

## NOTICE OF PROPOSED CLASSIFICATION CHANGES

**Number: Posting #14-26**  
**Posting Expires: March 26, 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 entry/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](mailto: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](mailto:class.comp@admin.nv.gov)) by March 26, 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
1.413	Weights and Measures Assistant (Seasonal)	22	E	<i>1.413</i>	<i>Weights and Measures Assistant</i>	<i>22</i>	<i>E</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.712	Wildlife Staff Specialist	38	B	<i>1.712</i>	<i>Wildlife Staff Specialist</i>	<i>38</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.747	Conservation Aid I	20	E	-	<i>Abolish</i>		
1.791	Conservation Aid II	21	E	-	<i>Abolish</i>		
1.790	Conservation Aid III	23	E	<i>1.790</i>	<i>Conservation Assistant</i>	<i>23</i>	<i>E</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.804	Forestry Fleet Coordinator	36	B	<i>1.804</i>	<i>Forestry Fleet Coordinator</i>	<i>36</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.123	Clinical Program Manager I Options: A: Intellectual Disabilities B: Child and Adolescent Services C: Mental Health D: Forensics	39	A	<i>10.123</i>	<i>Manager I, Clinical Programs</i>	39	A
10.122	Clinical Program Manager II Options: A: Intellectual Disabilities B: Child and Adolescent Services C: Mental Health	42	A	<i>10.122</i>	<i>Manager II, Clinical Programs</i>	42	A
10.121	Clinical Program Manager III Options: A: Intellectual Disabilities B: Child and Adolescent Services C: Mental Health	44	A	<i>10.121</i>	<i>Manager III, Clinical Programs</i>	44	A

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.129	Clinical Program Planner I	38	B	<i>10.129</i>	<i>Clinical Program Planner</i>	38	B
10.128	Clinical Program Planner II	40	B	<i>10.128</i>	<i>Supervisor I, Clinical Program Planner</i>	40	B
10.125	Clinical Program Planner III	42	A	<i>10.125</i>	<i>Supervisor II, Clinical Program Planner</i>	42	A

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.148	Treatment Home Provider	31	B	<i>10.148</i>	<i>Treatment Home Provider</i>	31	B
10.146	Treatment Home Supervisor	33	B	<i>10.146</i>	<i>Supervisor, Treatment Home Provider</i>	33	B

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.220	Disease Control Specialist I	30	B	-	<i>Abolish</i>		
10.223	Disease Control Specialist II	33	B	<i>10.223</i>	<i>Disease Control Specialist</i>	33	B
10.228	Disease Control Specialist III	35	B	<i>10.228</i>	<i>Supervisor, Disease Control Specialist</i>	35	B

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.244	Quality Assurance Specialist I	33	B	-	<i>Abolish</i>		
10.242	Quality Assurance Specialist II	35	B	<i>10.242</i>	<i>Quality Assurance Specialist</i>	35	B
10.241	Quality Assurance Specialist III	38	B	<i>10.241</i>	<i>Supervisor I, Quality Assurance Specialist</i>	38	B
10.240	Quality Assurance Specialist IV	39	B	<i>10.240</i>	<i>Supervisor II, Quality Assurance Specialist</i>	39	B

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.554	Commercial Vehicle Safety Inspector I	31	G	-	<i>Abolish</i>		
11.553	Commercial Vehicle Safety Inspector II	33	G	<b>11.553</b>	<b>Commercial Vehicle Safety Inspector</b>	<b>33</b>	<b>G</b>
11.551	Commercial Vehicle Safety Inspector III	35	B	<b>11.551</b>	<b>Supervisor, Commercial Vehicle Safety Inspector</b>	<b>35</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.379	Family Services Specialist I	29	E	<b>12.379</b>	<b>Family Services Specialist I</b>	<b>29</b>	<b>E</b>
12.376	Family Services Specialist II	31	B	<b>12.376</b>	<b>Family Services Specialist II</b>	<b>31</b>	<b>B</b>
12.374	Family Services Specialist III	32	B	<b>12.374</b>	<b>Senior Family Services Specialist</b>	<b>32</b>	<b>B</b>
12.328	Family Services Supervisor I	34	B	<b>12.328</b>	<b>Supervisor I, Family Services Specialist</b>	<b>34</b>	<b>B</b>
12.327	Family Services Supervisor II	35	B	<b>12.327</b>	<b>Supervisor II, Family Services Specialist</b>	<b>35</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.335	Health Care Coordinator I – Nurse	32	B	-	<i>Abolish</i>		
12.334	Health Care Coordinator II - Nurse	36	B	<b>12.334</b>	<b>Health Care Coordinator – Nurse</b>	<b>36</b>	<b>B</b>
12.333	Health Care Coordinator III – Nurse	37	B	<b>12.333</b>	<b>Senior Health Care Coordinator – Nurse</b>	<b>37</b>	<b>B</b>
12.332	Health Care Coordinator IV - Nurse	38	B	<b>12.332</b>	<b>Supervisor, Health Care Coordinator – Nurse</b>	<b>38</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.343	School/Community Nutrition Program Coordinator I	31	B	-	<i>Abolish</i>		
12.342	School/Community Nutrition Program Coordinator II	33	B	<b>12.342</b>	<b>Nutrition Program Coordinator</b>	<b>33</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.377	Social Worker I	32	B	-	<i>Abolish</i>		
12.361	Social Worker II	34	B	<b>12.361</b>	<b>Social Worker</b>	<b>34</b>	<b>B</b>
12.363	Social Worker III	35	B	<b>12.363</b>	<b>Senior Social Worker</b>	<b>35</b>	<b>B</b>
12.352	Social Worker Supervisor I	36	B	<b>12.352</b>	<b>Supervisor I, Social Worker</b>	<b>36</b>	<b>B</b>
12.345	Social Worker Supervisor II	37	B	<b>12.345</b>	<b>Supervisor II, Social Worker</b>	<b>37</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.348	Adult Rights Specialist I	32	B	<i>12.348</i>	<i>Adult Rights Advocate</i>	<i>32</i>	<i>B</i>
12.347	Adult Rights Specialist II	33	B	<i>12.347</i>	<i>Senior Adult Rights Advocate</i>	<i>33</i>	<i>B</i>
12.346	Adult Rights Supervisor	35	B	<i>12.346</i>	<i>Supervisor, Adult Rights Advocate</i>	<i>35</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.373	Health Care Coordinator I	32	B	-	<i>Abolish</i>		
12.369	Health Care Coordinator II	34	B	<i>12.369</i>	<i>Health Care Coordinator</i>	<i>34</i>	<i>B</i>
12.330	Health Care Coordinator III	35	B	<i>12.330</i>	<i>Senior Health Care Coordinator</i>	<i>35</i>	<i>B</i>
12.351	Health Care Coordinator IV	36	B	<i>12.351</i>	<i>Supervisor, Health Care Coordinator</i>	<i>36</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.368	Crime Victim Compensation Specialist	32	B	<i>12.368</i>	<i>Crime Victim Compensation Specialist</i>	<i>32</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.371	Quality Control Specialist I Options: A: Department of Health and Human Services (DHHS), Welfare B: Department of Employment, Training and Rehabilitation (DETR), Rehabilitation	34	B	<i>12.371</i>	<i>Quality Control Specialist</i>	<i>34</i>	<i>B</i>
12.370	Quality Control Specialist II Options: A: Department of Health and Human Services (DHHS), Welfare B: Department of Employment, Training and Rehabilitation (DETR), Rehabilitation	36	B	<i>12.370</i>	<i>Supervisor, Quality Control Specialist</i>	<i>36</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.375	Family Readiness Specialist	31	B	<i>12.375</i>	<i>Family Readiness Specialist</i>	<i>31</i>	<i>B</i>
12.378	Family Readiness Specialist Supervisor	35	B	<i>12.378</i>	<i>Supervisor, Family Readiness Specialist</i>	<i>35</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.523	Assistant Superintendent, Youth Facility	41	A	<i>12.523</i>	<i>Manager, Juvenile Services</i>	<i>41</i>	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.553	Associate Warden	44	A	<i>12.553</i>	<i>Associate Warden</i>	<i>44</i>	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.583	Institutional Chaplain	34	B	<i>12.583</i>	<i>Chaplain</i>	<i>34</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.311	Correctional Sergeant	39	D	<i>13.311</i>	<i>Correctional Sergeant</i>	<i>39</i>	<i>D</i>

**POSTING DATE: February 12, 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>
<b>WEIGHTS AND MEASURES ASSISTANT</b>	<b>22</b>	<b>E</b>	<b>1.413</b>

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**JOB SUMMARY**

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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.

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**JOB DUTIES**

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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.

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**ESSENTIAL QUALIFICATIONS**

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**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.

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**SPECIAL REQUIREMENTS**


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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.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**


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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)**

- |   |  |  |  |   |
|---|--|--|--|---|
| <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>
<b>WILDLIFE STAFF SPECIALIST</b>	<b>38</b>	<b>B</b>	<b>1.712</b>

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**JOB SUMMARY**

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Wildlife Staff Specialists perform program research, planning, analysis, and evaluation related to wildlife management programs and activities.

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**JOB DUTIES**

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1. Draft regulations, policy plans, policies, procedures, position statements, and agreements.
2. Evaluate needs, research alternatives, identify problems, and assess potential solutions.
3. Write and revise proposals to resolve problems and issues and implement new methods.
4. Participate in developing program budgets.
5. Develop and institute schedules and procedures for data collection.
6. Develop and implement program plans, research proposals, and projects.
7. Outline goals and program requirements, establish timelines and objectives, and monitor and evaluate progress.
8. Research, develop, amend, prepare, and coordinate grant application proposals.
9. Coordinate and direct assigned programs.
10. Compile, analyze, and interpret research survey data.
11. Develop and maintain databases, document facts, draw conclusions, and submit recommendations for action.
12. Prepare summary, narrative, and statistical reports.
13. Coordinate findings and plans with other governmental agencies.
14. Disseminate information to field personnel, federal and State agencies, and the public and present and defend proposals to stakeholders.
15. Establish training requirements and document training needs.
16. Develop pamphlets, wildlife plans, technical papers, and other publications and coordinate and plan printing, publishing, and distribution.
17. Respond to inquiries or requests for information and communicate with governmental agencies, organizations, and concerned special interest groups.
18. Prepare information for release to the media to educate the public regarding wildlife issues and enhance community relations.
19. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
20. Perform related duties as assigned.

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**ESSENTIAL QUALIFICATIONS**

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**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 and commission policies and procedures.
- Life histories, ecology, habitats, and population dynamics of wildlife species; statistical analysis and techniques; research techniques and principles; federal aid manuals and guidelines; funding structures and federal aid budget requirements.
- Budgeting and fiscal practices; contractual procedures and purchasing procedures.
- Technological solutions related to wildlife management applications.

Skill in:

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

Ability to:

- Create technical presentations for training seminars; oversee training programs.
- Read, understand and interpret documents, technical papers, manuals and scientific journals; collect, tabulate, and analyze data; apply theoretical principles into practical applications for research and management programs; interpret field data and formulate appropriate management strategies.
- Identify management problems and develop procedural solutions; identify research needs and develop programs to meet management needs.
- 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.

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**SPECIAL REQUIREMENTS**

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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.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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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)

- |   |  |  |  |   |
|---|--|--|--|---|
| <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>
<b>CONSERVATION ASSISTANT</b>	<b>23</b>	<b>E</b>	<b>1.790</b>

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**JOB SUMMARY**

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Conservation Assistants participate in projects involving the conservation and preservation of the State's natural resources.

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**JOB DUTIES**

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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.

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**ESSENTIAL QUALIFICATIONS**

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**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**

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 checked="" 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 |

- Ability to read instructions and numbers in English
- Ability to follow supervisor's instructions
- Ability to complete tasks with numerous interruptions
- 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>
<b>FORESTRY FLEET COORDINATOR</b>	<b>36</b>	<b>B</b>	<b>1.804</b>

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**JOB SUMMARY**

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Forestry Fleet Coordinators develop, plan, and facilitate fleet operations statewide.

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**JOB DUTIES**

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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.

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**ESSENTIAL QUALIFICATIONS**

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**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**

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, 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 |

- 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)*

- |   |  |
|---|--|
| <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 |

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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>
<b>MANAGER I, CLINICAL PROGRAMS</b>	<b>39</b>	<b>A</b>	<b>10.123</b>
<b>MANAGER II, CLINICAL PROGRAMS</b>	<b>42</b>	<b>A</b>	<b>10.122</b>
<b>MANAGER III, CLINICAL PROGRAMS</b>	<b>44</b>	<b>A</b>	<b>10.121</b>

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**JOB SUMMARY**

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Managers, Clinical Programs plan, develop, organize, coordinate, direct, and evaluate mental health, intellectual disabilities, and/or child development service delivery programs.

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**JOB DUTIES**

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**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:

<b>MANAGER I, CLINICAL PROGRAMS</b>	<b>39</b>	<b>A</b>	<b>10.123</b>
<b>MANAGER II, CLINICAL PROGRAMS</b>	<b>42</b>	<b>A</b>	<b>10.122</b>
<b>MANAGER III, CLINICAL PROGRAMS</b>	<b>44</b>	<b>A</b>	<b>10.121</b>

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.

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## **ESSENTIAL QUALIFICATIONS**

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### **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.

<b>MANAGER I, CLINICAL PROGRAMS</b>	<b>39</b>	<b>A</b>	<b>10.123</b>
<b>MANAGER II, CLINICAL PROGRAMS</b>	<b>42</b>	<b>A</b>	<b>10.122</b>
<b>MANAGER III, CLINICAL PROGRAMS</b>	<b>44</b>	<b>A</b>	<b>10.121</b>

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:

<b>MANAGER I, CLINICAL PROGRAMS</b>	<b>39</b>	<b>A</b>	<b>10.123</b>
<b>MANAGER II, CLINICAL PROGRAMS</b>	<b>42</b>	<b>A</b>	<b>10.122</b>
<b>MANAGER III, CLINICAL PROGRAMS</b>	<b>44</b>	<b>A</b>	<b>10.121</b>

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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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, 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, |

<b>MANAGER I, CLINICAL PROGRAMS</b>	<b>39</b>	<b>A</b>	<b>10.123</b>
<b>MANAGER II, CLINICAL PROGRAMS</b>	<b>42</b>	<b>A</b>	<b>10.122</b>
<b>MANAGER III, CLINICAL PROGRAMS</b>	<b>44</b>	<b>A</b>	<b>10.121</b>

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>
<b>CLINICAL PROGRAM PLANNER</b>	<b>38</b>	<b>B</b>	<b>10.129</b>
<b>SUPERVISOR I, CLINICAL PROGRAM PLANNER</b>	<b>40</b>	<b>B</b>	<b>10.128</b>
<b>SUPERVISOR II, CLINICAL PROGRAM PLANNER</b>	<b>42</b>	<b>A</b>	<b>10.125</b>

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**JOB SUMMARY**

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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.

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**JOB DUTIES**

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**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.

<b>CLINICAL PROGRAM PLANNER</b>	<b>38</b>	<b>B</b>	<b>10.129</b>
<b>SUPERVISOR I, CLINICAL PROGRAM PLANNER</b>	<b>40</b>	<b>B</b>	<b>10.128</b>
<b>SUPERVISOR II, CLINICAL PROGRAM PLANNER</b>	<b>42</b>	<b>A</b>	<b>10.125</b>

**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.

<b>CLINICAL PROGRAM PLANNER</b>	<b>38</b>	<b>B</b>	<b>10.129</b>
<b>SUPERVISOR I, CLINICAL PROGRAM PLANNER</b>	<b>40</b>	<b>B</b>	<b>10.128</b>
<b>SUPERVISOR II, CLINICAL PROGRAM PLANNER</b>	<b>42</b>	<b>A</b>	<b>10.125</b>

- 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.

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**SPECIAL REQUIREMENTS**

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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.

<b>CLINICAL PROGRAM PLANNER</b>	<b>38</b>	<b>B</b>	<b>10.129</b>
<b>SUPERVISOR I, CLINICAL PROGRAM PLANNER</b>	<b>40</b>	<b>B</b>	<b>10.128</b>
<b>SUPERVISOR II, CLINICAL PROGRAM PLANNER</b>	<b>42</b>	<b>A</b>	<b>10.125</b>

**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 |

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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>
<b>TREATMENT HOME PROVIDER</b>	<b>31</b>	<b>B</b>	<b>10.148</b>
<b>SUPERVISOR, TREATMENT HOME PROVIDER</b>	<b>33</b>	<b>B</b>	<b>10.146</b>

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**JOB SUMMARY**

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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.

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**JOB DUTIES**

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**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.

<b>TREATMENT HOME PROVIDER</b>	<b>31</b>	<b>B</b>	<b>10.148</b>
<b>SUPERVISOR, TREATMENT HOME PROVIDER</b>	<b>33</b>	<b>B</b>	<b>10.146</b>

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:

<b>TREATMENT HOME PROVIDER</b>	<b>31</b>	<b>B</b>	<b>10.148</b>
<b>SUPERVISOR, TREATMENT HOME PROVIDER</b>	<b>33</b>	<b>B</b>	<b>10.146</b>

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.

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**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, 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)*

- Ability to communicate on the telephone (hearing)     Ability to understand technical manuals

<b>TREATMENT HOME PROVIDER</b>	<b>31</b>	<b>B</b>	<b>10.148</b>
<b>SUPERVISOR, TREATMENT HOME PROVIDER</b>	<b>33</b>	<b>B</b>	<b>10.146</b>

- |   |  |
|---|--|
| <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 |

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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>
<b>DISEASE CONTROL SPECIALIST</b>	<b>33</b>	<b>B</b>	<b>10.223</b>
<b>SUPERVISOR, DISEASE CONTROL SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>10.228</b>

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**JOB SUMMARY**

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Disease Control Specialists perform epidemiological investigations and surveillance activities related to the identification, control, and reporting of communicable, infectious, and chronic diseases.

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**JOB DUTIES**

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**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.

<b>DISEASE CONTROL SPECIALIST</b>	<b>33</b>	<b>B</b>	<b>10.223</b>
<b>SUPERVISOR, DISEASE CONTROL SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>10.228</b>

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  
SUPERVISOR, DISEASE CONTROL SPECIALIST**

**33            B        10.223  
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**

---

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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:*

**DISEASE CONTROL SPECIALIST**  
**SUPERVISOR, DISEASE CONTROL SPECIALIST**

**33**      **B**      **10.223**  
**35**      **B**      **10.228**

*(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 |

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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>
<b>QUALITY ASSURANCE SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>10.242</b>
<b>SUPERVISOR I, QUALITY ASSURANCE SPECIALIST</b>	<b>38</b>	<b>B</b>	<b>10.241</b>
<b>SUPERVISOR II, QUALITY ASSURANCE SPECIALIST</b>	<b>39</b>	<b>B</b>	<b>10.240</b>

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**JOB SUMMARY**

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Quality Assurance Specialists review program effectiveness to ensure quality care for clients with diverse needs.

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**JOB DUTIES**

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**QUALITY ASSURANCE SPECIALIST**

1. Review and evaluate the appropriateness of client services, including access, outcomes, and prevention.
2. Conduct case reviews, assist in identification of problem areas, and monitor high risk/impact areas and processes vulnerable to litigation, adverse publicity, or involvement of law enforcement.
3. Evaluate compliance with accreditation, licensing, health and safety, and funding requirements, provide written reports and summaries, and present findings.
4. Review citations and plans of correction from federal, State, and accreditation reviews, participate in developing corrections, and monitor for compliance.
5. Provide technical guidance to stakeholders on quality assurance and improvement activities.
6. Ensure stakeholders are aware of accreditation, licensing, funding, and human rights requirements.
7. Provide training to staff, providers, and outside agencies.
8. Review a variety of incident reports and complaints, conduct investigations, and contact outside enforcement agencies as appropriate.
9. Ensure client confidentiality, privacy, and the security of documents, reports, and findings.
10. Coordinate efforts to achieve and maintain accreditation.
11. Develop quality assurance and improvement criteria and methodology and coordinate self-assessment.
12. Research, develop, and collate data and coordinate, write, and organize information received.
13. Prepare narrative and statistical reports.
14. Participate in budget and grant preparation and monitoring.
15. Perform related duties as assigned.

**SUPERVISOR I, QUALITY ASSURANCE SPECIALIST**

1. Duties performed at the previous level, AND:
2. Design, implement, and oversee a comprehensive quality assurance program encompassing community-based programs and inpatient services.
3. Interpret federal and State regulations regarding licensure, certification, health, and safety.
4. Lead and participate in the evaluation of facility, program, and/or agency policies, procedures, and practices.
5. Identify problems relating to treatment methodology, standards of care, and client services.
6. Serve on committees to formulate solutions to service delivery problems and maintenance of medical records.
7. Conduct special investigations related to the delivery of health services and prepare reports.
8. Serve as a liaison to accrediting and regulatory agencies to achieve and maintain licensure and accreditation.
9. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as

<b>QUALITY ASSURANCE SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>10.242</b>
<b>SUPERVISOR I, QUALITY ASSURANCE SPECIALIST</b>	<b>38</b>	<b>B</b>	<b>10.241</b>
<b>SUPERVISOR II, QUALITY ASSURANCE SPECIALIST</b>	<b>39</b>	<b>B</b>	<b>10.240</b>

appropriate for managing people.

10. Perform related duties as assigned.

### **SUPERVISOR II, QUALITY ASSURANCE SPECIALIST**

1. Duties performed at the previous levels, AND:
2. Plan, organize, and conduct quality assurance and utilization reviews on medical, dental, psychological, pharmacy, and other therapeutic services at correctional institutions.
3. Oversee and monitor inmate health care services.
4. Evaluate policies, procedures, and practices in relation to internal and external rules, regulations, and community standards.
5. Identify problems relating to treatment methodology, standards of care, and inmate health services.
6. Develop and coordinate the utilization management system to monitor the progress of hospitalized inmates.
7. Audit medical records of inmates receiving care to identify patient care problems and variances from accepted standards of practice.
8. Perform related duties as assigned.

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## **ESSENTIAL QUALIFICATIONS**

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### **EXPERIENCE AND EDUCATION**

#### **QUALITY ASSURANCE SPECIALIST**

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

#### **SUPERVISOR I, QUALITY ASSURANCE SPECIALIST**

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, QUALITY ASSURANCE SPECIALIST**

Four or more years of applicable experience as described in the job duties with a minimum of two years 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 ASSURANCE SPECIALIST**

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; accreditation standards for human services programs; accepted practices and methods used in designing quality assurance and improvement reviews and audits; medical and behavioral terminology; data collection methods and statistical analysis techniques; medical, clinical, or client records documentation standards and procedures.
- Mental illness or intellectual disabilities; current community standards in human services and safeguards to protect human rights; psychology; human development; theories of learning; psychotherapy; behavior analysis; human services delivery systems.

<b>QUALITY ASSURANCE SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>10.242</b>
<b>SUPERVISOR I, QUALITY ASSURANCE SPECIALIST</b>	<b>38</b>	<b>B</b>	<b>10.241</b>
<b>SUPERVISOR II, QUALITY ASSURANCE SPECIALIST</b>	<b>39</b>	<b>B</b>	<b>10.240</b>

Skill in:

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

Ability to:

- Locate, analyze, interpret, and apply information, data, and research findings; write narrative and statistical reports, recommendations, correspondence, and other materials; provide technical assistance regarding quality assurance, improvement, and accreditation standards; apply accreditation, licensing, and certification standards to specific situations; provide training related to quality assurance standards and compliance requirements; evaluate program effectiveness, recognize existing or potential problems, and formulate recommendations for corrective action; develop surveys and questionnaires to produce reliable and valid data.
- Read and understand clinical and statistical reports; conduct interviews to obtain consumer feedback; make observations and report findings; recognize and evaluate services, planning, and related issues; assist in formulating recommendations for improved services; compile information from various sources; learn, understand, and apply applicable laws, standards, and policies; establish positive working relationships with others.

### **SUPERVISOR I, QUALITY ASSURANCE 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.
- Auditing procedures and evaluation techniques for comprehensive services; Occupational Safety and Health Administration regulations, rules, and principles of workplace safety.
- Quality improvement concepts and processes in organizations; appropriateness and adequacy of psychological, psychiatric, and clinical services in residential, inpatient, and community-based services; professional credentialing requirements.

Ability to:

- Solicit cooperation in identifying needed changes and formulating solutions; prepare service areas for audits; plan, organize, and direct a quality assurance program for a hospital, residential care facility, or community-based program.
- Inspect and audit services and systems to determine compliance with accreditation and regulatory standards; read and interpret technical reports, documents, and reference manuals; establish and coordinate an internal review process; organize and lead performance improvement teams; serve as a liaison with accrediting, regulatory, licensing, and other governing bodies; perform statistical computations and comparisons; assist committees in analyzing issues and formulating recommendations consistent with quality assurance goals; write recommendations which integrate best practices, current research, and professional and national literature.
- 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.

<b>QUALITY ASSURANCE SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>10.242</b>
<b>SUPERVISOR I, QUALITY ASSURANCE SPECIALIST</b>	<b>38</b>	<b>B</b>	<b>10.241</b>
<b>SUPERVISOR II, QUALITY ASSURANCE SPECIALIST</b>	<b>39</b>	<b>B</b>	<b>10.240</b>

- 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, QUALITY ASSURANCE SPECIALIST**

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

Knowledge of:

- Policies and procedures related to custody, security, and classification of inmates; limitations of medical services available at various correctional facilities within the State; outside specialists and facilities in various communities which may provide services to inmates; federal forensic laws.
- Utilization review audit and compliance activities; uses, effects, side effects, and interactions of commonly prescribed medications for physical ailments and psychological problems; laboratory tests and diagnostic procedures; typical courses of a variety of illnesses, injuries, and conditions; physical restraint techniques and procedures appropriate to specific situations in a correctional setting.

Ability to:

- Review medical records and evaluate the appropriateness, timeliness, and quality of care provided; conduct special studies and case reviews; read and interpret court orders and decisions related to inmate health care.
- Assist committees in internal investigations related to quality-of-care issues; monitor the care of inmates hospitalized outside the correctional system.

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**SPECIAL REQUIREMENTS**

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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.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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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)

- |  |  |  |   |   |
|--|--|--|---|---|
| <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           |

<b>QUALITY ASSURANCE SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>10.242</b>
<b>SUPERVISOR I, QUALITY ASSURANCE SPECIALIST</b>	<b>38</b>	<b>B</b>	<b>10.241</b>
<b>SUPERVISOR II, QUALITY ASSURANCE SPECIALIST</b>	<b>39</b>	<b>B</b>	<b>10.240</b>

- |   |  |   |  |   |
|---|--|---|--|---|
| <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.*

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>
<b>COMMERCIAL VEHICLE SAFETY INSPECTOR</b>	<b>33</b>	<b>G</b>	<b>11.553</b>
<b>SUPERVISOR, COMMERCIAL VEHICLE SAFETY INSPECTOR</b>	<b>35</b>	<b>B</b>	<b>11.551</b>

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**JOB SUMMARY**

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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.

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**JOB DUTIES**

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**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. Provide 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.

<b>COMMERCIAL VEHICLE SAFETY INSPECTOR</b>	<b>33</b>	<b>G</b>	<b>11.553</b>
<b>SUPERVISOR, COMMERCIAL VEHICLE SAFETY INSPECTOR</b>	<b>35</b>	<b>B</b>	<b>11.551</b>

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**ESSENTIAL QUALIFICATIONS**

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**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.

<b>COMMERCIAL VEHICLE SAFETY INSPECTOR</b>	<b>33</b>	<b>G</b>	<b>11.553</b>
<b>SUPERVISOR, COMMERCIAL VEHICLE SAFETY INSPECTOR</b>	<b>35</b>	<b>B</b>	<b>11.551</b>

- 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.

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### 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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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.

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### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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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)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <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)*

- Ability to communicate on the telephone (hearing)     Ability to understand technical manuals

<b>COMMERCIAL VEHICLE SAFETY INSPECTOR</b>	<b>33</b>	<b>G</b>	<b>11.553</b>
<b>SUPERVISOR, COMMERCIAL VEHICLE SAFETY INSPECTOR</b>	<b>35</b>	<b>B</b>	<b>11.551</b>

- |   |  |
|---|--|
| <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 |

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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>
<b>FAMILY SERVICES SPECIALIST I</b>	<b>29</b>	<b>E</b>	<b>12.379</b>
<b>FAMILY SERVICES SPECIALIST II</b>	<b>31</b>	<b>B</b>	<b>12.376</b>
<b>SENIOR FAMILY SERVICES SPECIALIST</b>	<b>32</b>	<b>B</b>	<b>12.374</b>
<b>SUPERVISOR I, FAMILY SERVICES SPECIALIST</b>	<b>34</b>	<b>B</b>	<b>12.328</b>
<b>SUPERVISOR II, FAMILY SERVICES SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>12.327</b>

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**JOB SUMMARY**

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Family Services Specialists determine eligibility for public assistance and health related programs.

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**JOB DUTIES**

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**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.

<b>FAMILY SERVICES SPECIALIST I</b>	<b>29</b>	<b>E</b>	<b>12.379</b>
<b>FAMILY SERVICES SPECIALIST II</b>	<b>31</b>	<b>B</b>	<b>12.376</b>
<b>SENIOR FAMILY SERVICES SPECIALIST</b>	<b>32</b>	<b>B</b>	<b>12.374</b>
<b>SUPERVISOR I, FAMILY SERVICES SPECIALIST</b>	<b>34</b>	<b>B</b>	<b>12.328</b>
<b>SUPERVISOR II, FAMILY SERVICES SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>12.327</b>

**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.

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**ESSENTIAL QUALIFICATIONS**

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**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.

<b>FAMILY SERVICES SPECIALIST I</b>	<b>29</b>	<b>E</b>	<b>12.379</b>
<b>FAMILY SERVICES SPECIALIST II</b>	<b>31</b>	<b>B</b>	<b>12.376</b>
<b>SENIOR FAMILY SERVICES SPECIALIST</b>	<b>32</b>	<b>B</b>	<b>12.374</b>
<b>SUPERVISOR I, FAMILY SERVICES SPECIALIST</b>	<b>34</b>	<b>B</b>	<b>12.328</b>
<b>SUPERVISOR II, FAMILY SERVICES SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>12.327</b>

**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;

<b>FAMILY SERVICES SPECIALIST I</b>	<b>29</b>	<b>E</b>	<b>12.379</b>
<b>FAMILY SERVICES SPECIALIST II</b>	<b>31</b>	<b>B</b>	<b>12.376</b>
<b>SENIOR FAMILY SERVICES SPECIALIST</b>	<b>32</b>	<b>B</b>	<b>12.374</b>
<b>SUPERVISOR I, FAMILY SERVICES SPECIALIST</b>	<b>34</b>	<b>B</b>	<b>12.328</b>
<b>SUPERVISOR II, FAMILY SERVICES SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>12.327</b>

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.

<b>FAMILY SERVICES SPECIALIST I</b>	<b>29</b>	<b>E</b>	<b>12.379</b>
<b>FAMILY SERVICES SPECIALIST II</b>	<b>31</b>	<b>B</b>	<b>12.376</b>
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<b>SUPERVISOR II, FAMILY SERVICES SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>12.327</b>

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.

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**SPECIAL REQUIREMENTS**

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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.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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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)*

<b>FAMILY SERVICES SPECIALIST I</b>	<b>29</b>	<b>E</b>	<b>12.379</b>
<b>FAMILY SERVICES SPECIALIST II</b>	<b>31</b>	<b>B</b>	<b>12.376</b>
<b>SENIOR FAMILY SERVICES SPECIALIST</b>	<b>32</b>	<b>B</b>	<b>12.374</b>
<b>SUPERVISOR I, FAMILY SERVICES SPECIALIST</b>	<b>34</b>	<b>B</b>	<b>12.328</b>
<b>SUPERVISOR II, FAMILY SERVICES SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>12.327</b>

- |   |  |  |  |   |
|---|--|--|--|---|
| <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>
<b>HEALTH CARE COORDINATOR - NURSE</b>	<b>36</b>	<b>B</b>	<b>12.334</b>
<b>SENIOR HEALTH CARE COORDINATOR - NURSE</b>	<b>37</b>	<b>B</b>	<b>12.333</b>
<b>SUPERVISOR, HEALTH CARE COORDINATOR - NURSE</b>	<b>38</b>	<b>B</b>	<b>12.332</b>

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**JOB SUMMARY**

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Health Care Coordinator - Nurses perform work related to program operations and auditing providers to ensure compliance with program regulations and policies.

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**JOB DUTIES**

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**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.

<b>HEALTH CARE COORDINATOR - NURSE</b>	<b>36</b>	<b>B</b>	<b>12.334</b>
<b>SENIOR HEALTH CARE COORDINATOR - NURSE</b>	<b>37</b>	<b>B</b>	<b>12.333</b>
<b>SUPERVISOR, HEALTH CARE COORDINATOR - NURSE</b>	<b>38</b>	<b>B</b>	<b>12.332</b>

**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.

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**ESSENTIAL QUALIFICATIONS**

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**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.

<b>HEALTH CARE COORDINATOR - NURSE</b>	<b>36</b>	<b>B</b>	<b>12.334</b>
<b>SENIOR HEALTH CARE COORDINATOR - NURSE</b>	<b>37</b>	<b>B</b>	<b>12.333</b>
<b>SUPERVISOR, HEALTH CARE COORDINATOR - NURSE</b>	<b>38</b>	<b>B</b>	<b>12.332</b>

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.

<b>HEALTH CARE COORDINATOR - NURSE</b>	<b>36</b>	<b>B</b>	<b>12.334</b>
<b>SENIOR HEALTH CARE COORDINATOR - NURSE</b>	<b>37</b>	<b>B</b>	<b>12.333</b>
<b>SUPERVISOR, HEALTH CARE COORDINATOR - NURSE</b>	<b>38</b>	<b>B</b>	<b>12.332</b>

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)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <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 |

<b>HEALTH CARE COORDINATOR - NURSE</b>	<b>36</b>	<b>B</b>	<b>12.334</b>
<b>SENIOR HEALTH CARE COORDINATOR - NURSE</b>	<b>37</b>	<b>B</b>	<b>12.333</b>
<b>SUPERVISOR, HEALTH CARE COORDINATOR - NURSE</b>	<b>38</b>	<b>B</b>	<b>12.332</b>

- |   |  |
|---|--|
| <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 |

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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>
<b>NUTRITION PROGRAM COORDINATOR</b>	<b>33</b>	<b>B</b>	<b>12.342</b>

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**JOB SUMMARY**

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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.

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**JOB DUTIES**

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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.

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**ESSENTIAL QUALIFICATIONS**

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**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)

- |   |  |  |  |   |
|---|--|--|--|---|
| <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 |

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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>
<b>SOCIAL WORKER</b>	<b>34</b>	<b>B</b>	<b>12.361</b>
<b>SENIOR SOCIAL WORKER</b>	<b>35</b>	<b>B</b>	<b>12.363</b>
<b>SUPERVISOR I, SOCIAL WORKER</b>	<b>36</b>	<b>B</b>	<b>12.352</b>
<b>SUPERVISOR II, SOCIAL WORKER</b>	<b>37</b>	<b>B</b>	<b>12.345</b>

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**JOB SUMMARY**

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Social Workers are licensed professionals who provide case management services to children, families, vulnerable and older adults, and other individuals within local communities and institutions.

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**JOB DUTIES**

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**SOCIAL WORKER**

1. Assess and reassess individual functioning through a variety of methods.
2. Identify needed assistance and services for emotional, social, financial, and health needs.
3. Develop and implement case plans with intervention strategies.
4. Locate and coordinate services and resources from State agencies and other organizations and providers.
5. Provide ongoing case management services.
6. Conduct home visits and monitor delivery of services and quality of care.
7. Track client progress and well-being, evaluate case plan effectiveness, and effectively manage resources.
8. Collaborate and coordinate case reviews to ensure case continuity and prevent duplication.
9. Organize multidisciplinary team meetings to assist in assessment and planning of protective services.
10. Identifying issues with delivery of services, programs, or plans for preventing, identifying, remedying, or treating abuse, neglect, exploitation, isolation, or abandonment.
11. Document case activities, maintain records, and prepare reports.
12. Provide crisis intervention, respond to emergency calls, and report instances of neglect or abuse.
13. Oversee individuals who may be aggressive, combative, or hostile and follow established protocols and policies.
14. Provide technical assistance, training, and guidance to agency staff.
15. Perform related duties as assigned

**SENIOR SOCIAL WORKER**

1. Duties performed at the previous level, AND:
2. Perform case management services in child protective services, foster care, adoptions, adult protective services, and/or guardianships.
3. Remove children from their home environment or emergency relocate vulnerable adults to an alternate safe location.
4. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
5. Perform related duties as assigned.

<b>SOCIAL WORKER</b>	<b>34</b>	<b>B</b>	<b>12.361</b>
<b>SENIOR SOCIAL WORKER</b>	<b>35</b>	<b>B</b>	<b>12.363</b>
<b>SUPERVISOR I, SOCIAL WORKER</b>	<b>36</b>	<b>B</b>	<b>12.352</b>
<b>SUPERVISOR II, SOCIAL WORKER</b>	<b>37</b>	<b>B</b>	<b>12.345</b>

**SUPERVISOR I, SOCIAL WORKER**

1. Duties performed at the previous levels, AND:
2. Review and monitor cases.
3. Contribute to policy, procedure, and guideline development and budget planning.
4. Negotiate contracts to assist in meeting the specialized needs of individuals.
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.

**SUPERVISOR II, SOCIAL WORKER**

1. Duties performed at the previous levels, AND:
2. Supervise case management services in child protective services, foster care, adoptions, adult protective services, and/or guardianships.
3. Arbitrate conflicts and discrepancies of a sensitive and volatile nature.
4. Perform related duties as assigned.

**ESSENTIAL QUALIFICATIONS**

**EXPERIENCE AND EDUCATION**

**SOCIAL WORKER**

One or more years of applicable experience as described in the job duties and licensure as a Social Worker, Clinical Social Worker, or Independent Social Worker issued by the Nevada Board of Examiners for Social Workers.

**SENIOR SOCIAL WORKER**

Two or more years of applicable experience as described in the job duties and licensure as a Social Worker, Clinical Social Worker, or Independent Social Worker issued by the Nevada Board of Examiners for Social Workers.

**SUPERVISOR I, SOCIAL WORKER**

Three 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 Social Worker, Clinical Social Worker, or Independent Social Worker issued by the Nevada Board of Examiners for Social Workers.

**SUPERVISOR II, SOCIAL WORKER**

Four or more years of applicable experience as described in the job duties with a minimum of two years supervisory experience preferred and licensure as a Social Worker, Clinical Social Worker, or Independent Social Worker issued by the Nevada Board of Examiners for Social Workers.

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

<b>SOCIAL WORKER</b>	<b>34</b>	<b>B</b>	<b>12.361</b>
<b>SENIOR SOCIAL WORKER</b>	<b>35</b>	<b>B</b>	<b>12.363</b>
<b>SUPERVISOR I, SOCIAL WORKER</b>	<b>36</b>	<b>B</b>	<b>12.352</b>
<b>SUPERVISOR II, SOCIAL WORKER</b>	<b>37</b>	<b>B</b>	<b>12.345</b>

### **SOCIAL WORKER**

Knowledge of:

- Applicable federal and State laws, regulations, directives, and agency policies and procedures; cultural and social differences that affect family relationships and social interaction; indicators and effects of human deprivation; public and private social services providers within the community; collaborative case planning; de-escalation and crisis intervention techniques; pregnancy, child birth, child care, and/or adult care; grief and loss issues; aging process and/or cognitive impairments; signs of addiction, substance abuse, and domestic violence; theories and practices of addictions and recovery; learning, intellectual, developmental, and/or physical disabilities; serious mental illness; court procedures.
- Principles, practices, techniques, and ethics of social work; applicable case management practices; investigative techniques; dynamics of human behavior; confidentiality requirements; client rights.

Skill in:

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

Ability to:

- Understand the differences in human behavior caused by deprivation, abuse, and neglect; work objectively with individuals who may be hostile, uncooperative, and verbally abusive; recognize signs of abuse, neglect, and/or exploitation and report it to the proper authorities; prepare, analyze, and report data; observe and assess relationships between client and family; transport clients to identified services; enter, store, and retrieve data.
- Conduct interviews, elicit information, make physical, cognitive, and behavioral assessments, and record information; make home visits; evaluate and reassess client level of functioning; develop and maintain a network of community resources; refer clients to appropriate services and follow up; document case narratives; respond to sensitive and/or emergency situations; act as an advocate for clients.
- Establish and maintain cooperative working relationships; effectively interact with persons from a variety of economic, cultural, social, and educational backgrounds; establish rapport and gain the trust of others; maintain composure, interact diplomatically, and make effective decisions in confrontational situations; mediate and resolve conflict between contending parties.
- Communicate with individuals who have emotional or mental health challenges, intellectual, developmental, physical disabilities, and/or cognitive impairments; read and understand technical and legal documents; read and interpret program regulations and policies.

### **SENIOR SOCIAL WORKER**

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

Knowledge of:

- Dynamics of families, caregivers, and/or guardians who deprive, abuse, neglect, and/or exploit children or vulnerable adults; indicators of physical, sexual, and emotional abuse in children or vulnerable adults; family centered or person-centered assessment processes, principles, and practices; effects of cognitive impairment.
- Effects of foster care or guardianship on the child, vulnerable adult, caregiver, biological family, adoptive family, and the community; law enforcement mental capacity evaluations; civil rights, guardianship

<b>SOCIAL WORKER</b>	<b>34</b>	<b>B</b>	<b>12.361</b>
<b>SENIOR SOCIAL WORKER</b>	<b>35</b>	<b>B</b>	<b>12.363</b>
<b>SUPERVISOR I, SOCIAL WORKER</b>	<b>36</b>	<b>B</b>	<b>12.352</b>
<b>SUPERVISOR II, SOCIAL WORKER</b>	<b>37</b>	<b>B</b>	<b>12.345</b>

referrals, and procedures; crisis intervention techniques; communicable diseases and/or cognitive impairments.

- Case planning; medical and pharmaceutical terminology sufficient to complete health surveys, evaluate medical reports, and assess client health status; physical, psychological, and social characteristics associated with the aging process.

Ability to:

- Complete safety and risk assessments and determine appropriate action; exercise authority to remove children from the home and/or take decisive action for emergency relocation of vulnerable adults; screen for severely emotionally disturbed children or cognitively impaired vulnerable adults and coordinate appropriate placement.
- Prepare comprehensive recommendations to the court system; response to subpoenas and prepare law enforcement reports for criminal investigation and/or prosecution; complete mental capacity evaluations and guardianship referrals; prepare petitions and court orders and testify in court; supervise child/parent visits; present cases to advisory boards, community councils, review teams, and/or multidisciplinary teams; investigate and make State and interstate placement decisions; investigate and/or monitor compliance with court orders and recommend enforcement action.
- Prepare appropriate referrals to regulatory agencies and professional boards; modify and/or adapt case plans, procedures, and methods; negotiate, persuade, counsel, and exchange ideas with others; analyze crises and intervene appropriately; compute costs and hours of service; develop and present training programs; oversee the work of private and public providers of social services.

### **SUPERVISOR I, SOCIAL WORKER**

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

Knowledge of:

- Genetic principles; principles and practices of supervision.

Ability to:

- Evaluate, develop, and implement policies and procedures; collaborate, develop, and maintain community resources and contracts; monitor contract compliance; develop plans of care for children or vulnerable adults; make unannounced home visits which may result in the removal of children or emergency relocation of vulnerable adults for placement in alternate care settings.
- Identify signs and evidence of physical, emotional, and sexual abuse of children or vulnerable adults and investigate the circumstances; identify special needs children or vulnerable adults including physical, medical, behavioral problems, intellectual, developmental, physical disabilities, cognitive impairments and/or serious mental illness.
- 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.

<b>SOCIAL WORKER</b>	<b>34</b>	<b>B</b>	<b>12.361</b>
<b>SENIOR SOCIAL WORKER</b>	<b>35</b>	<b>B</b>	<b>12.363</b>
<b>SUPERVISOR I, SOCIAL WORKER</b>	<b>36</b>	<b>B</b>	<b>12.352</b>
<b>SUPERVISOR II, SOCIAL WORKER</b>	<b>37</b>	<b>B</b>	<b>12.345</b>

- 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, SOCIAL WORKER**

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

Knowledge of:

- Judicial system with respect to child or vulnerable adult welfare; components and data elements of the child or vulnerable adult welfare informational system; court jurisdictions; guardianships.
- Budget preparation and monitoring; contract administration and compliance.

Ability to:

- Assess the initial complaint for severity to determine the required action; evaluate the need for immediate response on child or vulnerable adult abuse, neglect, and/or exploitation.
- Represent the agency at community, task force, and/or multidisciplinary team meetings; participate in program planning, implementation, and coordination to ensure program goals and operations are in compliance; implement corrective action; forecast and develop budget recommendations to ensure constraints are met; develop, negotiate, and renegotiate provider contracts.
- Identify service and resource gaps in the community and find resources to fill needs; analyze and understand specific trends relating to the program assignment; analyze data and prepare statistical and program evaluation reports; foster community contacts to facilitate cooperation and participation.

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**SPECIAL REQUIREMENTS**

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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.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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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)

- |  |  |  |   |   |
|--|--|--|---|---|
| <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           |

<b>SOCIAL WORKER</b>	<b>34</b>	<b>B</b>	<b>12.361</b>
<b>SENIOR SOCIAL WORKER</b>	<b>35</b>	<b>B</b>	<b>12.363</b>
<b>SUPERVISOR I, SOCIAL WORKER</b>	<b>36</b>	<b>B</b>	<b>12.352</b>
<b>SUPERVISOR II, SOCIAL WORKER</b>	<b>37</b>	<b>B</b>	<b>12.345</b>

- |   |  |   |  |   |
|---|--|---|--|---|
| <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.*

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>
<b>ADULT RIGHTS ADVOCATE</b>	<b>32</b>	<b>B</b>	<b>12.348</b>
<b>SENIOR ADULT RIGHTS ADVOCATE</b>	<b>33</b>	<b>B</b>	<b>12.347</b>
<b>SUPERVISOR, ADULT RIGHTS ADVOCATE</b>	<b>35</b>	<b>B</b>	<b>12.346</b>

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**JOB SUMMARY**

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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.

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**JOB DUTIES**

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**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.

<b>ADULT RIGHTS ADVOCATE</b>	<b>32</b>	<b>B</b>	<b>12.348</b>
<b>SENIOR ADULT RIGHTS ADVOCATE</b>	<b>33</b>	<b>B</b>	<b>12.347</b>
<b>SUPERVISOR, ADULT RIGHTS ADVOCATE</b>	<b>35</b>	<b>B</b>	<b>12.346</b>

**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:

<b>ADULT RIGHTS ADVOCATE</b>	<b>32</b>	<b>B</b>	<b>12.348</b>
<b>SENIOR ADULT RIGHTS ADVOCATE</b>	<b>33</b>	<b>B</b>	<b>12.347</b>
<b>SUPERVISOR, ADULT RIGHTS ADVOCATE</b>	<b>35</b>	<b>B</b>	<b>12.346</b>

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.

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**SPECIAL REQUIREMENTS**

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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

<b>ADULT RIGHTS ADVOCATE</b>	<b>32</b>	<b>B</b>	<b>12.348</b>
<b>SENIOR ADULT RIGHTS ADVOCATE</b>	<b>33</b>	<b>B</b>	<b>12.347</b>
<b>SUPERVISOR, ADULT RIGHTS ADVOCATE</b>	<b>35</b>	<b>B</b>	<b>12.346</b>

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>
<b>HEALTH CARE COORDINATOR</b>	<b>34</b>	<b>B</b>	<b>12.369</b>
<b>SENIOR HEALTH CARE COORDINATOR</b>	<b>35</b>	<b>B</b>	<b>12.330</b>
<b>SUPERVISOR, HEALTH CARE COORDINATOR</b>	<b>36</b>	<b>B</b>	<b>12.351</b>

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**JOB SUMMARY**

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Health Care Coordinators perform work related to program operations and auditing providers to ensure compliance with program regulations and policies.

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**JOB DUTIES**

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**HEALTH CARE COORDINATOR**

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**

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.

<b>HEALTH CARE COORDINATOR</b>	<b>34</b>	<b>B</b>	<b>12.369</b>
<b>SENIOR HEALTH CARE COORDINATOR</b>	<b>35</b>	<b>B</b>	<b>12.330</b>
<b>SUPERVISOR, HEALTH CARE COORDINATOR</b>	<b>36</b>	<b>B</b>	<b>12.351</b>

**SUPERVISOR, HEALTH CARE COORDINATOR**

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**

One or more years of applicable experience as described in the job duties and Licensure as a Social Worker or professional licensure or certification in a medical specialty applicable to the assignment in the State of Nevada.

**SENIOR HEALTH CARE COORDINATOR**

Three or more years of applicable experience as described in the job duties and Licensure as a Social Worker or professional licensure or certification in a medical specialty applicable to the assignment in the State of Nevada.

**SUPERVISOR, HEALTH CARE COORDINATOR**

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 Social Worker or professional licensure or certification in a medical specialty applicable to the assignment 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.)

**HEALTH CARE COORDINATOR**

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

<b>HEALTH CARE COORDINATOR</b>	<b>34</b>	<b>B</b>	<b>12.369</b>
<b>SENIOR HEALTH CARE COORDINATOR</b>	<b>35</b>	<b>B</b>	<b>12.330</b>
<b>SUPERVISOR, HEALTH CARE COORDINATOR</b>	<b>36</b>	<b>B</b>	<b>12.351</b>

related to the program assignment; agency hearing processes and protocols.

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**

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**

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.

<b>HEALTH CARE COORDINATOR</b>	<b>34</b>	<b>B</b>	<b>12.369</b>
<b>SENIOR HEALTH CARE COORDINATOR</b>	<b>35</b>	<b>B</b>	<b>12.330</b>
<b>SUPERVISOR, HEALTH CARE COORDINATOR</b>	<b>36</b>	<b>B</b>	<b>12.351</b>

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)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <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 |

<b>HEALTH CARE COORDINATOR</b>	<b>34</b>	<b>B</b>	<b>12.369</b>
<b>SENIOR HEALTH CARE COORDINATOR</b>	<b>35</b>	<b>B</b>	<b>12.330</b>
<b>SUPERVISOR, HEALTH CARE COORDINATOR</b>	<b>36</b>	<b>B</b>	<b>12.351</b>

- |   |  |
|---|--|
| <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>
<b>CRIME VICTIM COMPENSATION SPECIALIST</b>	<b>32</b>	<b>B</b>	<b>12.368</b>

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**JOB SUMMARY**

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Crime Victim Compensation Specialists review and determine program eligibility for financial assistance in compliance with statutory requirements of the Victims of Crime Program.

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**JOB DUTIES**

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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.

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**ESSENTIAL QUALIFICATIONS**

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**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**

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, 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

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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>
<b>QUALITY CONTROL SPECIALIST</b>	<b>34</b>	<b>B</b>	<b>12.371</b>
<b>SUPERVISOR, QUALITY CONTROL SPECIALIST</b>	<b>36</b>	<b>B</b>	<b>12.370</b>

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**JOB SUMMARY**

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Quality Control Specialists review casework to determine compliance with federal and State laws, regulations, and agency policies and procedures.

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**JOB DUTIES**

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**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.

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**ESSENTIAL QUALIFICATIONS**

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<b>QUALITY CONTROL SPECIALIST</b>	<b>34</b>	<b>B</b>	<b>12.371</b>
<b>SUPERVISOR, QUALITY CONTROL SPECIALIST</b>	<b>36</b>	<b>B</b>	<b>12.370</b>

**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

**QUALITY CONTROL SPECIALIST  
SUPERVISOR, QUALITY CONTROL SPECIALIST**

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36            B        12.370**

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.
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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 |

<b>QUALITY CONTROL SPECIALIST</b>	<b>34</b>	<b>B</b>	<b>12.371</b>
<b>SUPERVISOR, QUALITY CONTROL SPECIALIST</b>	<b>36</b>	<b>B</b>	<b>12.370</b>

- |   |  |
|---|--|
| <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 |

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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>
<b>FAMILY READINESS SPECIALIST</b>	<b>31</b>	<b>B</b>	<b>12.375</b>
<b>SUPERVISOR, FAMILY READINESS SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>12.378</b>

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**JOB SUMMARY**

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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.

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**JOB DUTIES**

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**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.

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**ESSENTIAL QUALIFICATIONS**

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<b>FAMILY READINESS SPECIALIST</b>	<b>31</b>	<b>B</b>	<b>12.375</b>
<b>SUPERVISOR, FAMILY READINESS SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>12.378</b>

**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

**FAMILY READINESS SPECIALIST**  
**SUPERVISOR, FAMILY READINESS SPECIALIST**

**31            B            12.375**  
**35            B            12.378**

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.

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**SPECIAL REQUIREMENTS**

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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.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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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)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <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 |

<b>FAMILY READINESS SPECIALIST</b>	<b>31</b>	<b>B</b>	<b>12.375</b>
<b>SUPERVISOR, FAMILY READINESS SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>12.378</b>

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>
<b>MANAGER, JUVENILE SERVICES</b>	<b>41</b>	<b>A</b>	<b>12.523</b>

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**JOB SUMMARY**

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Managers, Juvenile Services oversee and manage the care, custody, education, counseling, and training of committed youth in a State youth training facility.

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**JOB DUTIES**

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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

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**ESSENTIAL QUALIFICATIONS**

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**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.

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**SPECIAL REQUIREMENTS**

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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.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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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)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <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)*

- 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**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ASSOCIATE WARDEN</b>	<b>44</b>	<b>A</b>	<b>12.553</b>

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**JOB SUMMARY**

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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.

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**JOB DUTIES**

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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.

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**ESSENTIAL QUALIFICATIONS**

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**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.

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**SPECIAL REQUIREMENTS**


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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.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**


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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)

- |   |  |  |  |   |
|---|--|--|--|---|
| <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 |

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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>
<b>CHAPLAIN</b>	<b>34</b>	<b>B</b>	<b>12.583</b>

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**JOB SUMMARY**

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Chaplains provide and coordinate ministry in a pluralistic setting and work with representatives of various faiths who conduct specialized ministries or rites.

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**JOB DUTIES**

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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

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**ESSENTIAL QUALIFICATIONS**

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**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**

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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

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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>
<b>CORRECTIONAL SERGEANT</b>	<b>39</b>	<b>D</b>	<b>13.311</b>

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**JOB SUMMARY**

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Correctional Sergeants supervise and coordinate the day-to-day work of staff in the custody, discipline, and welfare of inmates in State correctional facilities.

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**JOB DUTIES**

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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

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**ESSENTIAL QUALIFICATIONS**

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**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.

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### **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.

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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 |

*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.