedures, goals, and objectives.
14. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
15. Analyze and propose legislative changes, draft amendments and provide testimony.
16. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
17. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Four or more years of applicable experience as described in the job duties with a minimum of two years supervisory/managerial experience and current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Fire Officer III, Fire Inspector II, Fire Instructor II, HAZMAT Incident Commander, and as an Emergency Medical Technician in the State of Nevada.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Air fire, crash, and rescue principles and practices; rescue and egress techniques for all types of aircraft;

structural rescue; Air National Guard policies and procedures; principles of training and supervision; locations and equipment assigned to the Air National Guard base; water delivery and hydrant systems.
- National Fire Protection Association standards, safety regulations, and insurance requirements related to training; interagency mutual aid agreements; mitigation, isolation, and evacuation techniques used in hazardous materials emergencies.

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

Ability to:
- Exercise authority during rescue and fire suppression operations; plan, organize, and deploy personnel and equipment in emergency situations; develop and implement emergency response plans appropriate to the situation; conduct inspections and investigations.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting,	75 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	75 lbs	☐ tasting	☒ throwing
☒ balancing	☒ sitting	☒ pushing,	75 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	75 lbs	☒ stretching	☒ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FIREFIGHTER/DRIVER OPERATOR	**32**	**D**	**11.705**
FIREFIGHTER CREW CHIEF	**34**	**D**	**11.703**

JOB SUMMARY

Firefighters respond to emergency incidents involving civilian, commercial, military aircraft, structure and wildland fires, auto accidents, medical emergencies, hazardous materials incidents, aerospace ground equipment fires, and a variant of other emergency incidents for the Air National Guard.

JOB DUTIES

FIREFIGHER/DRIVER OPERATOR

1. Provide protection for jet engine jet stand emergencies, defueling and abnormal fuel transfers, explosives handling, welding operations, air-med evacuations, and flammable liquid spills.
2. Initiate rescue egress operations by safe tying aircraft systems, accessing aircraft, removing crew and others, and performing salvage, ventilation, and overhaul.
3. Respond to aircraft emergencies, structural fires, and wildland fires.
4. Implement and perform appropriate firefighting operations and measures.
5. Respond to medical emergencies, assess injuries, monitor vital signs, triage victims, remove from danger, and stabilize.
6. Resolve and mitigate hazardous material incidents, identify substances, estimate quantity, rescue victims, prescribe safety zones, and establish a command post.
7. Maintain vehicles, tools, and equipment through preventive maintenance and inspections.
8. Conduct fire prevention inspections, provide analysis, assign risk codes, implement corrective actions, and monitor compliance.
9. Lead or participate in fire prevention education and training programs for the base population.
10. Oversee, conduct, or participate in on-the-job and classroom training on a variety of subjects, firefighting drills, live-firefighting exercises, and joint training with mutual aid providers.
11. Participate in wartime readiness and contingency operations and provide crash firefighting and rescue operations.
12. Participate in chemical warfare defense training.
13. Perform related duties as assigned.

FIREFIGHTER CREW CHIEF

1. Duties performed at the previous level; AND:
2. Act as the lead firefighter on a shift and recommend discipline or personnel action related to equipment maintenance and firefighting operations.
3. Assemble and submit information for inclusion in a variety of reports.
4. Provide leadership and command on incidents using the Incident Command System (ICS).
5. Conduct classroom and practical training in a variety of areas.
6. Determine fire detection and suppression system requirements and inspect, service, and test devices for proper function.

FIREFIGHTER/DRIVER OPERATOR	**32**	**D**	**11.705**
FIREFIGHTER CREW CHIEF	**34**	**D**	**11.703**

7. Read and interpret plans, drawings, and specifications to identify and eliminate fire hazards.
8. Determine fire extinguisher distribution criteria.
9. Coordinate and conduct fire prevention education.
10. Prepare and maintain fire protection records, reports, and charts.
11. Submit training progress reports for crew members and recommend firefighting procedure improvements.
12. Maintain crew timecards and report any infractions.
13. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

FIREFIGHER/DRIVER OPERATOR

Current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Firefighter II, in Hazardous Materials Operation, and Airport Rescue Firefighter or as a Nationally Registered Emergency Medical Technician, Emergency Medical Technician in the State of Nevada, or higher.

FIREFIGHTER CREW CHIEF

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience and current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Fire Officer I, Fire Inspector I, Fire Instructor I, HAZMAN Incident Commander, and certification as an Emergency Medical Technician in the State of Nevada.

KNOWLEDGE, SKILLS, AND ABILITIES

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

FIREFIGHER/DRIVER OPERATOR

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Fire suppression tactics; characteristics and application of chemical fire retardants; pump operations and hydraulic systems; fire vehicle and equipment maintenance; fire behavior in various weather conditions.
- Crash/fire/rescue and structural and wildland firefighting principles and techniques; National Fire Codes and inspection procedures; Uniform Building and Fire Codes; applicable regulations and standards.

Skill in:

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

Ability to:

- Use and maintain fire, rescue, and extrication tools; operate power driven fire apparatus such as 4-wheel drive trucks, pumpers, crash trucks, and tenders and place in the most effective positions; inspect and maintain fire apparatus; inspect, repair, and maintain fire extinguishers and other first aid fire appliances; apply the principles of the Incident Command System to incidents; perform basic maintenance to vehicles and equipment; make observations and prepare reports.

FIREFIGHTER/DRIVER OPERATOR	**32**	**D**	**11.705**
FIREFIGHTER CREW CHIEF	**34**	**D**	**11.703**

FIREFIGHTER CREW CHIEF

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

Knowledge of:

- Tactics and strategy used in firefighting; roads, buildings, terrain, and location of fire hydrants, alarm boxes, emergency exits, and off base roads; water distribution systems both on and off base.
- Advanced rescue and egress techniques for all types of aircraft and structural rescue; Air National Guard policies and procedures; special operations and equipment used when hazardous materials are present in emergency situations; emergency medical procedures; fire prevention codes and ordinances; fire chemistry; policies and procedures applicable to issuance of welding permits.

Ability to:

- Oversee the activities of a fire crew in any call-out situation; apply the principles of the ICS in incidents of moderate to high complexity; provide emergency medical treatment to injured persons; evaluate complex situations and request appropriate additional resources; take appropriate action in complex hazardous materials emergencies; make hazard and risk assessments.
- Provide firefighting training to assigned personnel; maintain records and prepare reports; inspect buildings and facilities, detect fire hazards and code violations, and institute corrective action; monitor and operate the computerized fire alarm system; inspect, test, and ensure proper operation of firefighting equipment; read and interpret building and construction plans; understand chemical, biological, and radiological terms.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting,	75 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	75 lbs	☐ tasting	☒ throwing
☒ balancing	☒ sitting	☒ pushing,	75 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	75 lbs	☒ stretching	☒ smelling

FIREFIGHTER/DRIVER OPERATOR	**32**	**D**	**11.705**
FIREFIGHTER CREW CHIEF	**34**	**D**	**11.703**

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

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
AGRICULTURIST I	**30**	**B**	**1.128**
AGRICULTURIST II	**33**	**B**	**1.123**
AGRICULTURIST III	**34**	**B**	**1.120**
SUPERVISOR, AGRICULTURIST	**37**	**B**	**1.119**

JOB SUMMARY

Agriculturists perform a variety of inspections and enforcement duties related to regulated agricultural programs.

JOB DUTIES

AGRICULTURIST I

1. Perform technical inspection and enforcement duties related to agricultural programs in a limited capacity.
2. Perform seed testing by weighing, separating, and classifying samples received.
3. Perform seed certification, determine eligibility, inspect fields and issue reports.
4. Examine pesticide labels for methods, rates of application, and dilution rates.
5. Collect and package samples for laboratory analysis, investigate complaints, and issue notices of violations.
6. Review forms and reports, statistical data, and determine inspection quotas.
7. Prepare inspection reports.
8. Participate in weed surveys, identification, and control programs.
9. Identify and report infestations of noxious weeds, mix herbicides, identify specimens submitted, record data, and recommend control procedures.
10. Inspect commercial feeds and gather, examine and/or package samples for analysis.
11. Perform shipping point and conditional inspections of agricultural commodities.
12. Inspect retail outlets, wholesalers, and agricultural facilities.
13. Conduct outreach related to various agricultural topics and regulations including but not limited to native seed and noxious weeds.
14. Perform related duties as assigned.

AGRICULTURIST II

1. Duties required at the previous level, AND:
2. Enforce federal and State laws and regulations related to mixing, use, disposal, sale, and distribution of pesticides and/or fertilizers by licensed and certified applicators, public applicators, retail outlets or user locations.
3. Perform a broad range of duties relating to the agricultural programs' inspection and enforcement.
4. Prepare informational and regulatory bulletins.
5. Issue seed movement permits and create certification standards for new crops.
6. Evaluate pest control firms, process applications, issue licenses, and review reports.
7. Investigate complaints related to pest control.
8. Administer licensing programs for commercial pest control firms, operators, and restricted-use certification.
9. Provide education on various agricultural topics and regulations including but not limited to noxious weeds, seed certification, produce safety, pest control, plant disease diagnostics.

AGRICULTURIST I	**30**	**B**	**1.128**
AGRICULTURIST II	**33**	**B**	**1.123**
AGRICULTURIST III	**34**	**B**	**1.120**
SUPERVISOR, AGRICULTURIST	**37**	**B**	**1.119**

10. Maintain data, prepare reports, monitor budgets to assist in the administration of contracts, grants, and purchasing and budget preparation.
11. Perform various laboratory diagnostic procedures using laboratory instruments and prepare related reports
12. Monitor and calibrate laboratory equipment, monitor supplies, maintain microbiological cultures

AGRICULTURIST III

1. Duties required at the previous level, AND:
2. Plan, organize, and implement agricultural programs.
3. Coordinate pesticide applicator education and regulate safe pesticide use.
4. Administer or participate in the pest control program, seed certification program, nursery licensing and inspection program,

SUPERVISOR, AGRICULTURIST

1. Duties required at the previous level, AND:
2. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
3. Plan, organize, and implement agricultural programs.
4. Administer contracts, grants, and purchasing and preparing budgets.
5. Coordinate with federal, State, and local governmental agencies, community organizations, businesses, and the public.
6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

AGRICULTURIST I

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

AGRICULTURIST II

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

AGRICULTURIST III

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, AGRICULTURIST

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

KNOWLEDGE, SKILLS, AND ABILITIES

AGRICULTURIST I	**30**	**B**	**1.128**
AGRICULTURIST II	**33**	**B**	**1.123**
AGRICULTURIST III	**34**	**B**	**1.120**
SUPERVISOR, AGRICULTURIST	**37**	**B**	**1.119**

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

AGRICULTURIST I

Knowledge of:

- Applicable federal and State laws, regulations, standards, and agency policies and procedures related to the program area assigned.
- Insect and vertebrate pests, weed and diseases of plants, their biology, hosts, effects and control.
- Classification of insects and plants; proper use of different pesticides and fertilizers; plant and animal organisms including their tissues, cells, functions, interdependence, and interactions with each other and the environment.
- Common plant diseases, their biology, hosts, effects and control; proper use, handling, and application of pesticides and fertilizers; noxious weeds; nursery and pest control inspection procedures, including sample collection and processing procedures; quarantined or serious pest insects, weeds and diseases.
- Different pesticides and their effect on humans, pests, not-target animals, and the environment.

Skill in:

- Use of scientific standards and methods to solve problems.
- Agricultural minerals; seeds and feeds; vertebrate pests and their habitats; inspection techniques.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read technical, scientific, and legal documents; read and understand maps; write routine business correspondence.
- Prepare technical reports and inspection narratives; analyze information and technical data.
- Analyze information and technical data; prepare analytical, narrative, and statistical reports.

AGRICULTURIST II

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

- Federal and State pesticide enforcement programs; native plant taxonomy.
- Noxious weeds; nursery and pest control inspection and investigation procedures; sample collection and processing procedures; quarantined or serious pest insects, weeds and diseases; standards for fruits, vegetables, eggs and poultry; different pesticides and their effect on humans, pests, non-target animals, and environment; pesticide registration, labeling and use.
- Applicator certification and pest control operator licensing; identification and control of wood-destroying pests; fertilizer registration and restricted–use pesticides traps to monitor insects and their proper distribution.
- Insect and vertebrate pests, weed, and diseases of plants, their biology, hosts, effects and control.
- Nursery and pest control investigation procedures, including sample collection and processing procedures; quarantined or serious pest insects, weeds and diseases.

Ability to:

- Prepare analytical, narrative, and statistical reports.

AGRICULTURIST I	**30**	**B**	**1.128**
AGRICULTURIST II	**33**	**B**	**1.123**
AGRICULTURIST III	**34**	**B**	**1.120**
SUPERVISOR, AGRICULTURIST	**37**	**B**	**1.119**

- Prepare and make presentations to the public.

AGRICULTURIST III

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

Knowledge of:
- Quarantined or serious pest insects, weeds and diseases.
- Pesticides, fertilizers, agricultural minerals, seed, and feeds; vertebrate pests and their habit.
- Standards for agricultural products and inspection techniques; pesticide enforcement programs.
- Current plant quarantines of other states and countries.

Ability to:
- Prepare analytical, narrative, and statistical reports.
- Prepare and make presentations to regulated community.

SUPERVISOR, AGRICULTURIST

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

Knowledge of:
- Supervisory techniques and practices; enforcement of agricultural laws and regulations; math computation, budgeting, contract and grant administration, purchasing.

Ability to:
- Prepare annual budgets based on projected fees collected; prepare training manuals and informational bulletins.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of

AGRICULTURIST I	**30**	**B**	**1.128**
AGRICULTURIST II	**33**	**B**	**1.123**
AGRICULTURIST III	**34**	**B**	**1.120**
SUPERVISOR, AGRICULTURIST	**37**	**B**	**1.119**

criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FIELD ASSISTANT	**25**	**D**	**1.608**

JOB SUMMARY

Field Assistants within the Predatory Animal and Rodent Control program utilize wildlife damage management techniques such as surveying, trapping, utilizing firearms, and pesticide application to protect livestock, agriculture, game, and the economic interests of ranchers, wool growers, agriculture producers, industry, and homeowners.

JOB DUTIES

1. Track, locate, and identify predators or rodent species in rural and urban areas, evaluating the type of depredation or damage, and compiling related data.
2. Respond to requests from livestock and agriculture producers, wildlife managers, industry, and the public to resolve wildlife and rodent damage to livestock, agriculture, wildlife, and control of nuisance animals in urban and rural areas.
3. Verify losses to livestock and agriculture, determine the depredating species, and implement efficient and effective damage management methods, such as firearm application, trapping, snaring, and pesticide use.
4. Check for and report evidence of animal-borne disease.
5. Meet with grazing boards, livestock and agriculture producers, and concerned citizens to discuss strategies for protecting livestock, agriculture, economic interests of ranchers, wool growers, and homeowners.
6. Operate, maintain, and safeguard a variety of equipment and chemicals, including firearms, vehicles, ATVs, trailers (including utility and sheep camps), traps, snares, pyrotechnics, and pesticides in local and remote locations in Nevada throughout the year.
7. Manage damage caused by wildlife and rodents through surveys and application of firearms, traps, snares, and pesticides in accordance with established guidelines.
8. Utilize various electronic mapping programs and devices to record locations of damage management equipment and areas with current and historic loss to determine patterns and corresponding solutions.
9. Maintain records related to surveys, travel time/mileage, equipment usage, wildlife and rodent species removed, capture activities, and other events for compiling information for statistical and narrative reports.
10. Provide information to ranchers, agriculture producers, woolgrowers, homeowners, industry, and interested citizens.
11. Demonstrate wildlife and rodent damage management techniques, device usage, and identification techniques.
12. Ground crew and/or utilize firearms in fixed-wing and rotary-wing aerial operations.
13. Offer technical assistance in wildlife and rodent damage management to increase public understanding.
14. Follow disease sampling and reporting protocols.
15. Perform related duties as assigned.

ESSENTIAL FUNCTIONS

EXPERIENCE AND EDUCATION

One year of applicable experience as described in the job duties and graduation from high school or equivalent education.

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

Knowledge of:

- Predatory and depredating wildlife and rodent species, including characteristics and diseases, as well as familiarity with local, federal, State and local laws and regulations governing wildlife/rodent damage management.
- North American wildlife species, their behavior and habitats, especially those that may threaten economic interests or human health and safety.
- Lethal and non-lethal wildlife and rodent damage management techniques.

Skill in:

- Math and recordkeeping of daily activities and observations.
- Tool maintenance, trap construction, firearm handling, and utilizing working animals in rough terrain.
- Strong interpersonal and communication skills, both verbal and written.
- The use of office and job-related equipment, electronics, and software.
- Utilizing wildlife damage management techniques to carry out a full range of common technical duties including: exclusion, trapping, snaring, non-lethal harassment, firearm use and pesticide application.
- Utilizing specialty equipment such as ATVs, UTV's, snowmobiles, 4-wheel drive vehicles, and trailers (including towing and backing).

Ability to:

- Operate computer systems for documenting daily activities, messaging and data collection.
- Negotiate with landowners and conduct training sessions for individuals and groups.
- Maintain relationships with stakeholders.
- Provide effective wildlife damage management technical assistance to livestock and agriculture producers, wildlife managers and members of the public.
- Recognize wildlife species behavior, characteristics and habitats.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation. *Indicate the type of **physical effort** which is essential to the successful performance of this job:*

(Check all that apply)

☒ standing	☐ running	☒ lifting,	75 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	75 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	75 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	75 lbs	☒ stretching	☒ smelling

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

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak English
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings.

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STATE OF NEVADA
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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ARCHITECTURAL DRAFTER	**33**	**C**	**6.355**

JOB SUMMARY

Architectural Drafters prepare schematics, design development, working drawings, and specifications for new construction and the renovation and remodeling of existing structures involving architectural, mechanical, electrical, civil, structural, and plumbing design.

JOB DUTIES

1. Coordinate with clients and project architects/engineers to determine design objectives, evaluate client needs, collect information, review record drawings, and inspect site locations to take measurements, survey, and verify conditions.
2. Prepare schematics, design development, working drawings, and specifications utilizing computer aided design and drafting (CADD) software, drafting instruments, media, and accepted drafting techniques.
3. Perform detailed drafting work for purposes of developing plans for construction projects.
4. Conduct research and check plans to determine materials, specifications, and compliance with applicable codes and standards.
5. Compile contract documents and prepare cost estimates by measuring and tabulating material quantities to ensure const are within the project budget.
6. Update record drawings to reflect changes, additions, and variations from the original design so that drawings can be used for future building construction or modification.
7. Draft furniture layouts to display furniture location and ensure proper clearances for handicapped access and fire and life safety provisions.
8. Review furniture catalogs to select furniture and log model numbers and costs for production of furniture bid documents.
9. May oversee smaller, less complex projects to include pre-bid meetings, walk throughs, bid openings, inspections, change orders, authorization of payments for work completed, and the reconciliation of problems and disagreements.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal, State, and local laws, regulations, and agency policies, procedures, and practices.
- Architectural/engineering drafting methods; nomenclature, fractions, decimals, measures, conventional

symbols, and sources of information; mathematical operations involving algebra, trigonometry, and geometry and their application to architecture, construction and engineering.
- State Purchasing policies and requirements; contracts related to architecture, construction, and engineering; bid-letting of construction projects.
- CADD software; personal computers, plotters, printers, and copy equipment.
- Required codes and standards for building design and interpretation of plans for code compliance; electrical, mechanical, civil and structural systems in buildings; requirements of the Americans with Disabilities Act related to buildings and other facilities.

Skill in:
- Using drafting techniques to achieve appropriate line qualities to produce drawings.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:
- Oversee construction projects to include scheduling of construction, evaluating completed work to ensure it conforms to specifications, and reconciling differences with contractors; speak in front of groups to convey information and conduct formal meetings.
- Estimate costs of project components to include consideration of relative costs and benefits of potential actions to make the most appropriate choice or recommendation; prepare project specifications.
- Read, interpret, and translate field notes and design notes into neat, legible, and accurate drawings; set up and use surveying equipment; organize and lay out drawings systematically to optimize efficiency for construction.
- Communicate with design and construction personnel to exchange information for formulation of drawings and sketches; speak in front of groups to convey information and conduct formal meetings; write concise, logical, and grammatically correct correspondence and reports.

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
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PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing

☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

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

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
LAND USE PLANNER	**36**	**B**	**6.711**

JOB SUMMARY

Land Use Planners assist local governments and public entities to develop and revise land use ordinances, master plans and land use planning documents.

JOB DUTIES

1. Represent the agency and administrator in discussions on controversial land use issues in public hearings and forums, facilitate meetings, negotiating, and mediating conflicts.
2. Develop and revise ordinances, master plans, and land use planning documents, conducting research, analyzing trends, and making policy recommendations.
3. Manage land use planning projects.
4. Provide training and expertise to State and local agencies on land use planning subjects, creating curriculum, materials, and conducting classes.
5. Review federal agencies' activities related to the use and management of federal land, assisting local governments in negotiations.
6. Offer regulatory information and assistance to local governments regarding federal lands, updating land use plans and policies.
7. Develop legislation related to land use and ownership, analyze laws, land use patterns, and facilitate consensus among stakeholders.
8. Represent the division to various entities, provide information to legislative bodies, analyze Congressional bills, offer expertise and training to local governments, and provide testimony to legislative bodies.
9. Review existing land use planning documents for accuracy and value, assessing proposed changes and development projects for impact and compatibility.
10. Coordinate and facilitate meetings for the State Land Use Planning Advisory Council, including scheduling dates, determining site locations, selecting speakers, and compiling, distributing, and posting meeting agendas, agency reports, informational material, and meeting minutes.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; the goals and responsibilities of federal land management agencies and methods used to manage federal lands; State

requirements in the development of master plans and zoning requirements
- Purpose and relationship of federal, State, and local governmental and advisory bodies in the provision of services and the exercise of regulatory control; the economic, physical, geographical, and demographic characteristics of local communities.
- Land use planning; zoning principles and practices; development and revision of land use documents and ordinances; research methods; principles, practices, and techniques of training; graphic presentation methods and materials; graphic mapping systems.

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

Ability to:
- Analyze land use planning problems, situations, practices, and procedures and formulate logical and objective conclusions; mediate complex land use conflicts involving commercial, residential, environmental, and community land issues and negotiate consensus solutions; develop comprehensive land use plans and policies; evaluate land use planning laws and recommend changes in land use legislation.
- Coordinate and facilitate conferences and meetings for federal, State, local, and public interest groups respond to land use planning issues during public meetings, hearings, and workshops; make presentations to various groups; establish and maintain cooperative working relationships with federal, State, and local officials and representatives.
- Conduct land use planning research, studies, and projects on a statewide basis; direct critical land use planning projects involving environmentally sensitive areas.
- Read and interpret technical land use planning information; write concise, logical, grammatically correct correspondence, legal documents, and reports.
- Anticipate changes in land use demands, needs, and trends; project demographic changes based on current factors, historical trends, available resources, and social and physical constraints; read and interpret maps, identify site boundaries, and read legal descriptions; identify sources of information and compile data pertinent to land use planning.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*

(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, WATER PLANNING AND DROUGHT RESILIENCY	**44**	**A**	**6.715**

JOB SUMMARY

The Manager, Water Planning & Drought Resiliency provides oversight and management of the State's water planning, drought resiliency, and floodplain management program.

JOB DUTIES

1. Establish organizational goals, objectives, schedules, and structures and provide programmatic direction and guidance.
2. Develop and implement short- and long-term strategies and develop, review, revise, and implement policies and procedures.
3. Review programs, identify problems, offer solutions, and make recommendations for future programs, plans, and directives.
4. Review, provide updates, and make recommendations on best practices and guidelines for floodplain management, water planning, drought response, and water conservation.
5. Research alternative water resources, review and approve water conservation plans, and review and provide guidance and recommendations on county water resource plans.
6. Coordinate with other State agencies to advance the work of the Drought Response Committee and assist during any executive orders regarding flooding or drought.
7. Ensure the State is an active participant in the National Flood Insurance Program.
8. Coordinate with stakeholders on drought monitoring and conservation incentives.
9. Assist in the development, review, revision, maintenance, and implementation of the Nevada State Water Plan and the Drought Response Plan.
10. Assist State and local governments in the development, management, and oversight of interstate and local water agreements and plans.
11. Ensure water use inventory reports are prepared properly and reviewed for accuracy and consistency, so the amount of water used within Nevada is accurately reported.
12. Obtain and process data from a wide variety of sources.
13. Identify needed statutory amendments to improve programmatic functions and assist in the preparation and justification of bill draft requests and fiscal notes.
14. Review, monitor, and research bills submitted to the Legislature impacting the work unit, inform management of possible implications, and recommend an appropriate course of action.
15. Prepare, maintain, and monitor budgets, prepare requests for enhancements and justifications, prepare purchase requests, and monitor and approve expenditures.
16. Develop, review, and monitor federal and/or State grants.
17. Prepare analytical, narrative, statistical, and technical reports and documents.
18. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; National Flood Insurance Program as administered by the federal government; applicable case law.
- Water use, water planning, and water conservation principles and practices; groundwater and surface water hydrology and hydrologic processes; current technologies and methods used in determining water availability; drought monitoring, response, and mitigation activities; floodplain management and mitigation planning.
- Principles and practices of management and supervision; GIS systems; federal grant management; budget development; principles and practices of data processing; techniques for providing information to the public.

Skill in:

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

Ability to:

- Organize and manage complex programs, projects, and hydrologic studies pertaining to water resources and water rights; assist with coordination and management of water use agreements for the State; make comprehensive recommendations on hydrological problems; revise priorities, assign tasks, improve production, and influence personnel.
- Present information, explain procedures, and persuade others; establish and maintain effective working relationships.
- Analyze information, technical data, problems, situations, practices, or procedures to define the problem or objective; write clear and concise reports.
- Make sound decisions on complex and diverse issues; meet division goals when unanticipated budget restraints and/or major project schedule changes occur.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
PARK AND RECREATION PROGRAM SPECIALIST	**37**	**B**	**6.717**

JOB SUMMARY

Park and Recreation Program Specialists are responsible for planning, organizing, coordinating, and overseeing a park and recreation program.

JOB DUTIES

1. Develop work programs and tasks to prepare and update statewide recreation plans, individual park master plans, resource protection plans, feasibility studies, other supporting studies, and documentation.
2. Conduct research, complex studies, and analyses and evaluate future recreational needs and opportunities.
3. Negotiate with federal, State, and local entities concerning multi-jurisdictional issues and represent the agency at various meetings.
4. Manage, coordinate, and oversee planning, archaeological, and promotional contracts.
5. Coordinate, manage, and oversee the grants process.
6. Manage and coordinate land acquisition and exchanges.
7. Review, monitor, and research bills submitted to the Legislature impacting the work unit, inform management of possible implications, and recommend an appropriate course of action.
8. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; national and private natural resource agencies; Park Master Plans and State Comprehensive Outdoor Recreation Plan; applications, compliance requirements, and audit procedures required to administer federal grant programs; Land and Water Conservation Fund Manual and the Recreational Trails Program Interim Guidance Manual as they apply to planning and grants administration.
- Park and recreation management principles and practices; site and trail planning; cartography and drafting; construction techniques, standards, and procedures.
- Natural history, geography, biology, botany, biology, and zoology; recreational demand, modeling, and analysis; opinion survey techniques and methodology; layout, design, and printing procedures; public relations and information systems necessary to promote agency programs; empirical recreation research methodology.

Skill in:

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

Ability to:

- Read and analyze complex technical reports to determine potential impact on existing recreational resources; analyze data and survey information using statistical computations to determine public demand for recreation facilities, demand modeling, and identifying problems or concerns.
- Review and evaluate environmental assessments, environmental impact statements, scoping documents, and other documentation to determine potential impacts upon agency administered lands statewide.
- Develop goals and objectives, set priorities, establish project directives, and carry them through to completion; develop, read, and interpret conceptual plans; write concise reports explaining statistical comparisons of recreational demand.
- Speak extemporaneously on park and recreation subjects; communicate and interact effectively with other agency representatives, legislators, and the public; write grammatically correct correspondence.
- Analyze legislative bills for impact on agency and advise management; develop and implement a statewide comprehensive outdoor recreation plan; oversee and coordinate a variety of park planning activities with various federal, State, and public agencies and/or groups; manage feasibility studies and special projects for proposed park sites to determine recreational opportunities and State park feasibility; conduct project compliance inspections.
- Manage planning, development, archaeological, and promotional contracts; manage acquisitions; manage grants for the Land and Water Conservation Fund, federal Recreational Trails Program and other grant programs including writing and updating manuals; review grant applications; answer grant questions; award grant funds; monitor, audit, and ensure compliance with grant requirements.

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
COMMUNICATIONS SYSTEMS SPECIALIST	**35**	**C**	**6.977**
SUPERVISOR, COMMUNICATIONS SYSTEMS SPECIALIST	**37**	**C**	**6.976**

JOB SUMMARY

Communications Systems Specialists perform specialized electronic technician work involving the fabrication, installation, maintenance, repair, and modification of 24-hour communications systems.

JOB DUTIES

COMMUNICATIONS SYSTEMS SPECIALIST

1. Repair, align, maintain, and troubleshoot radio frequency components, units, systems, microwave, radios, and other ancillary and test equipment.
2. Make frequency, modulation, distortion, noise, and power measurements.
3. Implement and monitor an integrated geographically dispersed radio communications processing network.
4. Install, align, and troubleshoot other assigned communications equipment.
5. Install, repair, and maintain agency mountaintop base station radios, microwave, and radio systems, power distribution systems, antenna systems, towers, lighting systems, and power generation systems.
6. Install copper and fiber optic cabling and distribution systems.
7. Perform electrical and mechanical installation, maintenance, and repair on emergency, law enforcement, and/or maintenance vehicles.
8. Conduct research and develop custom circuit boards and sub-systems.
9. Compose and revise schematics and other workings and technical drawings.
10. Align, test, program, and troubleshoot two-way radio communication systems, antennas, coaxial cables, mobile data and video, emergency lighting systems, and microprocessor-controlled sirens.
11. Install, maintain, troubleshoot, and repair dispatch communication consoles, audio recorders, and associated communications equipment.
12. Respond to transmission issues, conduct tests to validate field radio operations, and notify radio system personnel of validated problems.
13. Coordinate with federal, State, private agencies, and other entities in the repair, maintenance, and modification of the agency's communications systems.
14. Review and analyze system utilization statistics, user training needs, hardware, software, and environmental needs.
15. Maintain shop inventory of parts and equipment and maintain replacement and repair stock.
16. Prepare and maintain documentation of work completed, files for the system, and vendor information.
17. Train equipment operators in the use of communications equipment.
18. Perform related duties as assigned.

SUPERVISOR, COMMUNICATIONS SYSTEMS SPECIALIST

1. Duties performed at the previous level, AND:
2. Oversee a statewide 24-hour communications system.
3. Plan, develop, and monitor a budget.

4. Assist in the development of policies, procedures, goals, objectives, long-range plans, and programs.
5. Prepare FCC license applications and ensure licenses are renewed and posted.
6. Provide and conduct systems engineering design, research, and development.
7. Determine and develop frequency availability, path analysis, coverage area charts, site layout, installation, and interconnection methods, and site power source and sizing.
8. Develop and implement technical parameters and standard practices.
9. Ensure the integrity of the communications system is maintained.
10. Perform needs analysis and write detailed plans.
11. Analyze exiting system configuration and proposed revisions to ensure compatibility, reliability, efficiency, and cost effectiveness.
12. Assist stakeholders regarding various aspects of managing and operating a communications system.
13. Coordinate with federal and State officials regarding radio site problem resolution, establishment of standards for jointly operated sites, and development and implementation of interagency agreements.
14. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
15. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

COMMUNICATIONS SYSTEMS SPECIALIST

Three or more years of experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, COMMUNICATIONS SYSTEMS SPECIALIST

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

COMMUNICATIONS SYSTEMS SPECIALIST

Knowledge of:

- Electronics including AC/DC principles, pulse circuits, solid-state integrated circuit devices, and microprocessors; microwave and multiplex principles and theories; analog and digital electronics.
- Math including algebra and trigonometry; public address systems; processes and procedures used in circuit analysis and corrective diagnosis for the repair and troubleshooting of communications equipment.
- Microwave, radio, and antenna systems; telephone systems; standby power including generators, uninterruptible power supplies, and solar electric systems.
- Calibration principles and techniques; federal communications rules and regulations; electronics technology as applied to specialized communications networks; voice and data communications servers; analog and digital video; copper and fiber optic data and voice cabling distribution systems.

Skill in:

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

COMMUNICATIONS SYSTEMS SPECIALIST	**35**	**C**	**6.977**
SUPERVISOR, COMMUNICATIONS SYSTEMS SPECIALIST	**37**	**C**	**6.976**

Ability to:

- Operate a variety of electronic test equipment that measures time, frequency, phase, amplitude, and power; install, repair, and maintain communications and ancillary equipment; operate a variety of hand and power tools.
- Read and understand complex schematics; understand the operations of components, units, and systems; prepare technical and analytical reports and documentation in a clear and concise manner.
- Coordinate and implement communications site development and improvement projects; provide training and direction to staff; oversee the work of outside contractors; analyze communications protocols.

SUPERVISOR, COMMUNICATIONS SYSTEMS SPECIALIST

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; agency communications sites and equipment; functions and communications needs of the assigned agency.
- Theory of communications technology; principles, practices, and trends in communications engineering and design.
- FCC licensing procedures; frequency coordination; systems engineering to include needs analysis, system requirements, and the development and implementation of solutions.
- Budget preparation and maintenance; supervisory principles and practices.

Skill in:

- Assessing technical and administrative issues, analyzing potential solutions, and reaching decisions.

Ability to:

- Design modified prototype and production circuits; select appropriate connection techniques, packaging, and retrofit types for new circuits.
- Instruct others regarding the agency's statewide communications system; maintain effective channels of communication with department management, State and local government officials, and other State agencies; establish and maintain effective working relationships with other State agencies, equipment suppliers, employees, and the public.
- Manage space, equipment, and material resources; develop utilization plans and justify acquisitions; interpret data using standard calculations for path and coverage analysis; perform project management functions involving site development.
- Forecast future agency communications system requirements and formulate a comprehensive long-range, statewide communication plan; manage and direct a variety of communications projects on a statewide basis; plan and set project priorities; plan and administer the agency's communications budget.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

COMMUNICATIONS SYSTEMS SPECIALIST	**35**	**C**	**6.977**
SUPERVISOR, COMMUNICATIONS SYSTEMS SPECIALIST	**37**	**C**	**6.976**

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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COMMUNICATIONS SYSTEMS SPECIALIST	**35**	**C**	**6.977**
SUPERVISOR, COMMUNICATIONS SYSTEMS SPECIALIST	**37**	**C**	**6.976**

orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
DEPUTY ADMINISTRATOR, FORESTRY	**44**	**A**	**7.411**

JOB SUMMARY

Deputy Administrator, Forestry provide direct day-to-day programs, operations, services, activities, and staff.

JOB DUTIES

1. Provide administrative oversight to ensure continuity of resource and fire management administration.
2. Ensure adequate fire management support for fire suppression and back-up.
3. Oversee intra- and inter-agency training and coordination.
4. Coordinate fire and resource management programs, activities, and resources with federal, State, and local entities, ensure cooperation, and facilitate and promote sharing of funding, labor, and equipment.
5. Ensure uniform delivery of statewide forestry programs.
6. Provide guidance concerning operational projects.
7. Conduct research, special projects, and make recommendations for improvements and increased efficiency.
8. Balance the needs of the public and private landowners with sound resource management practices.
9. Lead and/or participate in strategic planning processes.
10. Oversee the development, review, and implementation of regulations, policies, and procedures.
11. Represent the agency at various meetings and conferences with other State agencies, city councils, county commissions, and civic organizations.
12. Act on behalf of the State Forester in all matters related to agency activities as directed or in their absence.
13. Make presentations before legislative committees and other entities to justify funding requests and explain agency needs and priorities.
14. Develop and monitor budgets for assigned program area.
15. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
16. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal, State, and local laws, regulations, and agency policies and procedures.
- Forest and resource management plans and practices; fire suppression techniques and equipment; federal, State, and local governmental relationships and interactions regarding forestry, fire suppression, and resource programs.

- Nevada forest, range, and resource management practices.
- Principles, practices, and methods of effective management and supervision; budgeting, purchasing, and contract management.

Skill in:

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

Ability to:

- Establish and maintain positive working relationships with representatives of federal, State, county and local jurisdictions, fire districts, and the public.
- Assist the State Forester in administration of programmatic activities; plan, organize, direct, and control statewide programs related to the conservation and protection of forest, range, and watershed resources.
- Represent the division and act on behalf of the State Forester; prepare statistical and analytical reports regarding program activities; interpret and explain complex and sometimes conflicting laws, regulations, policies, and procedures.
- Understand and balance the diverse demands of users with natural resource stewardship; direct and deploy division resources within authorized staffing and budgetary limitations.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without

accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
DEPUTY ADMINISTRATOR, STATE LANDS	**42**	**B**	**7.413**

JOB SUMMARY

The Deputy Administrator, State Lands plans, organizes, directs, and manages all program sections within the agency.

JOB DUTIES

1. Act on behalf of the Administrator in all matters related to division operations, activities, and personnel as directed by the Administrator and/or in their absence.
2. Establish goals, objectives, schedules, policies and procedures.
3. Review and approve work plans, budgets, and applications for federal grants.
4. Establish organizational structures and provide programmatic direction and guidance to most effectively achieve objectives.
5. Develop and implement strategies that give long term direction to assigned programs.
6. Provide day-to-day programmatic direction and advise staff in the execution of strategies to attain goals and objectives.
7. Perform administrative duties that require policy level decisions and provide control of outcome-based objectives.
8. Confer with legislators, executives, officials, and regulatory representatives to negotiate solutions to controversial issues which have policy implications.
9. Develop and manage budgets for assigned areas of responsibility to ensure that expenditures do not exceed authorized budgets and actual revenue.
10. Review and approve bills, contract payments, grant reimbursements, travel claims, and other expenditures.
11. Attend finance, staff, and status meetings.
12. Plan, organize, and direct statewide land use and resource protection programs.
13. Represent the agency and department at meetings, hearings, committees, and commissions.
14. Explain the State's position on land use, management, and resource issues.
15. Assist with the development of proposed legislation including fiscal notes, bill draft requests, and developing and providing testimony on behalf of the division.
16. Provide technical assistance to staff, committees, groups, and the public.
17. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
18. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal, State, and local laws, regulations, and agency policies and procedures; Nevada land resource management practices.
- Principles, practices, and methods of effective management and supervision; budgeting and fiscal management; program development and implementation; land and resource management practices.

Skill in:

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

Ability to:

- Plan, organize, direct, and control statewide programs related to land management; represent the division and act on behalf of the Administrator; direct and deploy agency resources within authorized staffing and budgetary limitations.
- Establish and maintain effective working relationships with federal, State, local, and private agencies and individuals; prepare concise, logical, and analytical reports; interpret and explain complex and sometimes conflicting laws, regulations, policies, and procedures.
- Make decisions and establish priorities; interpret and enforce agency policies and procedures; identify relevant concerns, factors, patterns, operations, tendencies, and relationships and draw logical conclusions.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the

position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
COORDINATOR OF ASSESSMENT STANDARDS	**37**	**B**	**7.419**

JOB SUMMARY

Coordinator of Assessment Standards serves as an interdisciplinary technical expert on financial and statistical analysis for property tax assessments.

JOB DUTIES

1. Design, develop, and implement financial and statistical models using spreadsheet and database software.
2. Coordinate with department information technology staff and write computer programs for property tax assessments and special purposes.
3. Perform research and statistical analysis to evaluate equalization of property values throughout the State.
4. Develop database and random sample design methods for assessment ratio studies.
5. Design statistically valid sampling plans for agency studies and special projects.
6. Provide revenue forecasts for property, sales, and use taxes based on prior revenues, school district enrollment, consumer price index trends, gaming activity statistics, and population projections.
7. Draft regulations and policy statements concerning appraisal techniques, assessment practices, and local government finance.
8. Work with county officials in obtaining budget data for review by the agency.
9. Assist county assessors in preparing periodic reports in standard formats.
10. Prepare or review department publications to ensure theoretical and technical accuracy and reflect any changes in laws, regulations, appraisal practices, and financial and economic considerations.
11. Prepare bill draft requests and calculate the fiscal impact of proposed tax changes.
12. Update and score appraisal certification examinations.
13. Prepare written summaries and evaluations of statistical data.
14. Design and revise automated billing programs for centrally and locally assessed properties.
15. Testify before commissions and boards regarding tax calculation methods and other quantitative matters.
16. Train agency personnel in program use and data interpretation.
17. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, standards, and agency policies and procedures; technical and legal terminology, documents, and descriptions related to assessment of property.

- Appraisal methods, principles, and practices used to value real and personal property; principles of economics affecting valuation of property and projection of tax revenues; local assessors' appraisal and taxing requirements, methods, and reports.
- Review of accounting reports, balance sheets, and income statements; statistical models to include measures of dispersion and measures of central tendency to determine the accuracy and equity of local tax valuations.
- Process of developing, changing, or abolishing administrative regulations related to appraisal techniques, assessment practices, local government finance, and collection and analysis of statistical information.

Skill in:

- Algebra, geometry, statistics, and technical math to correctly calculate and/or verify computations of property valuations and assessment ratio studies.
- Development and application of computer programs used in appraisal, financial analysis, revenue projection, and billing, collection, and distribution of taxes.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Appraise property; develop, explain, and instruct others in tax calculation methods; provide technical assistance to State and county appraisers in adhering to prescribed assessment standards and properly formatting data to facilitate analysis.
- Prepare clear and concise legislative bill draft requests, regulations, forms, and publications; read and understand financial reports.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
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4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
UTILITY VALUATION ANALYST	**36**	**B**	**7.434**

JOB SUMMARY

Utility Valuation Analysts appraise intercounty and interstate utilities and transportation companies for ad valorem tax purposes using appraisal, accounting and finance methods.

JOB DUTIES

1. Research, collect, and analyze financial data from industry and individual utility companies to develop value indicators for estimating corporate value.
2. Prepare narrative summaries to substantiate value and develop and apply capitalization rate studies for each industry.
3. Examine company reports and statements to accurately allocate assessments and distribute taxes to local governments.
4. Develop methods to forecast revenue and communicate projections for use in the local government budgeting process.
5. Compile assessment and valuation data into reports and bulletins for review by boards and commissions.
6. Disseminate information to corporate and government officials.
7. Interpret and explain laws, codes, policies, procedures, and results of valuation assessments to interested parties and to develop and apply valuation methodologies.
8. Inspect and examine company records to determine compliance with instructions, timeframes, and accuracy.
9. Detail timeframes, methodologies, forms, reports, results, instructions, and penalties to interested parties.
10. Serve as an expert witness regarding valuations and assessments.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, codes, reporting, requirements, and agency policies and procedures; reporting requirements for various commissions; legal terminology, documents, and descriptions.
- Accounting principles and financial accounting standards; financial analysis; preparation of accounting reports, balance sheets, and income statements; application of macroeconomic principles; billing and collection procedures; forecasting/projection of revenue streams or assessment levels from property taxes.
- Corporate and shareholders' reports and Security and Exchange Commission forms; stock and bond data

sources; local assessors' appraisal and taxing requirements, methods, and reports; property appraisal methods, principles, and practices; utility and transportation company operations.

Skill in:

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

Ability to:

- Organize, present, and defend valuations before the public, Board of Equalization, Tax Commission, and company representatives; appraise property.
- Appraise property; read and understand financial reports; develop cost of capital studies.

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations,

which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MUSEUM DIRECTOR I	**37**	**A**	**7.810**
MUSEUM DIRECTOR II	**39**	**A**	**7.809**
MUSEUM DIRECTOR III	**41**	**A**	**7.801**

JOB SUMMARY

Museum Directors are responsible for the overall leadership, operation, planning, and management of a State museum.

JOB DUTIES

MUSEUM DIRECTOR I

1. Participate in the organizational, curatorial, exhibition, and education activities of the museum.
2. Oversee the acquisition, preservation, accession, deaccession, and conservation, use and public access of collections.
3. Ensure the safety, security, and stewardship of collections through facility maintenance and improvements.
4. Conduct outreach, advocacy, visitor surveys, and engaging the public in museum activities.
5. Negotiate and consult with institutions, agencies, individuals, and corporations regarding the exhibition of artifacts and specimens.
6. Ensure that exhibits and programs meet barrier-free and equal access best practices.
7. Develop external fundraising activities and memberships.
8. Manage the budget, ensure compliance with fiscal management requirements, and write grants.
9. Develop long-range and annual plans for the institution.
10. Submit draft changes to the institutional mission statement and policies and procedures.
11. Prepare reports and statistics related to the museum's activities and performance.
12. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
13. Perform related duties as assigned.

MUSEUM DIRECTOR II

1. Duties performed at the previous level, AND:
2. Manage a museum focused on a particular subject and smaller collection of items relating to other subject areas.
3. Responsible for curatorial and restoration activities of the museum’s collection, and the day-to-day operational activities of the museum.
4. Perform related duties as assigned.

MUSEUM DIRECTOR III

1. Duties performed at the previous level, AND:
2. Manage a museum with a diverse collection representing multiple subject areas or multiple locations.
3. Perform administrative and managerial duties and oversee research inquiries.

MUSEUM DIRECTOR I	**37**	**A**	**7.810**
MUSEUM DIRECTOR II	**39**	**A**	**7.809**
MUSEUM DIRECTOR III	**41**	**A**	**7.801**

4. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MUSEUM DIRECTOR I

Three or more years of applicable experience as described in the job duties with a minimum of one year supervisory/managerial experience and an applicable Bachelor's degree or above.

MUSEUM DIRECTOR II

Four or more years of applicable experience as described in the job duties with a minimum of two years supervisory/managerial experience and an applicable Bachelor's degree or above.

MUSEUM DIRECTOR III

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience and an applicable Bachelor's degree or above.

KNOWLEDGE, SKILLS, AND ABILITIES

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

MUSEUM DIRECTOR I

Knowledge of:

- Agency policies and procedures; State budgeting and purchasing processes.
- Facilities management, including maintenance and security; long-range plan development, goal setting, and outcome assessment; collections management theory and practices including the administration, handling, conservation, preservation, recording, interpretation, and research of museum collections.
- Planning, coordinating, designing, and fabricating museum exhibits; theories, strategies, practices, and evaluation of interpretative programs and activities.
- Museum management and related subject areas; supervisory principles and practices; volunteer recruitment, training, evaluation, and general management; math calculations and statistical reporting; fundamentals of museum studies, history, and historic preservation; historic or scientific research methods; Western prehistory or history and cultural landscapes.
- Legal and organizational structure, trustees, and boards of directors; planning and goal management, budget development; administration and interpretation of historical properties, historic and prehistoric site surveys, historic preservation research and restoration, conservation techniques.
- Interpretation and management of collections held in the public trust; marketing, publicity, merchandising, public relations, and audience development approaches; museum fundraising methods and strategies.

Skill in:

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

Ability to:

- Justify budgetary requirements and maintain fiscal responsibility; monitor budgets.

MUSEUM DIRECTOR I	**37**	**A**	**7.810**
MUSEUM DIRECTOR II	**39**	**A**	**7.809**
MUSEUM DIRECTOR III	**41**	**A**	**7.801**

- Administer and manage collections and exhibitions; write grant requests and reporting documentation; coordinate fiscal and human resources; develop and implement policies, procedures, plans, goals, and objectives; develop, summarize, and analyze statistical data.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

MUSEUM DIRECTOR II

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

Knowledge of:

- Fundamentals of anthropology, geology, and paleontology; natural sciences, arts, and humanities, and behavioral and social sciences.

MUSEUM DIRECTOR III

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

Ability to:

- Develop and administer the institution's budget; develop and implement marketing, publicity, and public programming and outreach plans; develop and implement fundraising and other income producing initiatives.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

MUSEUM DIRECTOR I	**37**	**A**	**7.810**
MUSEUM DIRECTOR II	**39**	**A**	**7.809**
MUSEUM DIRECTOR III	**41**	**A**	**7.801**

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	50 lbs	☒ stretching	☐ smelling

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CURATOR I	**31**	**B**	**7.834**
CURATOR II	**33**	**B**	**7.808**
SENIOR CURATOR	**35**	**B**	**7.823**
SUPERVISOR, CURATOR	**37**	**B**	**7.803**

JOB SUMMARY

Curators perform a wide variety of museum work for a specific collection and/or program area within a museum.

JOB DUTIES

CURATOR I

1. Implement collection management policies and procedures.
2. Assess and recommend acquisitions and conduct accessioning, cataloging, and inventory.
3. Maintain and secure collection records, databases, access, and use.
4. Curate collections as per agreements, respond to research inquiries, and manage collection.
5. Conduct research, develop content for programs, and manage educational tours and events.
6. Participate in exhibit preparation, develop plans and content, manage storage and conservation.
7. Provide information on museum practices to external entities.
8. Coordinate the use of collections in exhibits, programs, and publications.
9. Interpret results of completed surveys, perform field evaluations and site excavations, catalog and plot recovered artifacts.
10. Utilize acquired information for report preparation, scientific research, educational purposes, and determine impact to cultural resources.
11. Conduct field surveys of archaeological, historical, and pre-historical sites, and documents.
12. Provide training, direction, and interpretation of policies and procedures.
13. Perform related duties as assigned.

CURATOR II

1. Duties performed at the previous level, AND:
2. Collect, register, arrange, research, document, and catalog materials for an assigned collection.
3. Provide access, security, and conservation for the assigned collection.
4. Carry out interpretations of collections.
5. Develop, execute, and evaluate educational programs and research.
6. Conduct field activities.
7. Investigate and pursue potential acquisitions.
8. Prepare publications on program areas and collections.
9. Perform related duties as assigned.

SENIOR CURATOR

1. Duties performed at the previous levels, AND:

CURATOR I	**31**	**B**	**7.834**
CURATOR II	**33**	**B**	**7.808**
SENIOR CURATOR	**35**	**B**	**7.823**
SUPERVISOR, CURATOR	**37**	**B**	**7.803**

2. Responsible for museum collections or educational programs.
3. Oversee decision making and serve as a spokesperson for the program.
4. Assist in resource development through grants, partnerships, fundraising, and in-kind support.
5. Contribute to public relations through articles, website information, and marketing materials.
6. Develop long-range plans, prepare reports, and manage budgets.
7. Manage natural history, pre-history and/or archaeological collections.
8. Recruit, train, and supervise volunteers.
9. Function as a lead worker by assigning and reviewing work, training, and providing input regarding performance evaluations and discipline.
10. Perform related duties as assigned.

SUPERVISOR, CURATOR

1. Duties required at the previous level, AND:
2. Manage major collections held by public and private agencies.
3. Provide curatorial services for external entities, ensure compliance with collection agreements, and adhere to federal, State, and local laws and regulations.
4. Manage statewide authorization programs.
5. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CURATOR I

One or more years of applicable experience as described in the job duties and an applicable Bachelor's degree or above.

CURATOR II

Two or more years of applicable experience as described in the job duties and an applicable Bachelor's degree or above.

SENIOR CURATOR

Three or more years of applicable experience as described in the job duties and an applicable Bachelor's degree or above.

SUPERVISOR, CURATOR

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and an applicable Bachelor's degree or above.

KNOWLEDGE, SKILLS, AND ABILITIES

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

CURATOR I	**31**	**B**	**7.834**
CURATOR II	**33**	**B**	**7.808**
SENIOR CURATOR	**35**	**B**	**7.823**
SUPERVISOR, CURATOR	**37**	**B**	**7.803**

CURATOR I

Knowledge of:

- Cataloging and registration processes; loan contracts; searching, data entry, and retrieval methods; North American history, prehistory, and/or natural history; historic preservation principles, theory, and planning; collection management and exhibits development; archive research methods.
- Museum education, principles, practices and exhibit principles; museum policies regarding loaning collections.

Skill in:

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

Ability to:

- Develop, promote, execute, and evaluate educational programming; interpret and write observations; arrange, describe, classify, and research collections; compile and record data.

CURATOR II

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

Knowledge of:

- Federal, State, and agency requirements for the curation and preservation of collections; conservation principles and practices; gifting and exhibition policies; antiquities law; research and appraisal sources; exhibit design and application; preservation and conservation technology.
- Cultural resource management processes; museum techniques and procedures in registration and accessioning artifacts; museum methods of artifact identification, acceptance, and classification; education program development and management.
- Registration theory and accession procedures; functions and operations of museums, archives, historical societies, and libraries; preservation and conservation theory, practices and techniques to properly care for and protect collections; research methods and principles; history of Great Basin Nevada and The West.

Ability to:

- Compose text and articles for publication; recognize problems relating to the development, organization, and care of collections; collaborate in the development and deployment of museum exhibits; assist in conducting research.
- Make assessments on the condition and value of collections and artifacts; identify problems and determine appropriate solutions; restore artifacts.

SENIOR CURATOR

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

Knowledge of:

- Various federal and State agencies responsible for cultural resources management; requirements pertaining to site importance, making survey recommendations, and conducting archaeological surveys on federal property.

CURATOR I	**31**	**B**	**7.834**
CURATOR II	**33**	**B**	**7.808**
SENIOR CURATOR	**35**	**B**	**7.823**
SUPERVISOR, CURATOR	**37**	**B**	**7.803**

- Agency's purpose, goals, methods, regulations, and rules; Native American interests and concerns in the Great Basin.

Ability to:

- Design, implement, and manage curation methods and procedures; plan logistics for field projects; research, classify, catalog, and restore various objects of antiquity; analyze information, problems, situations, practices, policies, and procedures to organize workflow and accomplish objectives.
- Write reports and prepare exhibit texts; communicate with appraisers, those retained by potential donors of artifacts and at agency and public meetings regarding historic preservation and archeology.

SUPERVISOR, CURATOR

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

Knowledge of:

- Federal, State, and international laws and regulations controlling the collection, handling, and transport of cultural resources, Native American objects, and human remains.
- Functions of regulatory agencies; management and supervision techniques; budget process.
- Other Nevada institutions, museums, or historical societies; manuscript, photographic, and archival collections; archeological and preservation theories and methods to evaluate and make recommendations; techniques to develop and manage educational programming; the geology and geography of Nevada.

Ability to:

- Understand the history and relevance to Nevada of specific collections; interact with federal and State agencies, professionals, and the public; coordinate data collected and project parameters; develop long-term and temporary exhibits utilizing best practices and materials and objects within a collection; evaluate educational effectiveness of exhibits.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the

CURATOR I	**31**	**B**	**7.834**
CURATOR II	**33**	**B**	**7.808**
SENIOR CURATOR	**35**	**B**	**7.823**
SUPERVISOR, CURATOR	**37**	**B**	**7.803**

possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
HEALTH RESOURCE ANALYST	**32**	**B**	**10.512**
SENIOR HEALTH RESOURCE ANALYST	**35**	**B**	**10.507**
SUPERVISOR, HEALTH RESOURCE ANALYST	**38**	**B**	**10.505**

JOB SUMMARY

Health Resource Analysts assist in the development, maintenance, implementation, and revision of State health care policies and programs.

JOB DUTIES

HEALTH RESOURCE ANALYST

1. Compile health statistics and health care resource information to determine areas of unmet health needs.
2. Prepare reports on specific health care problems, needs, projects, or programs.
3. Conduct reviews and analyses of proposed projects and/or information to determine compliance.
4. Analyze geographic, demographic, socioeconomic, survey, health care utilization, health status indicators, community health profiles, and health resources data.
5. Conduct research, develop and maintain a variety of databases, and identify and develop data sources.
6. Provide technical assistance to health care providers and public and private sector organizations.
7. Create and submit analytical, narrative, and statistical reports.
8. Perform related duties as assigned.

SENIOR HEALTH RESOURCE ANALYST

1. Conduct community health surveys and needs assessments.
2. Evaluate applicable health care laws and assist in the development of regulations, policies, and procedures.
3. Represent the agency at various meetings and conduct and participate in public hearings.
4. Prepare and present recommendations, take action to resolve non-compliance, and monitor the development of health care resources.
5. Develop an inventory of health care providers, health maintenance organization profiles, and enrollment data.
6. Provide information on regulations, federal grants and programs, and other health care system information.
7. Participate and provide support to various committees and advisory boards.
8. Develop regulations, finalize comments and revisions, submit for approval, and implement regulations.
9. Conduct periodic reviews and investigations of health care programs, facilities, and providers for compliance.
10. Develop, prepare, monitor, and oversee the grants management process and prepare grant reports.
11. Prepare and monitor State contracts to ensure performance.
12. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
13. Perform related duties as assigned.

SUPERVISOR, HEALTH RESOURCE ANALYST

1. Duties performed at the previous level, AND:

HEALTH RESOURCE ANALYST	**32**	**B**	**10.512**
SENIOR HEALTH RESOURCE ANALYST	**35**	**B**	**10.507**
SUPERVISOR, HEALTH RESOURCE ANALYST	**38**	**B**	**10.505**

2. Develop, review, recommend, maintain, and implement policies, procedures, programs, and budgets.
3. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
4. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

HEALTH RESOURCE ANALYST

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR HEALTH RESOURCE ANALYST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, HEALTH RESOURCE ANALYST

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

HEALTH RESOURCE ANALYST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Health planning theory; organization and management of health agencies and delivery systems; medical and health care terminology related to health programs, facilities, equipment, and services; descriptive statistics and research methods utilized to analyze health-related data and implement health planning activities.
- Analytical techniques applied to financial and programmatic information to determine cause and effect relationships.

Skill in:

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

Ability to:

- Assimilate a large volume of information and write concise and logical summaries and reports; forecast trends based on existing data and the application of statistical techniques; calculate ratios, rates, and percentages to analyze health-related statistical data; write regulations to meet program objectives.
- Negotiate and exchange ideas and information to formulate policies, programs, and/or arrive jointly at decisions or solutions; establish and maintain cooperative working relationships with coworkers and stakeholders; mediate between contending parties.

HEALTH RESOURCE ANALYST	**32**	**B**	**10.512**
SENIOR HEALTH RESOURCE ANALYST	**35**	**B**	**10.507**
SUPERVISOR, HEALTH RESOURCE ANALYST	**38**	**B**	**10.505**

SENIOR HEALTH RESOURCE ANALYST

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

Knowledge of:

- Nevada Hospital and Long-Term Care Facilities Summary Utilization Reports.
- State regulatory processes; grant development and funding requirements; federal, State, and local health care systems and funding entities.

Ability to:

- Write legal and technical documents; make presentations to provide information or explain policies and procedures; analyze proposals to construct health facilities and/or provide health services; determine if a need is being met and if proposals are financially feasible; draft legislation and develop regulations; collect and analyze statistical data.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR, HEALTH RESOURCE ANALYST

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

Knowledge of:

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.
- Cost/benefit analysis; principles and techniques of data collection and statistical analysis.

Ability to:

- Develop and implement program goals and objectives.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

HEALTH RESOURCE ANALYST	**32**	**B**	**10.512**
SENIOR HEALTH RESOURCE ANALYST	**35**	**B**	**10.507**
SUPERVISOR, HEALTH RESOURCE ANALYST	**38**	**B**	**10.505**

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, HEALTH FACILITIES INSPECTIONS	**38**	**B**	**10.508**

JOB SUMMARY

Managers, Health Facilities Inspections plan, develop, organize, coordinate, direct, and evaluate health facilities inspections.

JOB DUTIES

1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies and procedures.
3. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
5. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
6. Solicit and respond to public comments.
7. Provide testimony before the State Board of Health and in court proceedings.
8. Review and evaluate operational efficiency and compliance.
9. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
10. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
11. Oversee the development, maintenance, and revision of quality assurance systems.
12. Participate with advisory committees for the advancement of quality care initiatives.
13. Analyze document preparation and approve sanctions to be taken against violators.
14. Oversee and participate in the development, presentation, and financial management of federal, State, and national grant applications and funding proposals.
15. Oversee contract administration, negotiate statewide licensing agreements and contracts, and hire contract staff.
16. Recommend approval or denial of requests for waivers or variances from regulatory requirements.
17. Prepare analytical, narrative, and statistical reports.
18. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
19. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
20. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years

supervisory/managerial experience and graduation from high school or equivalent education.

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

Knowledge, skills, and abilities required at the Supervisor, Health Facilities Inspector series, AND:

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- Principles and practices related to project and program management; mediation, adjudicatory practices, and resources for resolving appeals.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.
- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.

Skill in:

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

Ability to:

- Make independent judgments when designated as a hearing officer; coordinate responses to challenges from inspected facilities and defend findings and recommendations; interpret and enforce agency regulations, rules, policies, and procedures.
- Develop and implement goals and objectives; maintain organized tracking systems, interpret patterns, and develop alternative plans; develop, maintain, and revise a quality assurance system.
- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations,

practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
HEALTH FACILITIES INSPECTOR	**35**	**B**	**10.509**
SUPERVISOR, HEALTH FACILTIES INSPECTOR	**36**	**B**	**10.510**

JOB SUMMARY

Health Facilities Inspectors conduct inspections of health care facilities and services at a variety of facilities.

JOB DUTIES

HEALTH FACILITIES INSPECTOR

1. Conduct inspections of facilities for compliance regarding licensure, permitting, certification, and Medicare/Medicaid requirements.
2. Evaluate laboratory services, personnel qualifications, and compliance with federal and State regulations.
3. Conduct investigations and ensure licensing and operations compliance.
4. Conduct meetings with facility stakeholders to explain inspection procedures and regulatory requirements, seeking cooperation and access to necessary information.
5. Review facility policies and procedures, medical records, quality assurance programs, and infection control measures.
6. Examine financial documents in areas such as contracts, admissions, and financial management.
7. Inspect facility infrastructure and evaluate environmental conditions and emergency plans.
8. Review architectural plans for compliance with construction and life safety codes, communicating determinations to facilities and contractors.
9. Summarize inspection findings, identify violations, prepare formal reports, and make recommendations for certification status and enforcement actions.
10. Review and approve facility plans for correcting deficiencies, facilitate dispute resolution, and coordinate joint inspections with regulatory agencies.
11. Investigate and resolve complaints against facilities, taking appropriate action in response.
12. Participate in revising regulations, policies, and procedures to improve services.
13. Prepare and maintain facility licenses and files, review applications, verify information, and update listings.
14. Provide regulatory guidance and conduct training seminars on compliance issues and medical techniques.
15. Perform related duties as assigned.

SUPERVISOR, HEALTH FACILITIES INSPECTOR

1. Duties required at the previous level, AND:
2. Ensure the timely and accurate completion of inspections.
3. Develop quality assurance programs.
4. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
5. Perform related duties as assigned.

HEALTH FACILITIES INSPECTOR	**35**	**B**	**10.509**
SUPERVISOR, HEALTH FACILTIES INSPECTOR	**36**	**B**	**10.510**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

HEALTH FACILITIES INSPECTOR

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, HEALTH FACILITIES INSPECTOR

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

HEALTH FACILITIES INSPECTOR

Knowledge of:

- Applicable federal and State laws, regulations, requirements, and agency policies and procedures; investigative methods appropriate to regulatory compliance functions; regulatory and compliance processes.
- Principles, practices, and methods related to the specialty area of the position; operation of a personal computer and associated business software; health care terminology; past and present medical practices used in health care facilities for various populations; proper English grammar, spelling, punctuation, and composition to prepare inspection reports.
- Interpersonal relationships and team building techniques; principles of health care delivery systems; basic human anatomy and physiology; community resources for health care recipients; obtaining variances from regulations; informal dispute resolution techniques.

Skill in:

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

Ability to:

- Identify areas of noncompliance with regulations; produce clear, concise, accurate, and well-organized documents and reports; provide guidance to staff, providers, and the public about inspection procedures and requirements; identify and secure information necessary to conduct a thorough review; recognize obvious indications of patient/resident illness or abnormality; evaluate laboratory proficiency to ensure accuracy of results; identify possible abuse, neglect, or misappropriation of property of recipients of health care.
- Establish and maintain cooperative working relationships; review and analyze information and draw logical conclusions; maintain organized and accurate records using a variety of data collection methods; respond appropriately in hostile situations and maintain composure in demanding situations.

SUPERVISOR, HEALTH FACILITIES INSPECTOR

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

Knowledge of:

- Processes and appropriate use of plans of corrective action; administrative sanctions such as fines, license suspension, license revocation, and limitations on admissions to facilities
- Principles and practices of supervision and human resources; regulation development processes.

Ability to:

- Review and analyze completed inspection reports for appropriateness, timeliness, and completeness of citations; prepare technical and/or legal writings for regulation changes and variance requests; make recommendations for variances or other exceptions to regulatory requirements; evaluate professional skills and technical abilities of facility personnel; conduct research concerning health care/laboratory regulations and issues; use investigative techniques and gather clear, concise documentation.
- Read and understand laboratory results and facility staff notes in conjunction with a patient's care, diagnosis, condition, and activities; analyze facility accounting systems for compliance with generally accepted accounting principles; mitigate inefficiencies and participate in plans for quality improvement of inspections and in the quality of care for recipients.
- Work collaboratively and share knowledge with peers, providers, advisory groups, managers, and outside agencies; make informative and persuasive public presentations.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing

HEALTH FACILITIES INSPECTOR	**35**	**B**	**10.509**
SUPERVISOR, HEALTH FACILTIES INSPECTOR	**36**	**B**	**10.510**

☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

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

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
EMS SPECIALIST	**33**	**B**	**10.515**
SUPERVISOR, EMS SPECIALIST	**35**	**B**	**10.514**

JOB SUMMARY

Emergency Medical Services (EMS) Specialists promote and regulate the quality of pre-hospital care through inspection and permitting of ambulance services, licensure of attendants, and coordination of emergency medical training.

JOB DUTIES

EMS SPECIALIST

1. Issue permits to ambulance services by inspecting vehicles and equipment to ensure compliance.
2. Issue licenses to ambulance attendants by evaluating training, experience, and ensuring requirements are met.
3. Certify emergency medical technicians to ensure they are appropriately trained and monitored.
4. Monitor and coordinate EMS training programs for adherence to national standards.
5. Develop curricula, determine courses required, select instructors, and conduct certification testing.
6. Participate in the development of minimum performance standards for EMS systems.
7. Monitor EMS systems for compliance by analyzing reports, quality assurance programs, and observations.
8. Provide needs assessments for problem areas needing developmental solutions.
9. Collect, analyze, and maintain data and prepare applicable analytical, narrative, and statistical reports.
10. Participate in investigations of complaints to determine their validity and the appropriate action to take.
11. Assist in epidemiologic studies concerning trauma issues.
12. Participate in the review, development, and implementation of program regulations.
13. Certify and ensure compliance of trauma centers in conjunction with the American College of Surgeons.
14. Perform related duties as assigned.

SUPERVISOR, EMS SPECIALIST

1. Duties performed at the previous level, AND:
2. Organize and direct program activities.
3. Develop and implement legislation, regulations, policies, and procedures.
4. Prepare and monitor budgets and develop and maintain applicable contracts.
5. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

EMS SPECIALIST

Three or more years of applicable experience as described in the job duties and graduation from high school or

EMS SPECIALIST	**33**	**B**	**10.515**
SUPERVISOR, EMS SPECIALIST	**35**	**B**	**10.514**

equivalent education.

SUPERVISOR, EMS SPECIALIST

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

EMS SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; EMS clinical standards, practices, treatment, and procedures.
- Development of education materials; EMS communication systems capabilities and operations; medical terminology; systems for scoring the severity of traumatic injuries; pre-hospital emergency care, treatment of traumatic injuries, and the design and operation of EMS/Trauma Systems; mediation techniques.
- Requests for proposals, inter-local agreements, and contract policies and procedures; pre-hospital emergency care data collection systems and relevant pre-hospital data elements; System Trauma Registry software; evaluation and analysis methodologies; hospital medical records practices; international classification of diseases; injury coding principles and practices; two-way radio systems; regional problems and resources.

Skill in:

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

Ability to:

- Operate, compare, and inspect ambulances for compliance; develop clear and concise correspondence and reports on clinical, technical, and system subjects; analyze information, problems, situations, practices, and procedures to define problems, objectives, and relevant concerns; formulate logical and objective conclusions and make appropriate recommendations; conduct quality control reviews of ambulance run reports; analyze, verify, and validate system data and performance statistics.
- Read and understand a variety of documents and reports; apply arithmetic to determine correctness of ambulance run reports; write concise, logical, grammatically correct reports to detail violations of regulations.
- Interact with other allied agencies, elected officials, and the public; coordinate Statewide training programs; communicate with individuals or groups of varying cultural, economic, social, and educational backgrounds to obtain information and explain policies and procedures; establish and maintain cooperative working relationships with ambulance providers, physicians, nurses, and local government officials; prepare and make presentations.

SUPERVISOR, EMS SPECIALIST

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

Knowledge of:

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.

- Principles and practices of supervision and human resources.
- Regulatory administrative practices; Legislative Counsel Bureau policies and proper format for writing legislation; national and Board of Health requirements concerning legal notices and public hearings; pre-hospital medical care procedures; principles and practices of supervision; State budget and contract development and administration.
- State, and local emergency medical services problems and resources; emergency medical services and trauma treatment; short- and long-term planning methodologies; other agencies and organizations and an understanding of their respective roles in the provision of emergency medical care.

Ability to:

- Negotiate and mediate between concerned parties; gather information and prepare summary statements of problems and recommended actions; develop forms and methods for inspections, application, and other compliance procedures; write grant proposals and contracts; maintain records; determine needs for data collection systems.
- Develop and implement legislation, regulations, policies, and procedures.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing

EMS SPECIALIST	**33**	**B**	**10.515**
SUPERVISOR, EMS SPECIALIST	**35**	**B**	**10.514**

☒ climbing ☒ reaching ☒ pulling, 20 lbs ☒ stretching ☐ smelling

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

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CHILD CARE FACILITIES INSPECTOR	**33**	**B**	**10.519**
SUPERVISOR, CHILD CARE FACILITIES INSPECTOR	**35**	**B**	**10.517**

JOB SUMMARY

Child Care Facilities Inspectors conduct independent surveys of childcare 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.

JOB DUTIES

CHILD CARE FACILITIES INSPECTOR

1. Conduct inspections by studying files, observing facilities, noting deficiencies, completing and submitting inspection results, making recommendations, and following up to ensure deficiencies have been corrected.
2. Evaluate curriculum and instruction provided to children by reviewing format, instructional methods, and observing classrooms to determine compliance.
3. Investigate complaints to ensure compliance, develop compliance plans, send cease and desist letters, and conduct follow-up as needed.
4. Determine if coordination with law enforcement and other agencies is necessary.
5. Provide consultation to facility operators, conduct training, and prepare and disseminate information.
6. Assist in revising regulations, policies, and procedures.
7. Review license applications, verify accuracy of information, and prepare license for final approval.
8. Maintain child care facility listings, files, and records.
9. Perform related duties as assigned.

SUPERVISOR, CHILD CARE FACILITIES INSPECTOR

1. Duties performed at the previous level, AND:
2. Participate in the development of laws, regulations, policies, and procedures and provide interpretation.
3. Prepare analytical, narrative, and statistical reports on activities.
4. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
5. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CHILD CARE FACILITIES INSPECTOR

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

CHILD CARE FACILITIES INSPECTOR	**33**	**B**	**10.519**
SUPERVISOR, CHILD CARE FACILITIES INSPECTOR	**35**	**B**	**10.517**

SUPERVISOR, CHILD CARE FACILITIES INSPECTOR

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

CHILD CARE FACILITIES INSPECTOR

Knowledge of:

- Applicable federal, State, and local laws, regulations, and agency policies and procedures; State and community resources for child care provider training, subsidies, and licensing; organization, management, and administration of child care facilities; principles, practices, techniques, and trends in children's services and programs.
- Child growth and development processes, 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; techniques used to evaluate curriculum and educational programs utilized in child care facilities.

Skill in:

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

Ability to:

- Assist in the development of child care standards and licensing regulations and rules; evaluate programs and services of children's agencies and facilities; prepare investigation reports, make recommendations, and issue decisions concerning licensing; organize materials and information in a systematic way to optimize efficiency.
- Interpret and apply laws, regulations, policies, 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 documentation and records of observations and information obtained during inspections; assess safety and cleanliness of child care facilities; analyze situations and take appropriate actions.

SUPERVISOR, CHILD CARE FACILITIES INSPECTOR

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

Knowledge of:

- Principles and practices of supervision and human resources.

Ability to:

- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.

CHILD CARE FACILITIES INSPECTOR	**33**	**B**	**10.519**
SUPERVISOR, CHILD CARE FACILITIES INSPECTOR	**35**	**B**	**10.517**

- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

CHILD CARE FACILITIES INSPECTOR	**33**	**B**	**10.519**
SUPERVISOR, CHILD CARE FACILITIES INSPECTOR	**35**	**B**	**10.517**

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, CHILD CARE FACILITIES INSPECTIONS	**38**	**B**	**10.520**

JOB SUMMARY

Managers, Child Care Facilities Inspections plan, develop, organize, coordinate, direct, and evaluate statewide child care licensing services.

JOB DUTIES

1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies and procedures.
3. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Review and evaluate operational efficiency and compliance.
5. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
6. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
7. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
8. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
9. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
10. Oversee and participate in the development, presentation, and financial management of federal, State, and national grant applications and funding proposals.
11. Monitor progress of projects and submit interim and final project reports.
12. Develop analytical, narrative, and statistical reports on activities.
13. Direct on-site inspections for compliance, investigate complaints, and conduct licensing hearings.
14. Maintain comprehensive records and reporting systems for licensed and unlicensed care.
15. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
16. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.
- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Proper investigative techniques and processes.

Skill in:

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

Ability to:

- Provide consultative services; identify and secure needed state funding and federal grants; establish and maintain an accurate and responsive licensing program; educate and disseminate regulatory and educational information; initiate corrective action plans.
- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CANNABIS PROGRAM INSPECTOR	**36**	**B**	**10.541**
SENIOR CANNABIS PROGRAM INSPECTOR	**37**	**B**	**10.544**
SUPERVISOR, CANNABIS PROGRAM INSPECTOR	**38**	**B**	**10.540**

JOB SUMMARY

Cannabis Program Inspectors monitor statewide, privately owned cannabis facilities, independent testing laboratories, distributors, cannabis consumption lounges, and/or cannabis dispensaries to ensure compliance with State laws and regulations and for public health protection.

JOB DUTIES

CANNABIS INSPECTOR

1. Conduct entrance meetings with facility stakeholders to explain inspection procedures, legal requirements, solicit cooperation, and obtain access to the facility and necessary information.
2. Perform on-site inspections of facilities and review policies and procedures, equipment, building plans, water supply, and materials.
3. Review processing, handling, and monitoring of product and assess quality assurance programs and patient records.
4. Inspect cannabis testing laboratories for compliance by reviewing testing data, practices, validations, and standard operation procedures.
5. Review security measures for records, controlled access, storage, transportation, and disposal of plants and products.
6. Document findings in reports detailing non-compliance issues, deficiencies, and recommendations for corrective action.
7. Assist in investigating water and foodborne illnesses linked to regulated facilities.
8. Identify possible vector control or public health issues, conduct sampling, analyze data, and conduct interviews to identify sources and ensure remedial actions.
9. Investigate complaints related to facility operations, document findings, make recommendations, and coordinate with other regulatory bodies and law enforcement agencies.
10. Coordinate inspection activities with relevant federal, State, and local agencies.
11. Respond to emergencies involving cannabis and/or cannabis products.
12. Present and support inspection findings and enforcement recommendations to leadership and legal representatives and testify at hearings.
13. Maintain program records and reports.
14. Perform related duties as assigned.

SENIOR CANNABIS PROGRAM INSPECTOR

1. Duties performed at the previous level, AND:
2. Ensure implementation of the inspection schedule.
3. Participate in the development of program policies and procedures.
4. Process tests that require scientific evaluation.

CANNABIS PROGRAM INSPECTOR	**36**	**B**	**10.541**
SENIOR CANNABIS PROGRAM INSPECTOR	**37**	**B**	**10.544**
SUPERVISOR, CANNABIS PROGRAM INSPECTOR	**38**	**B**	**10.540**

5. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
6. Perform related duties as assigned.

SUPERVISOR, CANNABIS INSPECTOR

1. Duties required at the previous levels, AND:
2. Oversee statewide inspection, compliance, and audit activities within the assigned program area.
3. Oversee inspection scheduling, complaint review and assignment, and maintain case files and reports.
4. Compile, organize, analyze, interpret, and report statistical data.
5. Contribute to quality assurance programs, policy development, and budget monitoring.
6. Recommend changes in laws and regulations and/or analyze and track legislative bills.
7. Represent the program before boards, commissions, committees, and stakeholders.
8. Train, supervise, schedule, and evaluate the performance of employees and other supervisory duties as appropriate for managing people.
9. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CANNABIS INSPECTOR

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR CANNABIS INSPECTOR

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, CANNABIS INSPECTOR

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

CANNABIS INSPECTOR

Knowledge of:

- Applicable federal and State laws, regulations, standards, codes, and agency policies and procedures.
- Biology, chemistry, epidemiology, physics, and mathematics as applied to public health; plants and growing characteristics; herbicides, insecticides, and fertilizers; scientific method; regulatory and compliance processes; general food and drug safety practices; sampling techniques to ensure quality control requirements are met; principles of good laboratory practice; laboratory techniques; materials, supplies, and equipment used in a laboratory.
- Vermin control and pesticides use; prevention and control of disease through environmental measures; calibrated testing equipment; investigative methods appropriate to regulatory compliance functions; informal dispute resolution techniques.

CANNABIS PROGRAM INSPECTOR	**36**	**B**	**10.541**
SENIOR CANNABIS PROGRAM INSPECTOR	**37**	**B**	**10.544**
SUPERVISOR, CANNABIS PROGRAM INSPECTOR	**38**	**B**	**10.540**

- Engineering and architectural drawings, material specifications, and reports; building and plumbing codes and common building practices; composition and proper English grammar, spelling, and punctuation to prepare reports.

Skill in:

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

Ability to:

- Interpret and explain complex regulations and requirements; evaluate laboratory proficiency to ensure accuracy of results; read and understand laboratory reports and facility staff notes; interpret and apply laws, rules, and procedures in cases such as nuisances, emergencies, and epidemiological hazards; evaluate the professional skills and technical abilities of facility staff; use investigative techniques and conduct interviews to acquire necessary information and gather clear and concise documentation; apply judgment in identifying areas of non-compliance and recommending enforcement or other corrective actions.
- Research health and laboratory issues and regulations; develop rapport, gain the trust of others, and maintain objectivity; negotiate and exchange ideas and information to arrive jointly at conclusions or solutions; motivate people to comply with public health laws; organize and maintain accurate records; present findings and rationale in administrative or legal settings.
- Read and understand legal, technical and scientific documents; take samples; compose documents; establish and maintain cooperative working relationships; maintain composure in demanding situations.

SENIOR CANNABIS INSPECTOR

Knowledge, skills, and abilities required at the previous level.

SUPERVISOR, CANNABIS INSPECTOR

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

Knowledge of:

- Principles and practices of supervision; State budgeting procedures; program and project administration; generally accepted accounting principles and auditing standards; emergency response techniques and methods.
- Appropriate determination of administrative sanctions and corrective action plans; functions, operations, and goals of the agency; State legislative process.

Ability to:

- Establish and meet goals and objectives; maintain organized tracking systems; interpret patterns and develop alternate plans; develop and maintain a quality assurance system; establish and maintain collaborative working relationships with related agencies, facility operators, the media, and other stakeholders; analyze and monitor legislative bills.
- Analyze accounting and financial records and develop conclusions; recognize program needs and requirements and implement needed changes; apply conflict resolution techniques to issues involving regulated facilities and other agencies; coordinate the unit's response to challenges from inspected

facilities in hearings; coordinate the completion of public health projects and the resolution of public health issues.

- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the

CANNABIS PROGRAM INSPECTOR	**36**	**B**	**10.541**
SENIOR CANNABIS PROGRAM INSPECTOR	**37**	**B**	**10.544**
SUPERVISOR, CANNABIS PROGRAM INSPECTOR	**38**	**B**	**10.540**

State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, HEALTH FACILITIES INSPECTIONS - RN	**40**	**B**	**10.550**

JOB SUMMARY

Managers, Health Facilities Inspections – Registered Nurse (RN) plan, develop, organize, coordinate, direct, and evaluate health facilities inspections.

JOB DUTIES

1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies and procedures.
3. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
5. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
6. Solicit and respond to public comments.
7. Provide testimony before the State Board of Health and in court proceedings.
8. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
9. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
10. Oversee the development, maintenance, and revision of quality assurance systems.
11. Analyze document preparation and approve sanctions to be taken against violators.
12. Oversee contract administration, negotiate statewide licensing agreements and contracts, and hire contract staff.
13. Oversee and participate in the development, presentation, and financial management of federal, State, and national grant applications and funding proposals.
14. Participate with advisory committees for the advancement of quality care initiatives.
15. Recommend approval or denial of requests for waivers or variances from regulatory requirements.
16. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
17. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience and current licensure as a Registered Nurse issued by the Nevada State Board of Nursing.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.
- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Principles and practices related to project and program management; mediation, adjudicatory practices, and resources for resolving appeals.

Skill in:

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

Ability to:

- Maintain tracking systems, interpret patterns, and develop alternative plans; develop, maintain, and revise a quality assurance system.
- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.

- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
HEALTH FACILITIES INSPECTOR - RN	**37**	**B**	**10.552**
SUPERVISOR, HEALTH FACILTIES INSPECTOR - RN	**38**	**B**	**10.551**

JOB SUMMARY

Health Facilities Inspectors – Registered Nurse (RN) conduct inspections of health care facilities and services at a variety of facilities.

JOB DUTIES

HEALTH FACILITIES INSPECTOR - RN

1. Conduct inspections of facilities to assess compliance regarding licensure, permitting, certification, and Medicare/Medicaid.
2. Determine appropriateness of patient assessment and care, review charts and laboratory reports, observe procedures, conduct education and training, and initiate referrals to professional licensing boards as needed.
3. Conduct initial meetings with facility stakeholders to explain inspection procedures and regulatory requirements, seeking cooperation and access to necessary information.
4. Review facility policies and procedures, medical records, quality assurance programs, and infection control measures.
5. Examine financial documents in areas such as contracts, admissions, and financial management.
6. Inspect facility infrastructure and evaluate environmental conditions and emergency plans.
7. Review architectural plans for compliance with construction and life safety codes, communicating determinations to facilities and contractors.
8. Summarize inspection findings, identify violations, prepare formal reports, and make recommendations for certification status and enforcement actions.
9. Review and approve facility plans for correcting deficiencies, facilitate dispute resolution, and coordinate joint inspections with regulatory agencies.
10. Investigate and resolve complaints against facilities, taking appropriate action in response.
11. Assist in revising regulations, policies, and procedures to improve services.
12. Prepare and maintain facility licenses and files, review applications, verify information, and update listings.
13. Provide regulatory guidance to personnel and conduct training seminars on compliance issues and new medical techniques.
14. Perform related duties as assigned.

SUPERVISOR, HEALTH FACILITIES INSPECTOR - RN

1. Duties required at the previous level, AND:
2. Ensure the timely and accurate completion of inspections.
3. Develop quality assurance programs.
4. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
5. Perform related duties as assigned.

HEALTH FACILITIES INSPECTOR - RN	**37**	**B**	**10.552**
SUPERVISOR, HEALTH FACILTIES INSPECTOR - RN	**38**	**B**	**10.551**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

HEALTH FACILITIES INSPECTOR - RN

Three or more years of applicable experience as described in the job duties and current licensure as a RN issued by the Nevada State Board of Nursing.

SUPERVISOR, HEALTH FACILITIES INSPECTOR - RN

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and current licensure as a RN issued by the Nevada State Board of Nursing.

KNOWLEDGE, SKILLS, AND ABILITIES

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

HEALTH FACILITIES INSPECTOR - RN

Knowledge of:

- Applicable federal and State laws, regulations, requirements, and agency policies and procedures; investigative methods appropriate to regulatory compliance functions; regulatory and compliance processes.
- Principles, practices, and methods related to nursing care; operation of a personal computer and associated business software; principles of health care delivery systems; health care terminology; past and present medical practices used in health care facilities for various populations; proper English grammar, spelling, punctuation, and composition to prepare inspection reports.
- Interpersonal relationships and team building techniques; principles of health care delivery systems; basic human anatomy and physiology; community resources for health care recipients; obtaining variances from regulations; informal dispute resolution techniques.

Skill in:

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

Ability to:

- Identify areas of noncompliance with regulations; produce clear, concise, accurate, and well-organized documents and reports; provide guidance to staff, providers, and the public about inspection procedures and requirements; identify and secure information necessary to conduct a thorough review; recognize obvious indications of patient/resident illness or abnormality; evaluate laboratory proficiency to ensure accuracy of results; identify possible abuse, neglect, or misappropriation of property of recipients of health care.
- Establish and maintain cooperative working relationships; review and analyze information and draw logical conclusions; maintain organized and accurate records using a variety of data collection methods; respond appropriately in hostile situations and maintain composure in demanding situations.

SUPERVISOR, HEALTH FACILITIES INSPECTOR - RN

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

Knowledge of:

- Processes and appropriate use of plans of corrective action; administrative sanctions such as fines, license suspension, license revocation, and limitations on admissions to facilities.
- Principles and practices of supervision and human resources; regulation development processes.

Ability to:

- Review and analyze completed inspection reports for appropriateness, timeliness, and completeness of citations; prepare technical and/or legal writings for regulation changes and variance requests; make recommendations for variances or other exceptions to regulatory requirements; evaluate professional skills and technical abilities of facility personnel; conduct research concerning health care and/or laboratory regulations and issues; use investigative techniques and gather clear, concise documentation.
- Read and understand laboratory results and facility staff notes in conjunction with a patient's care, diagnosis, condition, and activities; analyze facility accounting systems for compliance with generally accepted accounting principles; mitigate inefficiencies and participate in plans for quality improvement of inspections and in the quality of care for recipients.
- Work collaboratively and share knowledge with peers, providers, advisory groups, managers, and outside agencies; make informative and persuasive public presentations.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing

HEALTH FACILITIES INSPECTOR - RN	**37**	**B**	**10.552**
SUPERVISOR, HEALTH FACILTIES INSPECTOR - RN	**38**	**B**	**10.551**

☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

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

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
REVIEW APPRAISER	**37**	**B**	**7.422**

JOB SUMMARY

Review Appraisers prepare and review appraisals for transportation projects, appraise residential, commercial, industrial, or other special purpose property, and assist with establishing values for property management functions.

JOB DUTIES

1. Appraise the fair market value of real property including commercial, industrial, residential, and other types of property.
2. Review appraisals conducted by others to establish just compensation and ensure compliance with federal and State laws and regulations, agency policies and procedures, and industry standards.
3. Select the appropriate approach for appraisals, research and document the approach used, and reach conclusions regarding the value of properties.
4. Prepare determinations of just compensation for the acquisition of rights-of-way or disposal of excess properties.
5. Prepare acquisition cost and market rent estimates.
6. Consult and advise department staff, affected parties, and others concerning property valuations.
7. Respond to technical questions, provide information, and make presentations.
8. Prepare and maintain records, working files, required forms, and other documentation related to the appraisal process.
9. Participate in court proceedings for condemnation actions.
10. Participate in meetings regarding proposed projects.
11. Interpret legal and engineering documents, highway construction plans, and other property related documents for preparing or reviewing real property appraisals.
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Licensure as a Certified General Appraiser issued by the Nevada State Real Estate Division.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws and regulations, agency policies and procedures, and industry standards; real estate and title law, various construction types, materials, and building methods used throughout the State to determine building class and quality.
- Real estate and real estate transactions, analysis and appraisal of properties including definitions and principles, foundations of appraisal, the three approaches to value, the nature of value, and the valuation

process, real property ownership interests, methods of extracting pertinent information from sources for use in the valuation process, and real estate economics including the impact of market conditions on property values.
- Applicable eminent domain principles, practices, and considerations including damages and/or special benefits; city and neighborhood trends, inspection techniques of improved properties, adequate review and understanding of legal descriptions and title encumbrances.
- Data collection on a macro- and micro-economic level; data collection techniques for land and improved properties, reconciling data of appraisal of larger parcels, appraisal of excess property for purposes of establishing market value and market rent estimates, review concepts including administration and professional standards.

Skill in:
- Application of professional appraisal approaches and techniques.
- Drawing final value conclusions and justifying and documenting those conclusions for negotiation or condemnation.
- Conducting field inspections of subject properties.
- Preparing accurate field reports, cost estimates, and market rent studies for acquisition, disposal, or property management.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:
- Analyze data and prepare reports and other documents.
- Read and interpret legal and engineering documents applicable to preparing or reviewing real property appraisals.
- Communicate effectively in explaining ideas, proposals, recommendations, and findings; analyze problems and develop logical solutions; establish and maintain positive and effective working relationships with others; interact cooperatively with property owners, consultants, co-workers, and others using tact, courtesy, and diplomacy.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, STATE ELECTIONS OPERATIONS	**41**	**B**	**7.641**

JOB SUMMARY

Managers, State Elections Operations plan, develop, organize, coordinate, direct, and evaluate the State's federal elections pursuant to the Help America Vote Act (HAVA) and related federal and State voting rights laws.

JOB DUTIES

1. Provide services in either the support of improvements in the administration of elections and/or in the support of county election officials.
2. Develop long-range and annual plans for the administration of the State's elections.
3. Analyze, interpret, and review federal and State laws related to elections administration.
4. Draft language and propose State regulations.
5. Develop, review, and recommend administrative policies.
6. Issue verbal and written directives in the form of policy statements and manuals.
7. Coordinate and provide guidance to local election officials, information technology staff, and election-related vendors to administer technical aspects of the election process.
8. Review and recommend technological advancements.
9. Develop and review business requirements to deliver accessible voting systems and voter information.
10. Evaluate hardware and database advancements and make purchase recommendations.
11. Oversee voting equipment inventory and distribution.
12. Prepare and monitor program and biennial budget plans and develop cost estimates and justifications.
13. Draft work programs for budget augmentation and present the budget to the legislature.
14. Coordinate public outreach and advocacy on voting procedures, voting rights, and voting technology.
15. Make presentations to stakeholders to provide information and explain elections-related program activities, requirements, and policies.
16. Represent the agency at conferences, legislative hearings, board meetings, and community groups.
17. Oversee and manage grants and the grants process.
18. Collect and analyze data and prepare and submit analytical, financial, narrative, and statistical reports.
19. Oversee the work and performance of supervisory employees.
20. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
21. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; agency goals, systems, and programs related to the assigned program area; goals, objectives, and federal guidelines for voter registration, accessibility, voting rights, and voting systems; computer capabilities and programming logic; data processing and operational systems for HAVA.
- Principles and practices of supervision and training; grant management techniques and requirements: program and data analysis methods used to develop recommendations and reports; principles, theories, techniques, and trends in public administration including budgeting, financial management, and governmental programs; quality control methods used to direct program policy and procedure reviews; modern computer capabilities and technology.

Skill in:

- Making group presentations to provide information and explain policies and procedures.
- Managing space, equipment and material resources.
- Interacting with complainants with tact and diplomacy.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read, interpret, and apply technical documents, complex federal guidelines, and legal documents for new and revised policies and regulations.
- Establish and maintain positive and cooperative working relationships with staff, representatives of other agencies and organizations, government officials, employers, and professionals in the community.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.

4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, PRIMARY CARE WORKFORCE DEVELOPMENT	**40**	**B**	**10.200**

JOB SUMMARY

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

JOB DUTIES

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

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

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

Skill in:

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

Ability to:

- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.

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

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

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

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

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
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Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
DEPUTY CHIEF INVESTIGATOR	**44**	**D**	**13.246**

JOB SUMMARY

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

JOB DUTIES

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

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

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

Skill in:

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

Ability to:

- Use initiative and independent judgement within established legal or procedural guidelines.
- Operate a police car, police radio, firearms, and other weapons and equipment.
- Manage program areas relevant to the assigned area to achieve performance indicators, goals, and objectives; develop, implement and review the investigative process and outcomes; direct investigative operations appropriate to the assigned area; prepare and submit reports on activities.
- Plan, coordinate, and expedite investigations; coordinate, set priorities, and assign work; motivate others to perform effectively; perform administrative duties appropriate to the assigned area.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
- Establish and maintain cooperative working relationships with others; analyze, evaluate, and present data, statistics, and reports related to activities; assist in establishing program goals and objectives; interpret and apply laws and regulations to administer assigned program areas; administer a budget; develop, interpret, and disseminate agency policies and procedures; take appropriate action in emergency situations to ensure safety.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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and as a condition of continuing employment.

2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. This position requires pre-employment screening for controlled substances.
4. The State of Nevada requires applicants to consent to a background check, which includes a review of criminal and employment history, and other personal history information including references, education records, neighborhood and credit checks, and a truthfulness examination with either a polygraph or computer voice stress analyzer (CVSA). This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

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☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☐ smelling

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

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