



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEALTH/HUMAN SERVICES PROFESSIONAL TRAINEE	30	B	10.247

Under immediate supervision, incumbents perform duties below the journey level while receiving training for advancement to an entry-level professional health/human services class. This class may be used for entry into Child Care Development Surveyor, Developmental Specialist, Health Program Specialist, Psychiatric Caseworker, Quality Assurance Specialist, and other professional health/human services series in any department of State government.

Employees in this class receive on-the-job training in the duties performed in the particular professional field. Training received is designed to prepare individuals to do the entry-level work in a particular class. On the job training may be supplemented by formal or informal classroom courses and/or workshops.

Duties will involve assignment of entry-level professional work that is closely monitored by a journey-level professional or supervisor in the particular field. Duties may include performing technical and/or paraprofessional work in the professional field in order to build a foundation of theoretical and/or experiential knowledge.

This is an entry-level trainee class. Employees in this class will progress within the appropriate professional series pursuant to regulations regarding automatic advancement.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Some series that may utilize the Health/Human Services Professional Trainee class strictly require at least a Bachelor's degree to qualify. For those series, only applicants who possess a Bachelor's or higher degree may be considered qualified for this class.

INFORMATIONAL NOTE:

- * Applicants who possess a Bachelor's degree in a discipline directly related to the field in which the applicant is to be trained will not be required to take the written examination for Health/Human Services Professional Trainee.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in social work, early childhood development, psychology, public health, special education, nursing, or other discipline directly related to the field in which the applicant is to be trained; **OR** two years of journey level technical or paraprofessional experience in the field in which the applicant is to be trained (NOTE: some jobs strictly require a Bachelor's degree). (*See Special Requirement and Informational Note*)

MINIMUM QUALIFICATIONS (cont'd)

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

Working knowledge of: problem solving techniques; research techniques; basic mathematics. **Ability to:** write grammatically correct correspondence; read and understand technical information related to the profession; communicate verbally to express ideas and explain problems/solutions/findings; analyze problems and develop logical solutions; interact effectively with clients and/or staff from a variety of backgrounds.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for the professional class series.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.247

ESTABLISHED: 8/10/07UC