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DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#25-20

March 26, 2020

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – NATIONAL GUARD RANGE SPECIALIST

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 April 23, 2020.

If no written objections are received in this office by April 23, 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 #15-20
Posting Expires: April 23, 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> | | | 9.501 | National Guard Range Specialist | 33 | C |

Basis for Recommendation

As a result of an Individual Classification Study, and in partnership with subject matter experts from the Office of the Military, Adjutant General and National Guard, it has been determined that a new classification should be created to meet the needs of the National Guard in maintaining an automated weapons-qualifying training range.

Incumbents in this class oversee range and target construction; work in close concert of prime contractors; and maintain and repair electronic targetry systems which require the application of electronic principles and practices involving the installation, maintenance, calibration, repair, programming and modification of a variety of electronic and computerized equipment. Incumbents evaluate range requests to identify completeness and ensure proper planning and safety concerns have been met prior to scheduling range use; test electronic and electrical components to determine cause and location of equipment failure by operating multi-test instruments and evaluating resulting measurements to determine type and location of defects in circuits; and coordinate with State and federal agencies, vendors and private industries in the purchase of equipment required to repair, maintain and/or modify Nevada Army National Guard's equipment. Additionally, incumbents maintain assigned inventory of parts and equipment; maintain records related to the requisition, purchases, receipt, stocking, inventory, distribution, and property and equipment control by documenting information required by law, regulation and policy; and provide continual and courteous customer service to all shooters and visitors to the range.

In reviewing the job duties, it was determined that the class aligns with the 9.000 Mechanical & Construction Trades Occupational Group; Skilled Trades & Allied Sub-group E; and the EEO-4 job code C – Technicians. The grade comparison determined that the duties align with the Parks Maintenance Specialist, 9.500, grade 33.

Throughout the review, management and staff within the Office of the Military and analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes throughout the process and they support the proposed class specification, National Guard Range Specialist.

Note: This is a new class specification.

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 April 23, 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: March 26, 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>NATIONAL GUARD RANGE SPECIALIST</i> | 33 | C | 9.501 |

Under general supervision of the Lands and Ranges Officer in Charge in the Office of the Military, Nevada Army National Guard (NVARNG), the National Guard Range Specialist performs a variety of technical, maintenance and supply tasks related to the operation of an automated weapons-qualifying training range.

Oversee range and target construction; work in close concert of prime contractors; maintain and repair electronic targetry systems which require the application of electronic principles and practices involving the installation, maintenance, calibration, repair, programming and modification of a variety of electronic and computerized equipment.

Evaluate range requests to identify completeness and ensure proper planning and safety concerns have been met prior to scheduling range use; manage range resources to support scheduled range activities and ensure range is ready for training when training unit enters; act as unit agent in range setup, logistics coordination and training conflict resolution; restore range to fully operational condition after training to include inspecting and cleaning of ranges and targets; assist in range shutdown issues, emergencies, and equipment failure.

Test electronic and electrical components to determine cause and location of equipment failure by operating multi-test instruments and evaluating resulting measurements to determine type and location of defects in circuits; replace defective parts as needed.

Coordinate with State and federal agencies, vendors and private industries in the purchase of equipment required to repair, maintain and/or modify NVARNG's equipment; perform periodic physical inventory as assigned; count and record items such as office supplies, forms, janitorial supplies, equipment, parts and other materials as required.

Maintain assigned inventory of parts and equipment; maintain replacement and repair stock by researching part numbers, descriptions and prices; input, update, track and retrieve data related to range operations and efficiencies to reduce unnecessary range support and maintenance costs.

Maintain records related to the requisition, purchases, receipt, stocking, inventory, distribution, and property and equipment control by documenting information required by law, regulation and policy; assemble, file and distribute material safety data sheets for all hazardous materials; prepare range and training preventative reports.

Provide continual and courteous customer service to all shooters and visitors to the range.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

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

MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS: *(cont'd)*

- * *Candidates must successfully pass a background investigation prior to being considered for appointment.*

INFORMATIONAL NOTES:

- * *Positions may be required to work on evenings, weekends, and/or holidays.*
- * *Positions may be required to travel as needed.*
- * *Positions are exposed to the dangers of live fire ranges, explosions, insects and venomous snakes.*
- * *Work requires frequent bending, stooping, walking, standing and lifting heavy objects.*
- * *Must be able to obtain a security clearance per the Lautenberg Amendment.*
- * *Education above a high school degree or equivalent education does not exclude the required years of specialized experience in range safety.*

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and five years of experience with military weapons, ammunitions and Department of Defense range safety operations. This experience must have included three or more of the following: surface danger zone preparation, coordinating unit training schedules, range maintenance, and/or inventory and purchasing protocols; 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 the time of application):

Detailed knowledge of: military range safety requirements; scheduling requirements; qualification standards. Working knowledge of: regulations standards, procedures, methods and techniques applicable to safety and occupational health in the area of range safety; Microsoft office products; troubleshooting targeting problems. General knowledge of: Surface Danger Zones (SDZs); inventory and purchasing protocols and procedures; records maintenance. Ability to: read and interpret blueprints, drawings and specifications; repair and troubleshoot microprocessor based equipment; install, operate and troubleshoot diagnostic software; isolate and diagnose electronic problems and equipment malfunctions; resolve conflicts or issues as they arise with customers or staff; conduct field work in rough terrain and weather extremes; safely operate handheld and bench-mounted tools; routinely work in an outdoor environment subject to extreme heat, cold, dusty, windy and/or wet conditions; communicate effectively both verbally and in writing; establish priorities; organize and maintain records.

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

Working knowledge of: installation, relocation, set-up and servicing of automated targetry systems including the operation, repair and maintenance of target arrays and other command and control systems; range standard operating procedures and military tactical operations to coordinate and execute scheduled and unscheduled maintenance support.

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 series.

9.501

ESTABLISHED: 4/23/20