

NEVADA OSOS SECURITY GROUPS

1. INTAKE AND ORIENTATION SPECIALISTS

Includes staff typically involved in providing assistance to job seekers that enter or otherwise contact the one stop center and local offices. This staff will need access to the job seeker search and detail screens to assist in directing the job seeker to the next appropriate service point or may provide the job seeker with the information regarding their next scheduled appointment or activity. For staff in this security group, read and write levels of security will be sufficient to perform their duties.

2. EMPLOYMENT SPECIALIST I

This security group includes staff that provides mediated service to jobseekers. Staff in this group collects and enters data into OSOS for an applicant/job seeker and provides core services to include referrals to jobs. Staff in this group typically will have read, write, modify and delete levels of security in the job seeker search and detail screens. They also have read rights to job orders and employer search and detail screens.

3. EMPLOYMENT SPECIALIST II

Staffs in this group have all the rights of the Employment Specialist I plus the ability to create, modify and do delete functions in the job order and the employer module. Staff in order writing units (ESO) would be included in this group.

4. CASE MANAGER

This group includes staff that provides mediated services to jobseekers. Staff in this group typically collects and enters data into OSOS that supports an employment plan and referral to and registration in funded services and activities. Staff have all the rights of the Employment Specialist II plus the ability to use the Comprehensive Assessment and the Employment Plan to its fullest. They will have read, modify, create and delete functions in the Assessment and Employment Plans.

5. MANAGER/SUPERVISOR

Staff in this group will have all the functions and authorities of the Case Managers plus the added functions of accessing their own office reports, service payments (fiscal module), staff inbox items and staff referrals-in within the Staff module.