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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#34-20

April 10, 2020

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – CONSERVATION CAMP 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 May 8, 2020.

If no written objections are received in this office by May 8, 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 #20-20
Posting Expires: May 8, 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
1.868	Conservation Camp Area Supervisor	37	B	<i>1.868</i>	<i>Conservation Camp Area Supervisor</i>	<i>37</i>	<i>B</i>
1.870	Conservation Camp Supervisor	35	B	<i>1.870</i>	<i>Conservation Camp Supervisor</i>	<i>35</i>	<i>B</i>

Basis for Recommendation

At the request of the Nevada Division of Forestry (NDF) a review of the Conservation Camp Area Supervisor/Conservation Camp Supervisor series was completed.

In consultation with subject matter experts from NDF and analysts within the Division of Human Resource Management (DHRM) it is recommended that minor revisions be made to the series concept to update verbiage and clarify representative duties.

It is also recommended that the class concepts for both the Conservation Camp Area Supervisor and Conservation Camp Supervisor be revised to include additional duties representative of the class, update verbiage, and clarify language.

Furthermore, the Special Requirements of the Minimum Qualifications were amended to include language requiring completion of the NDF Resource Task Book within one year of appointment, with a Bachelor's degree in biology, ecology, natural resource management, forestry or closely related field functioning as a substitute to the NDF Resource Task Book. In addition, language was added requiring applicants to attach verification of completion for either the requisite degree and/or the NDF Resource Task Book.

Lastly, the Education & Experience, Entry Level and Full Performance Knowledge, Skills and Abilities of the Minimum Qualifications were amended to reflect these changes, clarify education and experience required and to maintain consistency with formatting and structure.

These recommended changes will allow for added upward mobility of existing staff as well as increase the applicant pool for external applicants.

Throughout the review, management and human resource staff within NDF and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed 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 May 8, 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: April 10, 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>
CONSERVATION CAMP AREA SUPERVISOR	37	B	1.868
CONSERVATION CAMP SUPERVISOR	35	B	1.870

SERIES CONCEPT

Positions in this series supervise the inmate work program at an assigned conservation camp facility or geographic area and are responsible for budget maintenance, project planning, community relations, camp resource and fire suppression programs, security planning, and supervision of assigned personnel. ~~[including emergency response firefighters.]~~

Manage the operation of a Nevada Division of Forestry (NDF) Conservation Camp or geographic area; represent programs to other government agencies, non-profit organizations, private companies and individuals; solicit, plan, assess and coordinate *conservation* work projects; negotiate and establish agreements for the completion of work.

Prepare assigned budgets; compile and review financial and statistical data; oversee the budget and monitor expenditures; plan and prepare equipment purchases; prepare, review and audit inmate payroll data and maintain good time credit records.

Prepare and review operational and incident reports; implement corrective actions as appropriate; develop and maintain security and emergency plans to ensure the safety of personnel, equipment and facilities.

Develop estimates for time, labor, skill level and equipment needed for *conservation* work projects; inspect work sites and evaluate work in progress; ensure compliance with established safety policies and procedures; evaluate security factors and implement appropriate precautions for community service and fire suppression projects.

Prepare and maintain records and reports related to camp equipment and supplies, fuel consumption, vehicle maintenance, purchasing and other operational needs; analyze requests for purchases, repairs and replacement of vehicles and equipment and determine appropriate course of action.

Manage and control inventory of equipment and supplies; inspect camp facilities and property; direct and arrange for service and repairs; field test equipment to provide resources necessary for work projects.

Select, train, supervise and evaluate the performance of assigned personnel *in the disciplines of natural resource management and wildland fire suppression*; delegate assignments and develop work performance standards; counsel and discipline staff as appropriate.

Assess staff training needs in conjunction with area and headquarters staff; schedule and implement training opportunities; locate reference materials and provide for instruction in safety, equipment operation and specialized resource conservation techniques.

Perform related duties as assigned.

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CLASS CONCEPTS

Conservation Camp Area Supervisor: Under general supervision, incumbents have responsibility for coordination and management of ~~[two of]~~ three conservation camps, ~~[a]~~ revenue generating enterprises in which inmates of ~~[honor]~~ camps are trained and employed in a variety of resource management, ~~[community service,]~~ emergency response and fire suppression projects. Incumbents prepare draft documents related to strategic, operational and business plans deemed necessary to ensure mandated goals are achieved; oversee and coordinate the pursuit of ~~[paying]~~ *paid* projects; and develop marketing plans for conservation camps.

Supervise Conservation Camp Supervisors, develop and implement work performance standards, evaluate performance, and provide direction and guidance to Conservation Camp Supervisors as required. Review reports and statistics related to projects, vehicle operations and maintenance, equipment maintenance, helitack, and camp fabrication and repair shops; *review* project billing~~[s,]~~ and training *reports* to ensure consistent operations; prioritize and implement staff assignments, vehicle placement, and budget transfers.

Participate in the development and implementation of camp policies, procedures and operational guidelines *for consistency between conservation camps*; ensure assigned camps meet legislative mandates; ~~[and follow NDF directives, guidelines, policies and procedure;]~~ review, monitor and reconcile monthly camp expenditures.

Negotiate local cooperator agreements that involve more than one camp; ensure project hazard assessments are completed and submitted; inspect projects for compliance with Occupational Safety and Health Administration (OSHA) requirements.

Serve as a member of the Regional Leadership Team to ensure coordinated function of operational programs.

Conservation Camp Supervisor: Under general supervision *of a Conservation Camp Area Supervisor*, incumbents are responsible for the overall management and operation of the inmate work program at an assigned conservation camp including budget maintenance, project planning, community relations, and supervision of Conservation Crew Supervisors *to include performance evaluations, work performance standard development, assigning and reviewing work, scheduling, training and discipline.* Incumbents also serve as the liaison with the Department of Corrections officials of the facility to which assigned in order to coordinate procedures and resolve operational problems and issues related to inmate labor.

Incumbents negotiate agreements for camp labor with NDF staff and/or local cooperators; actively market the conservation camp and its programs to landowners and land managers who have need of a skilled conservation labor force; ensure Conservation Crew Supervisors are meeting the negotiated agreements; ensure project hazard assessments are completed and submitted; inspect projects for compliance with Occupational Safety and Health Administration (OSHA) requirements.

Incumbents are responsible for direct oversight of training programs for staff that prepare them for inmate supervision, conservation, and wildland fire suppression work.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Applicants may be required to pass a thorough medical examination and physical agility test prior to appointment and ~~[for]~~ *as a condition of* continuing employment.
- * Applicants may be required to undergo a background investigation prior to being considered for employment.
- * A valid commercial driver's license is required ~~[at the time]~~ *within one year* of appointment and as a condition of continuing employment.

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MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

- * *Successful completion of the NDF Resource Task Book within one year of appointment is required at both levels in the series.*
- * *A Bachelor's degree in biology, ecology, natural resource management, forestry or closely related field can be substituted for the NDF Resource Task Book.*
- * *Applicants must attach verification of their college/university transcripts at the time of application if utilizing their degree as a substitute for the NDF Resource Task Book.*
- * *Applicants who have completed the NDF Resource Task Book must attach verification of completion at the time of application.*

INFORMATIONAL NOTE:

- * ~~Education may be substituted for experience on a year-for-year basis at the Conservation Camp Area Supervisor level.]~~

CONSERVATION CAMP AREA SUPERVISOR

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in biology, ecology, forestry, natural resource management, business or public administration, or related field and two years of journey level experience which included conservation and natural resource management activities or fire suppression, and supervision of staff; OR Associate's degree from an accredited college or university in forestry, natural resource management, business or public administration, or related field and three years of experience as described above; [which included conservation and natural resource management activities, fire suppression, and supervision of staff;] OR graduation from high school or equivalent education and [five] four years of experience as described above; OR [two years] one year of experience as a Conservation Camp Supervisor in Nevada State service; OR two years of experience as a Conservation Crew Supervisor III in Nevada State service; [which included supervision of employees and financial management, and recordkeeping; OR an equivalent combination of education and experience on a year-for-year basis;] OR an equivalent combination of education and experience as described above. (See Special Requirements) [~~and Informational Note]~~]*

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

Working knowledge of: principles of natural resource conservation; management practices sufficient to oversee the activities and staff in multiple locations; [~~division personnel policies;~~] operation of computers including word processing, spreadsheet and database management software; financial and statistical recordkeeping techniques; strategic planning and program development processes. **Ability to:** plan, develop and manage program budgets; and all knowledge, skills, and abilities required at the lower level.

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

Working knowledge of: goals, objectives and purposes of the conservation camp program; State purchasing policies and procedures; *State personnel policies and procedures;* [~~strategic planning and program development processes;~~] conservation camp program and its relationship to the Department of Corrections; development and administration of a program budget; marketing and community relations techniques. **Ability to:** provide guidance, consistency and oversight regarding conservation camp operations, staff, fiscal administration, purchasing, safety and training at assigned camps; establish and maintain positive and effective working relationships with Department of Corrections management to ensure program success.

CONSERVATION CAMP SUPERVISOR

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in biology, ecology, forestry, natural resource management, business or public administration, or related field and one*

MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION CAMP SUPERVISOR (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

year of journey level experience supervising work crews assigned to fire suppression and/or resource management; recordkeeping; inventory control; and equipment maintenance; OR Associate's degree from an accredited college or university in forestry, natural resource management, business or public administration, or related field and two years of journey level experience as described above; OR [G]graduation from high school or equivalent education and three years of journey level experience as described above; [comparable to a Conservation Crew Supervisor III in Nevada State service which included supervising inmate work crews assigned to conservation, fire suppression, resource management and community service projects recordkeeping, inventory control and equipment maintenance;] OR [three years] one year of experience as a Conservation Crew Supervisor III in Nevada State service; 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: [~~silviculture and urban landscape problems and solutions; principles of~~] natural resource conservation *principles and forest and rangeland management practices; wildland fire behavior and suppression tactics, techniques, [strategy] strategies* and logistical support *to include the use of tools and equipment.* [~~; wildland fire behavior and suppression techniques including the use of tools and equipment.~~] **General knowledge of:** [~~State purchasing policies and procedures; personnel rules and regulations;~~] operation of computers including word processing, spreadsheet and database management software. **Ability to:** plan, organize and coordinate the work of assigned personnel and inmate crews; compile data and calculate inmate good time credits; establish cooperative and effective working relationships with federal, State and county agencies, non-profit organizations, private companies and individuals; promote the services of the Conservation Camp program to the community; estimate the time required and cost of personnel, equipment and materials for completion of work projects; develop and administer emergency action plans; audit equipment use, inventory and funds to ensure proper utilization and accounting; evaluate training needs of staff and provide for training opportunities; prepare budget requests and monitor expenditures; coordinate inmate activities with Department of Corrections administrators.

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

This class series 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 series.

	<u>1.868</u>	<u>1.870</u>
ESTABLISHED:	7/2/01R 12/7/01PC	7/1/97P 6/24/96PC
REVISED:		
REVISED:		
REVISED:		
REVISED:		7/1/01LG
REVISED:		7/2/01R
		12/7/01PC

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REVISED:

7/1/05R

7/1/05R

6/20/06UC

6/20/06UC

REVISED:

9/26/08R

9/26/08R

12/15/08UC

12/15/08UC

REVISED:

5/6/11PC

5/6/11PC

REVISED:

5/8/20UC

5/8/20UC