

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #13-26
Posting Expires: February 23, 2026

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

Basis for Recommendation

Subject Matter Experts from the Division of Human Resource Management (DHRM) are recommending revisions of the class (job) specification design, formatting, structure, language, and job title hierarchy. It is also recommended that the job duties be condensed.

DHRM worked with management and subject matter experts to ensure the main duties and responsibilities of the job titles within the series remain consistent with the job's intent. The grade levels have not changed; however, it is recommended that the trainee level be removed as positions are not classified at the trainee level. Additionally, the minimum qualifications are revised pursuant to Assembly Bill 547 (2025), Nevada Revised Statute 284, removing the Bachelor degree requirement, unless required by statute or licensure. The assigned EEO-4 code has not changed.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101 and in Las Vegas, go to 7251 Amigo Street, Suite 120. You may send a copy request to class.comp@admin.nv.gov. For additional information call (775) 684-0150.

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by **February 23, 2026.** Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.621	Therapeutic Recreation Specialist I	32	B	10.621	<i>Therapeutic Recreation Specialist</i>	32	<i>B</i>
10.614	Therapeutic Recreation Specialist II	34	B	10.614	<i>Senior Therapeutic Recreation Specialist</i>	34	<i>B</i>
10.613	Therapeutic Recreation Specialist III	36	B	10.613	<i>Supervisor, Therapeutic Recreation Specialist</i>	36	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.619	Speech Pathologist I	33	B	-	<i>Abolish</i>		
10.615	Speech Pathologist II	35	B	10.615	<i>Speech Pathologist</i>	35	<i>B</i>

				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.616	Athletic and Recreation Specialist I	32	B	10.616	<i>Athletics and Recreation Specialist</i>	32	<i>B</i>
10.617	Athletic and Recreation Specialist II	34	B	10.617	<i>Abolish</i>		

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.683	Activities Therapy Technician I	25	E	10.683	Activities Therapy Technician	25	E
10.673	Activities Therapy Technician II	27	E	10.673	Senior Activities Therapy Technician	27	E

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.724	Chemist I	30	B	-	Abolish		
10.713	Chemist II	32	B	-	Abolish		
10.712	Chemist III	34	B	10.712	Chemist	34	B
10.708	Chemist IV	36	B	10.708	Senior Chemist	36	B
10.707	Chemist V	38	B	10.707	Supervisor, Chemist	38	A

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.721	Microbiologist I	30	B	-	Abolish		
10.717	Microbiologist II	32	B	-	Abolish		
10.715	Microbiologist III	34	B	10.715	Microbiologist	34	B
10.711	Microbiologist IV	36	B	10.711	Senior Microbiologist	36	B
10.710	Microbiologist V	38	B	-	Abolish		

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.733	Laboratory Technician I	25	C	10.733	Laboratory Technician	25	C
10.726	Laboratory Technician II	27	C	10.726	Senior Laboratory Technician	27	C

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.740	Radiological Technologist	29	C	10.740	Radiology Technician	29	C

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.772	Staff Research Assistant I	29	B	10.772	Staff Research Assistant I	29	B
10.771	Staff Research Assistant II	31	B	10.771	Staff Research Assistant II	31	B
10.770	Staff Research Assistant III	33	B	10.771	Staff Research Assistant III	33	B
10.769	Staff Research Assistant IV	35	B	10.769	Senior Staff Research Assistant	35	B

POSTING DATE: January 8, 2026



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
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 pursuing 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
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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)*

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 50 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 50 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 50 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 50 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> 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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
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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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)

- | | | | | |
|--|--|--|---|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |

- | | | | | |
|---|--|---|--|---|
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
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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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)*

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

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

- | | |
|---|---|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous | <input checked="" type="checkbox"/> 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

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
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

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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
SENIOR ACTIVITIES THERAPY TECHNICIAN

25 E 10.683
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)*

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 50 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 50 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 50 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 50 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
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.

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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.

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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.

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- 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)

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
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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

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MICROBIOLOGIST	34	B	10.715
SENIOR MICROBIOLOGIST	36	B	10.711

JOB SUMMARY

Microbiologists perform pre-analytical, analytical and post-analytical microbiological, serological, parasitological, immunological, molecular, and clinical laboratory tests and procedures to detect, isolate, and identify microorganisms in milk, blood, urine, feces, tissue, and other samples.

JOB DUTIES

MICROBIOLOGIST

1. Process samples, label and record data, select testing methods, and perform quality control testing to determine validity of tests.
2. Prepare samples for testing and analysis, mix solutions, prepare culture media, and incubate specimens.
3. Section and stain tissue for microscopic examination, inspect cultures, and record observations.
4. Performs a variety of laboratory procedures requiring independent judgment using both manual and automated methods, analyzes results and reports test results.
5. Obtain specimens for analysis in a variety of ways using aseptic techniques and protocols.
6. Performs equipment and environmental monitoring, general lab cleaning, as well as operate, calibrate, and performs minor equipment repair and maintenance.
7. Identify microorganisms to genus and species level, research literature, consult sources, and report findings.
8. Conduct antimicrobial susceptibility testing and interpret test results to facilitate proper treatment.
9. Collaborate with human and animal health providers, veterinarians, and others on pathogen identification.
10. Communicate with patients, animal owners, and others to provide and obtain information.
11. Prepare and maintain documentation of test results and record and analyze data.
12. Ensure data is maintained, stored, disseminated, and/or electronically transmitted and ensure confidentiality.
13. Follows the laboratory's established quality control policies and procedures documenting all corrective actions taken when test systems deviate from the laboratory's established performance expectations.
14. Manage supplies and equipment, maintain glassware, and provide training.
15. Ensure adherence to applicable laws, regulations, policies, procedures, protocols, hygiene, and quality control measures.
16. Perform related duties as assigned.

SENIOR MICROBIOLOGIST

1. Duties performed at the previous level; AND:
2. Oversee and coordinate an assigned laboratory.
3. Implement a quality control and quality assurance system.
4. Assists in the development and maintenance of laboratory forms, policies and standard operating procedures.
5. Participate in budget preparation and monitoring.
6. Procure equipment and supplies and recommend the purchase of new equipment and instrumentation.
7. Act as a lead worker by assigning and reviewing work, training, and providing input to performance

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evaluations and work performance standards.

8. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MICROBIOLOGIST

Three or more years of applicable experience as described in the job duties and an applicable Bachelor's degree or above.

SENIOR MICROBIOLOGIST

Four or more years of applicable experience as described in the job duties 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.)

MICROBIOLOGIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; reference materials used to research information related to identification of antibiotic sensitivity, quality assurance, and quality control.
- Theories and principles of microbiology, molecular methods, and immunology; aseptic techniques; safety precautions required with biological and etiological samples, chemicals, and potentially hazardous materials; health and safety regulations applicable to a laboratory environment; computer equipment and applications used in a microbiology laboratory.

Skill in:

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

Ability to:

- Read, record, compare, contrast, analyze, and interpret test results and/or statistical data, and formulate conclusions; perform specialized test procedures and adapt to new testing formats; implement quality assurance procedures and requirements.
- Perform a variety of laboratory procedures; interpret and explain test results and laboratory procedures; follow standard laboratory testing methodology to ensure accuracy of results; distinguish colors, turbidity, shapes, and sizes to interpret test results and findings.

SENIOR MICROBIOLOGIST

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

Knowledge of:

- Reference materials used to research information related to identification of organisms, interpretation of test results, antibiotic sensitivity, quality assurance, and quality control; alternate methodologies in testing;

MICROBIOLOGIST
SENIOR MICROBIOLOGIST

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36 B 10.711

providers of equipment and supplies; repair agencies; State purchasing policies and procedures.

- Knowledge of laboratory hazards and proper safety precautions and procedures.
- Standard operating procedure development.

Ability to:

- Ensure compliance with established protocols and maintain required proficiency standards; coordinate laboratory activities with other agencies; oversee lab operations, budgets, policies, equipment, workflow, and data records.

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)*

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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 |

MICROBIOLOGIST	34	B	10.715
SENIOR MICROBIOLOGIST	36	B	10.711

may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LABORATORY TECHNICIAN	25	C	10.733
SENIOR LABORATORY TECHNICIAN	27	C	10.726

JOB SUMMARY

Laboratory Technicians perform standardized technical laboratory procedures requiring knowledge of life and physical sciences.

JOB DUTIES

LABORATORY TECHNICIAN

1. Perform routine laboratory tests.
2. Prepare a variety of standard culture media and stain and label specimens.
3. Obtain blood, other fluids, and/or tissue samples from animal and/or human subjects.
4. Perform routine chemistry analyses, review data, and ensure quality control.
5. Mix and prepare a variety of reagents, buffers, chemicals, and solutions.
6. Monitor stock levels to ensure products are available and ready to use.
7. Maintain and store laboratory equipment, supplies, and inventories and initiate purchases.
8. Receive, catalog, organize, store, issue, and maintain a wide variety of items.
9. Ensure the safe handling, storage, and disposal of chemicals, solutions, hazardous materials, and/or supplies.
10. Perform sterile procedures and calibrate instruments.
11. Maintain instrumentation, furniture, floors, and research areas.
12. Clean, sterilize, decontaminate, adjust, and perform minor repairs to equipment, instruments, apparatus, and surfaces.
13. Establish and maintain files and records, enter data, and generate reports.
14. Observe and record test results and label, mount, and file specimens.
15. Perform related duties as assigned.

SENIOR LABORATORY TECHNICIAN

1. Duties performed at the previous level, AND:
2. Perform duties in a designated field of specialization.
3. Conduct complex technical functions requiring specialized knowledge in a specific scientific discipline.
4. Identify and select laboratory techniques that vary with laboratory circumstances and analytical testing required.
5. Oversee volunteers and/or students.
6. Coordinate daily operations in a laboratory, inventory supplies, remove hazardous waste, and/or animal care.
7. Search literature for research topics or collect, organize, store, and report research information.
8. Perform related duties as assigned.

LABORATORY TECHNICIAN	25	C	10.733
SENIOR LABORATORY TECHNICIAN	27	C	10.726

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

LABORATORY TECHNICIAN

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

SENIOR LABORATORY TECHNICIAN

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.)

LABORATORY TECHNICIAN

Knowledge of:

- Scientific theories and principles in the field of specialization; universal precautions used in testing bodily fluids and potentially infectious tissue samples; laboratory health and safety procedures; proper handling and storage of hazardous materials; technical experimental procedures in a specialized area.
- Metric system weights and measures; math and algebra sufficient to perform calculations and take precise measurements.

Skill in:

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

Ability to:

- Understand and follow basic technical procedures and laboratory protocols; draw blood and collect tissue samples from animal and human subjects; receive, label, and process samples and specimens for analysis and testing; use laboratory instruments and equipment requiring manual dexterity and mechanical applications.

SENIOR LABORATORY TECHNICIAN

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

Knowledge of:

- Specialized laboratory techniques and procedures used in a specific scientific field; materials, supplies, and equipment used in a laboratory; scientific literature and references needed to research information in the designated scientific discipline.
- Agency policies and procedures related to laboratory operation and tests performed; analytical equipment or instrumentation used in a research, teaching, or scientific laboratory; data analysis; advanced mathematical concepts and calculations.

Ability to:

- Perform complex laboratory tests and procedures requiring specialized knowledge and skills; perform standardized and recurring technical laboratory procedures in the biological sciences, physical sciences,

LABORATORY TECHNICIAN
SENIOR LABORATORY TECHNICIAN

25 C 10.733
27 C 10.726

social sciences, agriculture, or natural resource areas in a teaching, research, or public health laboratory; prepare charts, graphs, or models to graphically present experimental data; operate and maintain sophisticated laboratory equipment and instruments; conduct and modify laboratory procedures based on test results.

- Perform duties requiring greater understanding of scientific protocols and application of corresponding scientific principles.
- Coordinate operations and oversee others as assigned; order, distribute, and maintain laboratory equipment and supplies; comprehend and apply science pertaining to a specific research project.

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)*

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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 |

LABORATORY TECHNICIAN	25	C	10.733
SENIOR LABORATORY TECHNICIAN	27	C	10.726

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
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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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)*

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

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

- | | |
|---|---|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous | <input checked="" type="checkbox"/> 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

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STAFF RESEARCH ASSISTANT I	29	B	10.772
STAFF RESEARCH ASSISTANT II	31	B	10.771
STAFF RESEARCH ASSISTANT III	33	B	10.770
SENIOR STAFF RESEARCH ASSISTANT	35	B	10.769

JOB SUMMARY

Staff Research Assistants perform or oversee the performance of laboratory and/or field experimental procedures in support of academically supervised research and teaching in the natural, physical, or social sciences.

JOB DUTIES

STAFF RESEARCH ASSISTANT I

1. Plan, design, and conduct scientific experiments, testing and analysis.
2. Interpret project objectives and plan, design, document, execute, and troubleshoot experiment protocols.
3. Evaluate protocols for compliance, relevance, and provide recommendations.
4. Utilize analytical laboratory techniques for a variety of chemical and biological analyses.
5. Conduct literary research, abstract data, review theories and methodologies, and compile or analyze data.
6. Record, document, analyze, summarize, collect, and maintain experiment results and data.
7. Prepare reports and collaborate with principal investigator to evaluate and interpret findings.
8. Assist with and/or co-author publications for peer-reviewed journals.
9. Translate the lesson plan and design relevant experiments.
10. Formulate and prepare solutions, compounds, reagents, tissue samples, and other items and set-up apparatus.
11. Explain experiments, monitor students, and provide feedback, consultation, and troubleshooting.
12. Conduct tours of facilities and field habitats to explain purpose, services, or research objectives of a project.
13. Manage daily activities, safety, and environmental conditions of a laboratory.
14. Demonstrate, explain, and train others on equipment operation, scientific procedures, and laboratory protocol.
15. Prepare and maintain stock of solutions, compounds, reagents, tissue cultures, serums, viruses, and media.
16. Handle, store, and dispose of radioactive reagents and wastes, controlled substances, and hazardous biologicals and chemicals.
17. Operate, maintain, and calibrate scientific instrumentation.
18. Perform related duties as assigned.

STAFF RESEARCH ASSISTANT II

1. Duties performed at the previous level, AND:
2. Perform instructional, laboratory, and/or field experimental procedures in more than one area of specialization and spend a majority of time on scientific experimentation.
3. Perform laboratory and/or field experimental procedures in one field or specialty.
4. Order and maintain inventory of supplies, chemicals, reagents, apparatus, and other items.
5. Develop original protocols of a narrow nature.
6. Perform related duties as assigned.

STAFF RESEARCH ASSISTANT I	29	B	10.772
STAFF RESEARCH ASSISTANT II	31	B	10.771
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STAFF RESEARCH ASSISTANT III

1. Duties performed at the previous levels, AND:
2. Perform duties in more than one area of specialization.
3. Design and conduct experiments in support of scientific research, service, or instruction.
4. Interpret findings and form conclusions on relevance of data sets and experimental procedures.
5. Consult on the plan of approach to research problems.
6. Read and abstract scientific articles pertaining to examination and exploration of research problems.
7. Contribute to the execution of laboratory and/or field phases of research.
8. Prepare written reports of laboratory and/or field experimentation and participate in manuscript preparation.
9. Develop new instructional methodologies for the teaching environment.
10. Coordinate research activities.
11. Perform related duties as assigned.

SENIOR STAFF RESEARCH ASSISTANT

1. Duties performed at the previous levels, AND:
2. Perform or oversee the daily operations, instructional obligations, and/or investigations of the laboratory.
3. Collaborate with academic supervisors.
4. Contribute to instructional, laboratory, and/or field experimental procedures.
5. Design approaches in scientific or other methodologies.
6. Research, develop, compose, and edit protocols, operating procedures, progress reports, manuscripts, grant applications, or other similar documents.
7. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and work performance standards.
8. Oversee students, volunteers, and/or visiting scientists.
9. Organize and resolve experimental protocols.
10. Oversee the execution of laboratory phases of research projects.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

STAFF RESEARCH ASSISTANT I

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

STAFF RESEARCH ASSISTANT II

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

STAFF RESEARCH ASSISTANT III

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

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SENIOR STAFF RESEARCH ASSISTANT

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.)

STAFF RESEARCH ASSISTANT I

Knowledge of:

- Theories and principles in the area of specialization.

Skill in:

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

Ability to:

- Understand and follow verbal and written instructions; make appropriate analyses based on test data; make general decisions related to the operation of a laboratory; perform library research in scientific disciplines; compile and record data accurately.

STAFF RESEARCH ASSISTANT II

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

Knowledge of:

- Theories, principles, practices, and techniques in the field of specialization; research and investigative procedures in a laboratory setting; research techniques and methodology in the required area of specialization; research project goals and objectives; agency policies and procedures; literature and other resources of information in the field of specialization.

Ability to:

- Participate in original research and analysis for specific projects; apply research techniques to research projects; teach and train professional laboratory personnel and students; understand and follow complex instructions; implement new techniques and procedures; manage the resources of a laboratory, field station, or other work site; operate and maintain sophisticated scientific instruments and equipment.

STAFF RESEARCH ASSISTANT III

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

Ability to:

- Manage a project and design experimental protocols; present research data and findings; perform scientific analysis; evaluate and modify established research protocols to accomplish testing needs.

SENIOR STAFF RESEARCH ASSISTANT

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

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Knowledge of:

- New developments and research innovations in the area of specialization.

Ability to:

- Formulate and develop complex instructions; create and implement techniques and procedures; plan and organize techniques involved in conducting research.

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| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

Indicate any other requirements which are essential to the successful performance of this job:

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- | | |
|---|--|
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| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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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