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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#06-20

January 27, 2020

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – MEAT PLANT
MANAGER/SUPERVISOR/TECHNICIAN SERIES

Attached are revised 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 Deputy Administrator Beverly Ghan at bghan@admin.nv.gov no later than February 26, 2020.

If no written objections are received in this office by February 26, 2020, 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 #09-20
Posting Expires: February 26, 2020

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
	<i>New</i>			9.549	<i>Meat Plant Manager</i>	35	<i>B</i>
	<i>New</i>			9.548	<i>Meat Plant Supervisor</i>	33	<i>B</i>
	<i>New</i>			9.547	<i>Meat Plant Technician II</i>	31	<i>C</i>
	<i>New</i>			9.546	<i>Meat Plant Technician I</i>	29	<i>C</i>
	<i>New</i>			9.545	<i>Meat Plant Technician Trainee</i>	27	<i>C</i>

Basis for Recommendation

The Nevada System of Higher Education (NSHE), University of Nevada Reno (UNR), Business Center North (BCN) has requested that a new series be developed for the Agricultural Experiment Station of the University of Nevada, Wolf Pack Meats facility, which is a unique meat processing plant that specializes in student and professor interactions and educational opportunities. UNR has been operating this research, teaching and fully functional meat processing facility where students are able to obtain first-hand experience in meat production, retail distribution and packaging. Wolf Pack Meats is a United States Department of Agriculture (USDA) approved facility that processes all of its products on site as well as operating a retail establishment. Currently, UNR is utilizing the NSHE Specialist III, NSHE Specialist I, Research Aid II and Research Aid I to fill the positions at the facility; however, these classes do not fully encompass the breadth of requirements needed to properly meet the needs of Wolf Pack Meats and UNR.

Upon consultation with subject matter experts from UNR, BCN and analysts within the Division of Human Resource Management (DHRM) it is determined that a new series be developed to include Meat Plant Manager, Meat Plant Supervisor and Meat Plant Technicians.

Positions in this series participate in the slaughter of livestock and processing of carcasses for instructional, experimental, community service and retail purposes at the Agricultural Experiment Station of the University of Nevada.

- a) The Meat Plant Manager, under administrative direction, plans, organizes and manages operations at the Wolf Pack Meats facility. The incumbent directs slaughter, processing and packaging processes, and operations to ensure compliance with all applicable rules, regulations, policies, procedures, protocols and guides; is responsible for quality assurance, food safety and sanitation for the facility; ensures all safety and security standards are properly implemented; inspects facilities to identify any hazardous conditions, reports findings to management and ensures proper remediation; participates in the development and implementation of best practices; assists in the development and implementation of long- and short-range planning; develops, reviews, revises and implements operational policies and procedures; participates in the development, monitoring and maintenance of the biennial budget and/or program budget; coordinates business operations to include negotiating prices for meat products, marketing products and services, and participates in new product development; completes analytical, narrative and statistical reports; monitors all harvest and meat processing activities; and supervises Meat Plant Supervisor(s). This is the managerial level in the series.
- b) The Meat Plant Supervisor, under general direction, and in addition to performing the full range of duties described in the series concept, supervises toe day-to-day activities of lower level Meat Plant Technicians assigned to a specialty area such as harvesting or processing and may supervise administrative staff, student workers, laborers and/or volunteers as needed. The incumbent will

assist management in teaching, research, and business-related activities as required. This is the supervisory level in the series.

- c) The Meat Plant Technician II, under general supervision, and in addition to performing the full range of duties described in the series concept, functions as a lead worker over lower-level Meat Plant Technician(s) and/or student employees assigned to harvest and/or processing functions and may oversee student workers and/or laborers as assigned. The incumbent functions as the technical expert in their assigned area and may engage in teaching, research, and other business-related activities. This is the advanced journey level in the series.
- d) The Meat Plant Technician I, under general supervision, performs the full range of duties described in the series concept. This is the journey level in the series.
- e) The Meat Plant Technician Trainee, under close supervision, receives training in performing the duties described in the series concept. This is the trainee level in the series and progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance and with the recommendation of the appointing authority.

It is recommended that the Meat Plant Manager be allocated at a grade 35, the Meat Plant Supervisor be allocated at a grade 33, the Meat Plant Technician II be allocated at a grade 31, the Meat Plant Technician I be allocated to a grade 29, and the Meat Plant Technician Trainee be allocated at a grade 27. A two-grade differential between levels in the series is consistent with most class specifications within State service. The NSHE Specialist III (7.659, grade 35), NSHE Specialist I (7.661, grade 31), Research Technician (9.580, grade 28), Research Aid II (9.534, grade 25), and Research Aid I (9.555, grade 23) were utilized as comparisons in assisting with determining the appropriate grade levels. In addition, the abolished Meat Technician (9.515, grade 33), Meat Technician II (3.202, grade 33) and Meat Technician I (3.201, grade 30) were also utilized to compare duties, responsibilities and grade levels to the new series.

It is further recommended that the series be placed in the 9.000 Mechanical & Construction Trades Occupational Group; Sub-group G: Agricultural & Animal Research & Production.

The DHRM EEO Officer has assigned EEO-4 job category “B – Professional” to the Meat Plant Manager and Meat Plant Supervisor. These are occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training that provides comparable knowledge. The EEO-4 category assigned to the Meat Plant Technician II, Meat Plant Technician I and Meat Plant Technician Trainee is “C – Technician” which are occupations that require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. This is consistent with the previously abolished Meat Technician classes.

This new series will allow for consistent implementation of services, more appropriate minimum qualifications, create a more defined career ladder, and will allow for added upward mobility of existing staff.

Throughout the review, management staff within UNR, BCN and analysts within DHRM participated by offering recommendations and reviewing changes throughout the process and they support the recommended changes.

Changes to the class 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 209 East Musser Street, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/. For additional information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by February 26, 2020. Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: January 27, 2020



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>
<i>MEAT PLANT MANAGER</i>	35	B	9.549
<i>MEAT PLANT SUPERVISOR</i>	33	B	9.548
<i>MEAT PLANT TECHNICIAN II</i>	31	C	9.547
<i>MEAT PLANT TECHNICIAN I</i>	29	C	9.546
<i>MEAT PLANT TECHNICIAN TRAINEE</i>	27	C	9.545

SERIES CONCEPT

Meat Plant Technicians participate in the slaughter of livestock and processing of carcasses for instructional, experimental, community service and retail purposes at the Agricultural Experiment Station of the University of Nevada.

Slaughter animals including bovine, ovine, caprine and swine from local farmers or reared for research, instruction and retail projects involving breeding, nutrition, meat yield and physiology; process carcasses into wholesale and retail cuts in accordance with United States Department of Agriculture (USDA) regulations and standards.

Collect specimens such as fluids and tissue samples; preserve and store specimens for research analysis and/or instructional purposes; identify, measure and record requested information including breed, age, estimated fat content, specific gravity and other data specified by research and instructional staff; prepare bovine, ovine, caprine and swine carcasses and/or cuts of meat to be prefabricated for classroom (meat lab) instruction

Prepare cured and smoked products, ground meats, sausage, fermented items and other processed products; prepare packages for retail sales ensuring proper labeling and presentation.

Ensure livestock are treated humanely and meats and processed products are maintained according to sanitation standards; observe proper handling, packaging and cold storage procedures; supply meats and bones to restaurants and consumers; properly dispose of diseased, contaminated and nonedible meat; transfer hides to tanneries and by-products to rendering plants or landfill; ensure that condemned products do not enter commerce.

Maintain and control regulatory records from slaughter and processing activities to ensure that the meat plant is in compliance with USDA Food Safety and Inspection Services (FSIS) regulations; maintain and update Hazard Analysis and Critical Control Points (HACCP) plans as well as its prerequisite programs such as Sanitation Standard Operating Procedures (SSOP), food defense, animal welfare, supplier lists and pest control.

Perform light maintenance to equipment including hoists, splitting saws, grinders, mixers, dicers, stuffers and related equipment; sharpen knives and saws as necessary; operate laundry equipment to provide clean apparel for students and others; clean equipment and the premises.

Demonstrate proper techniques to slaughter and process bovine, ovine, caprine and swine; provide tours of the facility to interested groups, interns, and academic students upon request.

Coordinate carcass and meat cut displays for educational events such as 4-H clubs and Future Farmers of America (FFA) statewide contests.

MEAT PLANT MANAGER	35	B	9.549
MEAT PLANT SUPERVISOR	33	B	9.548
MEAT PLANT TECHNICIAN II	31	H	9.547
MEAT PLANT TECHNICIAN I	29	H	9.546
MEAT PLANT TECHNICIAN TRAINEE	27	H	9.545

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SERIES CONCEPT (cont'd)

Perform related duties as assigned.

CLASS CONCEPTS

Meat Plant Manager: *Under administrative direction, the incumbent plans, organizes and manages operations at the Wolf Pack Meats facility. The incumbent directs slaughter, processing and packaging processes and operations to ensure compliance with USDA, FSIS, HACCP, SSOP, Occupational Safety and Health Administration (OSHA), Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC), Institutional Meat Purchase Specifications (IMPS), and National Association of Meat Purveyors (NAMP) rules, regulations, policies, procedures, protocols and guides; is responsible for quality assurance, food safety and sanitation for the facility; ensures all safety and security standards are properly implemented; inspects facilities to identify any hazardous conditions, reports findings to management and ensures proper remediation; ensures staff is trained in safety and security protocols and procedures; serves as the primary contact for USDA inspectors.*

Participate in the development and implementation of best service practices; assist in the development and implementation of long- and short-range planning; develop, review, revise and implement operational policies and procedures.

Participate in the development, monitoring and maintenance of the biennial budget and/or program budget by estimating future expenditure levels based on historical data; making projections for future costs; monitoring fiscal transactions to ensure expenditures are in conformance with State, NSHE and department policies, regulations and budgetary limits; manage, monitor, purchase and ensure proper storage of inventory, supplies, equipment and materials necessary for continued operations; prepare comprehensive narrative and financial reports for presentation to stakeholders.

Coordinate business operations to include negotiating prices for meat products; market products and services; participate in new product development; ensure facility is properly staffed; maintain accurate and compliant records related to all business operations; complete analytical, narrative and statistical reports regarding business activities and operations as required.

Monitor all harvest and meat processing activities; coordinate with faculty and staff regarding research needs and student instruction; ensure facility is properly prepared for research trials; ensure proper collection and maintenance of harvest and processing data of each animal slaughtered; coordinate extension activities such as workshops, 4-H and FFA statewide contests.

Supervise Meat Plant Supervisors to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline; may supervise technical and administrative staff, students and/or volunteers as needed. This is the managerial level in the series.

Meat Plant Supervisor: *Under general direction, and in addition to performing the full range of duties described in the series concept, the incumbent supervises the day-to-day activities of lower level Meat Plant Technicians assigned to a specialty area such as harvesting or processing to include performance evaluations, work performance standards, work assignment and review, scheduling, training and discipline; may supervise administrative staff, student workers, laborers and/or volunteers as needed. The incumbent will participate and assist management in teaching, research, and business-related activities as required. This is the supervisory level in the series.*

MEAT PLANT MANAGER	35	B	9.549
MEAT PLANT SUPERVISOR	33	B	9.548
MEAT PLANT TECHNICIAN II	31	H	9.547
MEAT PLANT TECHNICIAN I	29	H	9.546
MEAT PLANT TECHNICIAN TRAINEE	27	H	9.545

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CLASS CONCEPTS (cont'd)

Meat Plant Technician II: Under general supervision, and in addition to performing the full range of duties described in the series concept, the incumbent functions as a lead worker over lower-level Meat Plant Technicians and/or student employees assigned to harvest and/or processing functions to include work assignment and review and training; and may oversee student workers and/or laborers as assigned. The incumbent functions as a technical expert in their assigned area and may engage in teaching, research, and other business-related activities as assigned. This is the advanced journey level in the series and is distinguished from lower level Meat Plant Technicians by its technical expertise and lead worker responsibilities.

Meat Plant Technician I: Under general supervision, incumbents perform the full range of duties as described in the series concept. This is the journey level in the series.

Meat Plant Technician Trainee: Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series and progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid driver's license or evidence of equivalent mobility at the time of appointment and as a condition of continuing employment.
- * Some positions may require Hazard Analysis and Critical Control Points (HACCP) certification which will be identified at the time of recruitment.

INFORMATIONAL NOTES:

- * A degree in animal science or closely related field at the Meat Plant Technician I is only equivalent to a maximum of 6 months experience.
- * A degree in animal science or closely related field at the Meat Plant Technician II is only equivalent to a maximum of one year of experience.

MEAT PLANT MANAGER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in animal science or closely related field and two years of experience in animal slaughter, meat inspection and meat processing, one year which included supervision; **OR** graduation from high school or equivalent education and four years of experience as described above, one year which included supervision; **OR** one year of experience as a Meat Plant Supervisor in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: all applicable rules, regulations, policies, procedures, and practices related to the handling, slaughter, processing, inspection and storage of meat and meat products; supervisory principles and practices. **General knowledge of:** business operations and practices; quality assurance; budgeting; accounting; marketing and sales. **Ability to:** develop, review, revise and implement operational policies, procedures, short- and long-range business plans, and best practices; prepare detailed analytical, narrative and statistical reports regarding business activities and operations; coordinate business operations to

MEAT PLANT MANAGER	35	B	9.549
MEAT PLANT SUPERVISOR	33	B	9.548
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MEAT PLANT TECHNICIAN TRAINEE	27	H	9.545

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MINIMUM QUALIFICATIONS (cont'd)

MEAT PLANT MANAGER (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application): (cont'd) include negotiating prices for meat products; market products and services; build effective partnerships with faculty, staff, State, county, local and federal agencies, and the business community; all knowledge, skills and abilities required at the lower levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: State and federal rules, regulations, policies, procedures and protocols regarding handling, slaughter, processing, inspection, storage and safety of meat and meat products. **Working knowledge of:** State and NSHE regulations and requirements related to budget development and maintenance, purchasing and personnel administration; university principles and practices related to research trials and proper collection and maintenance of samples and data.

MEAT PLANT SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in animal science or closely related field and one year of lead work experience in animal slaughter, meat inspection and meat processing; **OR** graduation from high school or equivalent education and three years of experience in animal slaughter, meat inspection and meat processing, one year which was in a lead worker capacity; **OR** one year of experience as a Meat Plant Technician II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: USDA, FSIS, HACCP, OSHA and SSOP rules, regulations, policies, procedures and practices. **General knowledge of:** supervisory principles and practices. **Ability to:** supervise and direct employees; prepare reports regarding activities of the meat plant; communicate effectively both verbally and in writing; all knowledge, skills and abilities required at the lower levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
 (These are identical to the Entry Level Knowledge, Skills and Abilities for Meat Plant Supervisor.)

MEAT PLANT TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in animal slaughter and meat processing; **OR** one year of experience as a Meat Plant Technician I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: State and federal rules, regulations, policies, procedures and practices related to the program area; safety principles and practices; operation and care of equipment and tools used in animal slaughter and processing; proper techniques in curing and smoking meats. **General knowledge of:** meat inspection rules, regulations and compliance standards; preparation of wholesale and retail cuts of meat according to USDA requirements and research protocols; IMPS and NAMP specifications. **Skill in:** the operation and light repair of equipment used in the slaughter, processing and storage of meat and meat products. **Ability to:** demonstrate and instruct on proper techniques to slaughter and process animals; communicate effectively with interns, academic students, interested groups and the general public; instruct and oversee students assigned to the research meat laboratory in animal slaughter, meat handling and cutting, and processing techniques; work cooperatively with research project leaders; all knowledge, skills

MEAT PLANT MANAGER	35	B	9.549
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MEAT PLANT TECHNICIAN TRAINEE	27	H	9.545

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MINIMUM QUALIFICATIONS (cont'd)

MEAT PLANT TECHNICIAN II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
and abilities required at the lower levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for Meat Plant Supervisor.)

MEAT PLANT TECHNICIAN I

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and one year of experience in animal slaughter and/or meat processing; OR one year of experience as a Meat Plant Technician Trainee in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: USDA rules and regulations; safety rules, regulations, policies, procedures and protocols; principles, practices and techniques in animal slaughter, meat handling and processing; preparation of cured, smoked, ground and fermented products. Skill in: the operation of equipment used in the slaughter, processing and storage of meat and meat products. Ability to: process carcasses into wholesale and retail cuts in accordance with USDA regulations and standards; estimate meat grades according to USDA quality and yield grade standards; obtain and record experimental data; collect specimens such as fluids and tissue samples; identify, measure and record requested information; perform light maintenance and repair of equipment; all knowledge, skills and abilities required at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for Meat Plant Technician II.)

MEAT PLANT TECHNICIAN TRAINEE

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and one year of semi-skilled experience in a ranch, animal slaughter, meat production, or similar environment; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: livestock handling. Ability to: learn the principles and techniques of animal slaughter, meat handling and processing; follow verbal and written directions; maintain records; read and understand manuals and orders; operate equipment used in the slaughter and processing of meat; operate laundry equipment; clean equipment; provide janitorial services; communicate effectively with coworkers and the general public.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for Meat Plant Technician I.)

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.

<i>MEAT PLANT MANAGER</i>	35	<i>B</i>	<i>9.549</i>
<i>MEAT PLANT SUPERVISOR</i>	33	<i>B</i>	<i>9.548</i>
<i>MEAT PLANT TECHNICIAN II</i>	31	<i>H</i>	<i>9.547</i>
<i>MEAT PLANT TECHNICIAN I</i>	29	<i>H</i>	<i>9.546</i>
<i>MEAT PLANT TECHNICIAN TRAINEE</i>	27	<i>H</i>	<i>9.545</i>

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	<u><i>9.549</i></u>	<u><i>9.548</i></u>	<u><i>9.547</i></u>	<u><i>9.546</i></u>	<u><i>9.545</i></u>
<i>ESTABLISHED:</i>	<i>2/26/20UC</i>	<i>2/26/20UC</i>	<i>2/26/20UC</i>	<i>2/26/20UC</i>	<i>2/26/20UC</i>