



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**  
**HR#46-16**

May 11, 2016

**TO:** DHRM Listserv Recipients

**FROM:** Peter Long, Administrator *Peter Long*  
Division of Human Resource Management

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES

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Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Rachel Baker at [rbaker@admin.nv.gov](mailto:rbaker@admin.nv.gov) no later than June 9, 2016.

If no written objections are received in this office by June 9, 2016, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

# NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **Posting #47-16**  
Posting Expires: **June 9, 2016**

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
5.204	Administrator, Southern Office and Teacher Licensing	42	A	<i>5.204</i>	<i>Educator Licensure Director</i>	<i>41</i>	<i>A</i>

## ***Basis for Recommendation***

As the result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts for the Nevada Department of Education and the Division of Human Resource Management, it was determined that modifications to the Administrator, Southern Office & Teacher Licensing class specification be completed as a result of changes to the duties and responsibilities of the class.

It is recommended that the current class title be changed to Educator Licensure Director as the position no longer acts in the capacity of an Administrator. This is similar to the Education Programs Director and will provide consistency with how the agency titles positions.

It is also recommended that the requirement of a Master's degree be changed to a Bachelor's degree from an accredited college or university in education, education administration, business, public administration or closely related field and that there be an increase in the number of years of professional level experience from three years to five years. Furthermore, it is recommended that the duties and responsibilities for educator licensure and background investigations be expanded. It is also recommended that responsibility for administration of the statewide school transportation program be removed. These modifications required minimal changes to the Entry Level and Full Performance, Knowledge, Skills and Abilities.

Lastly, due to the changes in the minimum qualifications and duties performed, it is recommended that the grade for the position be decreased from a grade 42 to a grade 41. This provides alignment with the Education Programs Director, 5.205, grade 41 positions.

Both management and agency human resource personnel within the division participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

***Note: Changes, additions and/or deletions on the class specification are noted 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 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

**Objections to the proposed change(s) must be received in writing by June 9, 2016.** Objections should be addressed to Rachel Baker, Supervisory Personnel Analyst, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

**POSTING DATE: May 11, 2016**



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>
<del>[ADMINISTRATOR, SOUTHERN OFFICE &amp; TEACHER LICENSING]</del> <b>EDUCATOR LICENSURE DIRECTOR</b>	<del>[42]</del> <b>41</b>	A	5.204

Under ~~[general]~~ *administrative* direction of ~~[the]~~ *a Superintendent or Deputy Superintendent* ~~[of Public Instruction,] in the Department of Education,~~ the ~~[Administrator, Southern Office and Teacher Licensing]~~ *Educator Licensure Director* is assigned to represent the department and Superintendent to local educational agencies, postsecondary institutions, and other groups and constituencies; provide *statewide* leadership and direction to ~~[the Southern Office of the Department of Education,] the Educator Licensure unit;~~ plan, organize and direct the agency to accomplish the work of the Commission on Professional Standards in Education ~~[CPSE] (COPS); and administer the State's [teacher licensing and student transportation programs] Educator Licensure and Background Programs. [and provide general oversight of the Commission on Postsecondary Education.]~~

Represent the department and Superintendent at meetings of *school districts, educator preparation institutions,* educational ~~[agencies,] organizations, [postsecondary institutions]~~ and other groups; *prepare and deliver presentations to the Nevada Legislature, State Board of Education and other public bodies;* respond to requests for information from a wide variety of groups and individuals including, *but not limited to,* school district administrators, ~~[CPSE] COPS~~ members, ~~[teacher] licensure~~ applicants, legislators, media representatives, *educator preparation program faculty and administrators, national education organizations, and other State Directors of Educator Licensure programs;* and ~~[the public, speak for the Superintendent regarding issues both within and outside assigned programmatic areas,] serve as a member of the department's [management] leadership team. [and the department's liaison for Southern Nevada Board of Education members.]~~

Oversee the activities associated with the ~~[CPSE] COPS~~, a statutorily authorized commission appointed by the Governor; facilitate meetings of the Commission; promote ~~[CPSE] COPS~~ goals and objectives and ensure Commission requirements are carried out; draft and review proposed legislation and, upon request, provide testimony before appropriate legislative committees on behalf of the ~~[CPSE] COPS~~.

Plan, organize, coordinate and administer the activities of staff in the department's ~~[southern office and teacher licensing function,] statewide offices of Educator Licensure,~~ in conjunction with program supervisors; ~~[provide for] direct and administer~~ training and staff development opportunities; supervise and evaluate the performance of assigned personnel; *under the direction of the Superintendent or Deputy Superintendent* oversee ~~[and manage] office facilities in the southern region.~~

Direct and administer the statewide ~~[teacher] educator licensure [and teacher training] program on behalf of the Superintendent of Public Instruction and in accordance with Chapter 391 of Nevada Revised Statute (NRS), Nevada Administrative Code (NAC) and Federal Guidelines;~~ review and approve or deny requests for *initial licensure, renewals, and extensions;* ~~[and fingerprint clearance,] provide technical expertise to school districts, educator preparation programs,~~ and local and State associations regarding requirements and restrictions related to specific ~~[teaching] educator~~ licenses and endorsements to ensure ~~[teachers] educators~~ are placed in assignments consistent with their qualifications and licensing; *and* interpret licensure statutes and regulations to determine eligibility of applicants ~~[that] who~~ do not meet standard ~~[forms of] experience and educational background. [; recommend licensure revocation as appropriate.]~~

~~[Direct and administer the statewide school transportation program including the development and implementation of school bus standards and bus driver training and standards; review and approve the written~~

~~proficiency examination for school bus drivers; interpret and implement applicable regulations, policies and procedures; prepare and submit comprehensive mandated reports and represent the State at local and national school transportation meetings.]~~

*Direct and administer the educator licensure background process; ensure applicants and educator licensure staff comply with fingerprinting background requirements pursuant to NRS 391.033; submit applicant fingerprints to Department of Public Safety (DPS) in a timely manner for background processing; maintain secure tracking of fingerprint submissions for accountability purposes; act as department liaison with DPS, Nevada Attorney General's Office, authorized vendors and licensure applicants for all issues regarding background processing; review all criminal history reports to determine applicant eligibility for licensure; request clarification or further information from applicants as necessary to make determinations; ensure files, which are eligible for issuance, are released to licensure analysts for processing in a timely manner; send denial letters to ineligible applicants as required; when a licensee is arrested, monitor status of legal proceedings; obtain certified copies of court documents upon conviction of licensee; request the Nevada Attorney General's Office to petition for revocation or suspension of the educator's license pursuant to NRS 391.330; attend meetings, at which petitions will be heard, to testify on behalf of the Department of Education.*

Develop and submit annual budgets for assigned programs; ~~[and the southern office;]~~ evaluate budget requests in relation to ~~[the]~~ needs, priorities and goals of ~~[the southern office]~~ *assigned programs*; review and approve expenditures for *technology*, supplies, equipment purchases and repairs, travel and other items; prepare budget recommendations and justifications as requested.

*Oversee the fiscal accounting of assigned programs to include, but not limited to, the following: daily, weekly, monthly and yearly reconciliation of funds deposited; credit card processing; chargeback and dispute monitoring; and develop and maintain accurate policies and procedures to ensure accuracy and security of all funding sources.*

Ensure compliance with all educational statutes including State laws and regulations, federal program rules and guidelines, and departmental policies and procedures; interpret, apply and explain program requirements; maintain current knowledge of pertinent State budgetary, purchasing and personnel administrative regulations.

Perform related duties as assigned.

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## MINIMUM QUALIFICATIONS

### SPECIAL REQUIREMENTS:

- \* Possession of a valid driver's license *or equivalent mobility* is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: ~~[Master's degree from an accredited college or university in education, education administration, public administration, or closely related field and three years of experience in education administration which included responsibilities for program development and implementation; policy development; supervision of staff; promoting agency goals; and program evaluation.] Bachelor's degree from an accredited college or university in education, education administration, business, public administration or closely related field and five years of professional level experience to include program development, implementation and evaluation; policy development; supervision of staff; and budget development or administration. This experience must include at least one year of professional experience related to educator licensure or education administration; OR graduation from high school or equivalent and seven years of professional experience as described above; OR an equivalent combination of education and experience as described above. (See Special Requirements)~~

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

**Working knowledge of:** principles and practices of management and supervision; ~~[teacher]~~ **educator** licensing laws and regulations including education and experience requirements, endorsements and specialty assignments; ~~[motor vehicle laws applicable to school transportation; State standards governing equipment requirements for school buses and training requirements for school bus drivers;]~~ basic financial processes sufficient to develop budgets and account for expenditures. **General knowledge of:** ~~[university programs that offer degrees in education]~~ **educator preparation programs** that qualify for licensure; ~~[National Collegiate Association of Teacher Education (NCATE)]~~ policies and requirements for ~~[university accreditation, as]~~ **national/regional higher education accreditation** related to **educator preparation**; ~~[State accreditation for training of teachers;]~~ State standards leading to approval of ~~[education]~~ **traditional and alternative routes to educator licensure preparation** programs; **rules and regulations related to conducting background investigations**; ~~[within the State's universities for teacher licensure;]~~ mission and organization of the Department of Education. **Ability to:** read, comprehend and interpret administrative materials including State and federal laws, regulations, directives, manuals, trade and business publications, budgets and research reports; write grammatically correct business correspondence, comprehensive and analytical narrative and statistical reports, legislative proposals and other materials; communicate complex concepts clearly to various groups and individuals; make oral presentations to groups of various sizes; work effectively with diverse individuals and groups in the educational community; establish and maintain cooperative working relationships with others at all levels within and outside the department.

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

**Working knowledge of:** departmental policies and guidelines applicable to assigned program areas; State budget and personnel administration; mission, goals and activities of the ~~[CPSE]~~ **COPS**. **Ability to:** provide leadership and direction to professional and administrative support staff; ~~[in the southern office;]~~ make final decisions regarding ~~[teacher]~~ **educator** eligibility for licensure and license **suspension/revocation**; testify before legislative bodies to present new regulations, justify budget requests and explain technical aspects of assigned program areas; plan, organize, coordinate and manage the activities of the department's **statewide educator licensure offices**; ~~[southern office;-]~~ supervise and evaluate the performance of assigned personnel; represent the department and Superintendent at meetings with education administrators at the elementary, secondary and postsecondary school level, legislators, media representatives and the public; serve as a member of the department's ~~[management]~~ **leadership** team; develop, implement and evaluate statewide ~~[education]~~ **licensure** programs; prepare and control assigned budgets; **administer the statewide educator licensure background program; and administer reporting requirement for licensed personnel.**

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.

5.204

ESTABLISHED: 6/20/78  
REVISED: 1/20/80  
REVISED: 7/1/91P  
7/6/90PC  
REVISED: 12/24/97UC  
REVISED: 9/17/10PC  
**REVISED: 6/9/16UC**