

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #24-26
Posting Expires: July 20, 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:

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

Basis for Recommendation

Subject Matter Experts (SMEs) within the Division of Human Resource Management (DHRM) are revising the duty statements of the base and supervisor I levels. The language adjustments are being made to maintain consistency in formatting, structure, hierarchy, and language use. The current State classification structure ensures a clear delineation between levels. The Clinical Program Planner (base level) job title will remain in Collective Bargaining Unit (CBU) D as it is a professional employee that does not provide health care and does not supervise and the Supervisor I, Clinical Program Planner will remain in CBU J as this is the supervisory level.

Changes to the job specification are noted as follows: additions in blue and deletions in red.

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

Objections to the proposed classification changes must be received in writing through mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by July 20, 2026. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management.

POSTING DATE: June 18, 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>
CLINICAL PROGRAM PLANNER	38	B	10.129
SUPERVISOR I, CLINICAL PROGRAM PLANNER	40	B	10.128
SUPERVISOR II, CLINICAL PROGRAM PLANNER	42	A	10.125

JOB SUMMARY

Clinical Program Planners perform planning and analytical functions in support of clinical programs and activities requiring graduate level education in health-related or social science planning and research.

JOB DUTIES

CLINICAL PROGRAM PLANNER

1. ~~Oversee activities for a portion of a large program with multiple service delivery points.~~ Plan, coordinate, and monitor quality improvement and strategic planning activities.
2. Develop policies and procedures for quality assurance and quality improvement processes.
3. Design and conduct program evaluations for program planning, budget development, and resource allocation.
4. Develop clinical practice guidelines and standards.
5. Oversee, collect, and analyze data, prepare reports, and identify trends and cause/effect relationships.
6. Conduct clinical case reviews to evaluate the appropriateness of clinical services provided and compliance.
7. Monitor the availability of external funding for new and ongoing activities.
8. Research and write a variety of correspondence, recommendations, and reports.
9. Design, conduct, or ~~supervise~~ *oversee* literature or field research.
10. Develop and administer contracts, grants, and their processes.
11. Develop clinical practice guidelines and standards and prepare and present training programs.
12. Provide technical assistance ~~to clinical supervisors~~ in the use of clinical tools and evidence-based practices.
13. Assess the quality of care in delivery of services and evaluate the attainment of program goals.
14. Serve as a liaison to advisory or policy-making committees as needed.
15. 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.~~
16. *Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.*
17. 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~~ *quality improvement and quality assurance, program planning, program evaluation, and contract administration.*
3. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
4. Perform related duties as assigned.

CLINICAL PROGRAM PLANNER	38	B	10.129
SUPERVISOR I, CLINICAL PROGRAM PLANNER	40	B	10.128
SUPERVISOR II, CLINICAL PROGRAM PLANNER	42	A	10.125

SUPERVISOR II, CLINICAL PROGRAM PLANNER

1. Duties performed at the previous levels, AND:
2. Oversee the centralized planning, research, and evaluation function.
3. Quality improvement and quality assurance for internal programs and community providers.
4. Conduct program planning, program evaluation, contract administration, and grant management.
5. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CLINICAL PROGRAM PLANNER

Two or more years of applicable experience as described in the job duties and a Master’s degree in a field of study applicable to the job duties.

SUPERVISOR I, CLINICAL PROGRAM PLANNER

Three or more years of applicable experience as described in the job duties with a minimum of one-year *of* 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 *of* supervisory experience and a Master’s degree in a field of study applicable to the job duties.

KNOWLEDGE, SKILLS, AND ABILITIES

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

CLINICAL PROGRAM PLANNER

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Social science research design and methodology; statistical analysis; current issues in quality assurance and program evaluation of clinical service delivery systems.
- National standards of client care; utilization review principles; current mental health, intellectual disability, and/or child development treatment modalities; current diagnostic classification systems.
- Application and interpretation of standard psychometric tests; use of automated information systems for data analysis.

Skill in:

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

Ability to:

- Translate service delivery outcomes into valid program evaluation measures; design consumer satisfaction surveys and other data collection instruments; analyze problems in administrative and service delivery systems and propose feasible alternatives.

CLINICAL PROGRAM PLANNER	38	B	10.129
SUPERVISOR I, CLINICAL PROGRAM PLANNER	40	B	10.128
SUPERVISOR II, CLINICAL PROGRAM PLANNER	42	A	10.125

- Communicate effectively with program staff and contractors to gain compliance with reporting and funding requirements; provide constructive program evaluation feedback; oversee contractor selection procedures and contract administration.
- Deliver presentations; write effective correspondence, grant proposals, and technical reports; analyze budget requests and reports; monitor expenditures against approved budgets; review clinical case records for appropriateness of clinical services provided and compliance with policies and procedures.
- *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 I, CLINICAL PROGRAM PLANNER

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

Knowledge of:

- Components of strategic planning; principles and practices of supervision.

Ability to:

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

SUPERVISOR II, CLINICAL PROGRAM PLANNER

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

Ability to:

- Develop a coordinated approach to planning, research, and evaluation for clinical programs.

SPECIAL REQUIREMENTS

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.

CLINICAL PROGRAM PLANNER	38	B	10.129
SUPERVISOR I, CLINICAL PROGRAM PLANNER	40	B	10.128
SUPERVISOR II, CLINICAL PROGRAM PLANNER	42	A	10.125

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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