STATE OF NEVADA
PERSONNEL COMMISSION

Carson City at the Gaming Control Board, 1919 College Parkway, Carson City, Nevada 89701; and via video conference in Las Vegas at the Grant Sawyer State Building, Room 2450, 555 East Washington Avenue.

MEETING MINUTES (Subject to Commission Approval)
Friday, December 9, 2016

COMMISSIONERS PRESENT IN CARSON CITY: David Read, Commissioner

STAFF PRESENT IN CARSON CITY:
Shelley Blotter, Deputy Administrator, DHRM
Cassie Moir, Deputy Administrator, DHRM
Shane Chesney, Senior Deputy Attorney General
Carrie Hughes, Personnel Analyst, DHRM

COMMISSIONERS PRESENT IN LAS VEGAS: Katherine Fox, Chair
Andreas Spurlock, Commissioner
Gary Mauger, Commissioner

STAFF PRESENT IN LAS VEGAS: Peter Long, Administrator, DHRM
Heather Dapice, Supervisory Personnel Analyst, DHRM

COMMISSIONER NOT PRESENT AT THE MEETING: David Sanchez, Commissioner

I. CALL TO ORDER, WELCOME, ROLL CALL, ANNOUNCEMENTS

Chairperson Fox: Called the meeting to order. She took roll and a quorum was established.

II. PUBLIC COMMENT NOTICE: Read into record by **Chairperson Fox.**

No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

Chairperson Fox: Asked if there were any public comments. There were none.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING.

A. September 30, 2016

MOTION: Motion to approve the minutes of the meeting dated September 30, 2016.
BY: Chairperson Fox
SECOND: Commissioner Read
VOTE: Motion passed unanimously.

IV. PRESENTATION OF HEARING OFFICER CASE HANDLING STATISTICS AND POSSIBLE DECISION TO RENEW THE HEARINGS DIVISION AND/OR THE INDEPENDENT CONTRACTOR CONTRACTS

Shelley Blotter: Presented the statistics from the Hearing Officers. She noted the information in the packet allowed Board Members to review the average number of days from appeal to outcome, the average cost per case for each appeal and the type of outcomes that we have been receiving. They are pleased with the services that are being provided by both the Hearings Division and the independent contractor, Charles Cockerill.

They presented these statistics for the Commission and were also asking for a decision on whether to extend the contracts of the Hearings Division, as well as Mr. Cockerill. If the decision were to extend the contract, it would be as of July 1, 2017 and can extend the contract for the Hearings Division up to four years and Mr. Cockerill for three years. If the decision were to choose to renew both of them, it is recommended three years for both so they can stay on the same timeframe for both contracts and handle them together.

Chairperson Fox: Noted she was going to read some items of the statistics into the record. She stated, it appears that the average number of days for appeal to outcome remains below the six month processing time and there's been a decrease in processing time during the last two fiscal years. It also appears that the cost per appeal has dropped since the Hearings Division was contracted to perform the hearings function. In most cases assigned to the Hearings Division, Hearing Officers and Mr. Cockerill did not result in a hearing as they were settled, withdrawn or dismissed.

Over 90% of the decisions by the Hearings Division Hearing Officers and Charles Cockerill have not been appealed. In the summary provided, it is the position of the Division of Human Resources Management, Hearings Division Hearing Officers and Mr. Cockerill's performance is considered timely, has resulted in a lower cost compared to when a pool of independent contractors were used and they are decisions not being overturned by District Court. Therefore, it indicates to Commissioners, this new approach to the hearing of cases has been positive for both employees and management. Ms. Blotter said that the Division of Human Resources Management has been pleased with this new approach also.

Bryan Nix: Introduced himself as a Senior Appeals Officer for the Hearings Division. He thanked Shelley for keeping track of these statistics. It's something they used to have to do, although they still do track, it's pleasant to see its being handled by Shelley who does such a great job. He noted, they are very pleased with this contract. They've had some challenges. They didn't get positions requested in this year's budget. It's been a bit of a challenge finding courtrooms and managing them with our current staff.

But, from the statistics our costs are down, it's being done in a timely manner and they plan on continuing.

Charles Cockerill: Introduced himself as an Attorney with Allison MacKenzie Law Firm in Carson City. He's been doing this work since 2010. His specialty is representing employers and he thinks he has done a good job being a reasonable Hearing Officer over the last number of years. He is aware and happy with the recommendation but is also happy to continue to serve the State of Nevada as a Hearing Officer for up to three years.

David Read: Stated, he's very pleased to see these numbers. The hearing system seems to have evolved very nicely. He understood that Mr. Cockerill was kind of a back-up in case Hearings Division, Hearings Officers couldn't hear the case. It is now understood that he is regularly scheduled but from an employee standpoint, it's nice to have someplace to go other than just the Hearings Division, Hearings Officers. He doesn't really see any significant cost savings. They seem to be doing very well with both the Hearings Officers and Mr. Cockerill compared to what was done in the past.

MOTION:	Motion to continue with the Hearings Division handling personnel appeal hearings, as well as the contract with Mr. Cockerill, beginning July 1, 2017 for three years.
BY:	Commissioner Read
SECOND:	Chairperson Fox
VOTE:	Motion passed unanimously.

V. DISCUSSION AND APPROVAL OR DENIAL OF PROPOSED REGULATIONS CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284

A. LCB File No. R024-16
- Sec. 1. NAC 284.5405 Annual Leave: Credit upon reinstatement, rehiring, reemployment or transfer.
- Sec. 2. NAC 284.551 Sick Leave: Credit upon rehiring, reemployment or transfer.

Carrie Hughes: Introduced herself as Personnel Analyst with the Division of Human Resource Management. The Division recommends the amendments including NAC 284.5405 and 284.551 to address the treatment of leave balances of non-classified employees, Nevada System of Higher Education employees and any employees of a governmental agency acquired for administration by the State when an employee is appointed to a non-classified, unclassified or classified position without a break in service. As this type of movement is not frequent, questions have occurred as to the rights of these employees.

These amendments will ensure consistency in the future. The first substantive amendment strikes the term 'unclassified employee' as used in relationship to positions in the Nevada System of Higher Education. This language is confusing as such a term is not used within the system. It has been replaced with "employees occupying a position within the Nevada System of Higher Education," in both regulations, to clarify that a Nevada System of Higher Education employee may transfer his/her leave balances to the new appointment.

The amendments also propose to remove the requirement to recalculate leave balances when such movement occurs. These provisions have previously been included as Nevada System of Higher Education employees that are in not in the classified service and employees of a governmental agency acquired for administration by the State may have had leave accrual rates that are different than those provided for employees in the classified and unclassified service.

These amendments will simplify this process and reduce staff time required to make the recalculation. The amended regulations will now allow an employee to transfer over an amount of annual leave that does not exceed the accrual rate of a classified or unclassified State employee and all of his/her accrued sick leave.

Commissioner Mauger: Asked for clarification, if the individuals going from one department to another, or in this situation, from the Nevada System of Higher Education to another Department but don't incur a break at all or leave the employ of the State and are then able to come back? **Carrie Hughes:** Noted, this portion of the regulation addresses those that are moving without a break in service from either the Nevada System of Higher Education or these acquired governmental agencies, or also the non-classified. Those moving between different departments that are in the classified or unclassified are addressed a little differently.

Commissioner Spurlock: Asked to clarify if are we talking more about the change in the employee's status than classified versus unclassified. He didn't get the impression that simply a change in department, with no break in service, as long as the employee kept the status was any issue. **Carrie Hughes:** Noted, they are moving sometimes from different organizations. But yes, it is the change coming into the classified and unclassified service.

Shelley Blotter: Provided the following example, if the person had held a position in the administrative faculty in the Nevada System of Higher Education and then accepted a position in the unclassified service within the Department of Health and Human Services, they would be able to bring over their leave balances if they had not incurred a break in service. It's really addressing that type of movement.

Chairperson Fox: Clarified, it just cleans up the language so that in essence, their leave banks transfer in totality instead of doing some calculation that was confusing and difficult to accomplish. **Carrie Hughes:** Clarified that their sick leave would transfer in total but their annual leave would not exceed that of the accrual rate of a classified or unclassified employee and that there might be an adjustment there.

Commissioner Mauger: Asked, as an example, if an employee moves from one department to another department, they are carrying their time with them. **Carrie Hughes:** Stated, this is talking about moving the leave balances. So yes, there's sick and annual time moving that so it's available.

Commissioner Mauger: Noted, a concern with this choice to be in a new department, is that the individuals that are there now with X amount of years, versus those carrying their time over, could create a hostile situation. The concern is basically that the individual will be afforded the right to carry their longevity over and then the individuals working in there. **Peter Long:** Stated, this is just simply an annual leave balance. This is not longevity.

MOTION: Motion to approve Item V., A., LCB File No: R024-06.
BY: Commissioner Mauger
SECOND: Commissioner Spurlock
VOTE: Motion passed unanimously.

VI. DISCUSSION AND APPROVAL OR DENIAL OF CLASS SPECIFICATION MAINTENANCE REVIEW

A. Social Services & Rehabilitation
1. Subgroup: Rehabilitation
a. 12.433 Rehabilitation Technician Series
b. 12.449 Rehabilitation Instructor Series
2. Subgroup: Juvenile
a. 12.523 Assistant Superintendent, Youth Facility
b. 12.532 Head Group Supervisory Series
c. 12.535 Group Supervisor Series

Heather Dapice: Introduced herself as a Supervisory Personnel Analyst with the Division of Human Resource Management Classification Unit. She presented for approval recommendations of changes to the class specifications for the Rehabilitation Technician and Rehabilitation Instructor. These are items IV., A., 1., a. and b. on the agenda.

The Division recommended that minor revisions be made to refresh the language and to maintain consistency with formatting and structure. These class specifications were reviewed and revised as part of Biennium Class Specification Review Process. The changes were identified in red in the handouts provided. The Division requested that the Commission approve the recommendations effective this date.

MOTION: Approval of Item VI., A, 1. Subgroup: Rehabilitation
BY: Chairperson Fox
SECOND: Commissioner Read
VOTE: Motion passed unanimously.

Heather Dapice: Stated, Regarding Item VI., A., 2. a., Assistant Superintendent Youth Facility, VI., A., 2. b., Head Group Supervisor and VI., A., 2., c., Group Supervisor. The Division recommended that minor revisions be made to refresh language, clarify special requirements and maintain consistency with formatting and structure. Again, these class specifications were revised and reviewed as part of the Biennium Class Specification Review Process. The changes were identified in red in the handout provided. The Division requested that the Commission approve the recommendations effective this date.

Chairperson Fox: Noted, the special requirement language is pursuant to NRS 628.270 in the Federal Prison Rape Elimination Act, applicants must submit to criminal and child abuse background checks and the background must be cleared of any disqualifying events. **Heather Dapice:** Confirmed, that language previously had just been placed on the announcement for the recruitment. Now it is clarified in the class specifications themselves.

Commissioner Spurlock: Asked, what the intent of the change on the Education and Experience section was. It appears to be a lot of reordering of language, but what was fundamentally changed about that, or was it just more of a format type change? **Heather Dapice:** Noted, the majority of it was a format

change, however, they included additional degree requirements to be consistent with all three series. Some of them may have not been included, for example, some may have included business management, while others may not have. Some may have included human services, or social services, and the others may not have. All of the degree requirements are included to be consistent.

Commissioner Spurlock: Clarified, you're looking for more of a general consistency across more than just one classification? **Heather Dapice:** Confirmed.

MOTION:	Approval of Item VI., A., 2. Subgroup: Juvenile.
BY:	Chairperson Fox
SECOND:	Commissioner Mauger
VOTE:	Motion passed unanimously.

VII. REPORT OF UNCONTESTED CLASSIFICATION CHANGES

Postings: #03-17, #04-17, #05-17.

Chairperson Fox stated that no action was required on the part of the Commission.

VIII. DISCUSSION AND ANNOUCEMENT OF DATES FOR UPCOMING MEETINGS

Chairperson Fox stated that the next meeting is certain for March 10, 2017. The following meeting would be June 23rd.

IX. PUBLIC COMMENT NOTICE: Read into record by **Chairperson Fox**

No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

Chairperson Fox: Asked if there were any public comments. There were none. She noted, the Commissioners want to express a special thank you to Tawny Polito who has accepted a promotion. She provided the administrative support to the Commission for the past five years. She'll be available to her replacement to assist in her training and transition, but we do want Tawny to know how much we appreciated all of her efforts to be our backbone.

X. ADJOURNMENT

Chairperson Fox: Adjourned the meeting.

Personnel Commission Meeting
March 10, 2017

<u>FOR INFORMATION ONLY</u>

Attached is a list of classes and positions which have previously been approved for pre-employment testing. This list has been provided for you to use as a reference when determining which classes and/or positions the Commission may wish to approve at this meeting.

STATE OF NEVADA
CLASSES APPROVED FOR PRE-EMPLOYMENT DRUG TESTING
CHANGES EFFECTIVE JUNE 10, 2016

(All positions in each class have been approved for pre-employment drug testing, unless otherwise noted (*) for a specific agency(s) and/or position(s). Classes in ***bold/italics*** are new to the list.)

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
1.608	FIELD ASSISTANT II (PARC)	
1.737	BIOLOGIST I*	AGR - PCN 4600-0025
1.770	WILDLIFE AREA SUPERVISOR II	
1.771	WILDLIFE AREA SUPERVISOR I	
1.772	FISH HATCHERY SUPERVISOR II	
1.774	FISH HATCHERY SUPERVISOR I	
1.776	FISH HATCHERY TECHNICIAN III	
1.778	FISH HATCHERY TECHNICIAN II	
1.780	FISH HATCHERY TECHNICIAN I	
1.785	WILDLIFE AREA TECHNICIAN III	
1.786	WILDLIFE AREA TECHNICIAN II	
1.787	WILDLIFE AREA TECHNICIAN I	
1.811	FORESTER III	
1.812	FIRE MANAGEMENT OFFICER II	
1.813	FORESTER II	
1.814	FIRE MANAGEMENT OFFICER I	
1.816	BATTALION CHIEF	
1.817	CONSERVATION CREW SUPERVISOR III	
1.818	FORESTER I	
1.819	FIREFIGHTER II	
1.820	CONSERVATION CREW SUPERVISOR II	
1.822	FIRE CONTROL DISPATCHER III	
1.823	SEASONAL FIRE CONTROL DISPATCHER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.824	SEASONAL FIRE CONTROL DISPATCHER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.825	CONSERVATION CREW SUPERVISOR I	
1.826	FIRE CONTROL DISPATCHER II	
1.827	FIRE CONTROL DISPATCHER I	
1.828	SEASONAL FIREFIGHTER III*	DCNR-FORESTRY DIVISION - ALL PCNS
1.829	SEASONAL FIREFIGHTER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.831	SEASONAL FIREFIGHTER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.835	HELITACK SUPERVISOR	
1.850	FIRE CAPTAIN	
1.852	FIREFIGHTER I	
1.907	PARKS REGIONAL MANAGER (NON-COMMISSIONED)	
1.912	PARK INTERPRETER	
1.918	LIFEGUARD II	
1.919	LIFEGUARD I	
1.921	PARK RANGER III (NON-COMMISSIONED)	
1.922	PARK RANGER II (NON-COMMISSIONED)	
1.923	PARK RANGER I (NON-COMMISSIONED)	
1.967	PARK SUPERVISOR III (NON-COMMISSIONED)	
1.968	PARK SUPERVISOR II (NON-COMMISSIONED)	
1.969	PARK SUPERVISOR I (NON-COMMISSIONED)	
2.124	MAIL SERVICE SUPERVISOR*	BCN - ALL PCNS
2.126	MAIL SERVICE TECHNICIAN*	BCN - ALL PCNS
2.127	MAIL SERVICE CLERK I*	BCN - ALL PCNS
2.129	MAIL SERVICE CLERK II*	BCN - ALL PCNS
2.153	LEGAL SECRETARY II*	TAXI - PCN 0038

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
2.210	ADMINISTRATIVE ASSISTANT IV*	DPS - PCNS 3743-0106, 3743-33, 4702-322, 4709-42, 4709-70, 4709-71, 4709-72, 4709-73, 4709-206, 4709-625, 4709-645, 4709-665, 4709-1004, 4709-1006, 4709-1007, 4709-1009, 4709-8004, 4709-8018, 4709-9013, 4713-0706, 4713-155, 4713-805; TAXI - PCN 0023
2.211	ADMINISTRATIVE ASSISTANT III*	DMV - PCNS RE7015, WF7047; DPS - PCNS 3743-0028, 3743-5, 3743-15, 3743-17, 3743-32, 3743-34, 3743-60, 3743-61, 3743-62, 3743-64, 3743-65, 3743-1011, 3743-1014, 3743-1017, 3743-1020, 3744-10, 3744-13, 3744-16, 3744-19, 4702-51, 4702-147, 4702-315, 4702-328, 4702-648, 4702-705, 4702-871, 4702-11033, 4702-11034, 4709-36, 4709-37, 4709-58, 4709-620, 4709-630, 4709-8005, 4709-8007, 4709-8010, 4709-8011, 4709-8016, 4709-8017, 4709-8019, 4709-8020, 4709-8021, 4709-9001, 4709-9002, 4709-9011, 4709-9012; TAXI - PCNS 0011, 0061
2.212	ADMINISTRATIVE ASSISTANT II*	DPS - PCNS 3743-1021, 4709-2, 4709-9003, 4709-9004, 4709-9005, 4709-9006, 4709-9007, 4709-9008, 4709-9009, 4709-9010, 4709-16, 4709-17, 4709-18, 4709-25, 4709-26, 4709-34, 4709-57, 4709-62, 4709-204, 4709-205, 4709-605, 4709-660, 4709-8006, 4709-8008, 4709-8009, 4713-0870, 4733-32; TAXI - PCNS 0003, 0013, 0020, 0043, 0046, 0066, 0074, 0075, 0092, 0095
2.301	ACCOUNTING ASSISTANT III*	DPS - PCNS 3743-16, 4709-38, 4709-8022
2.303	ACCOUNTING ASSISTANT II*	DPS - PCN 4709-15
2.819	SUPPLY TECHNICIAN III*	PURCHASING - PCN 0027
2.824	SUPPLY TECHNICIAN II*	PURCHASING - PCN 0029; BCN - ALL PCNS
2.827	SUPPLY ASSISTANT*	BCN - ALL PCNS
2.836	SUPPLY TECHNICIAN I*	BCN - ALL PCNS
3.203	FOOD SERVICE COOK/SUPERVISOR II*	BCN - ALL PCNS
3.206	FOOD SERVICE COOK/SUPERVISOR I*	BCN - ALL PCNS
3.213	FOOD SERVICE WORKER II*	BCN - ALL PCNS
3.218	FOOD SERVICE WORKER I*	BCN - ALL PCNS
3.505	DRIVER - SHUTTLE BUS	
3.506	DRIVER - VAN/AUTOMOBILE	
3.520	FAMILY SUPPORT WORKER III*	BCN - ALL PCNS
3.521	FAMILY SUPPORT WORKER II*	BCN - ALL PCNS
3.524	FAMILY SUPPORT WORKER I*	BCN - ALL PCNS
5.103	PRINCIPAL	
5.104	VICE PRINCIPAL	
5.106	ACADEMIC TEACHER	
5.112	VOCATIONAL EDUCATION INSTRUCTOR	
5.174	CHILD CARE WORKER II*	BCN - ALL PCNS
5.175	CHILD CARE WORKER I*	BCN - ALL PCNS
6.209	SUPERVISOR III, ASSOCIATE ENGINEER*	NDOT - PCNS 017009, 017046, ***018-037,*** ALL PCNS BEGINNING W/ 930
6.211	SUPERVISOR II, ASSOCIATE ENGINEER*	NDOT - PCNS 027006, 028006, 255001, ALL PCNS BEGINNING W/ 930
6.215	SUPERVISOR I, ASSOCIATE ENGINEER*	NDOT -PCNS 017021, 017034, 017048, 028008, ALL PCNS BEGINNING W/ 930
6.223	ADMINISTRATOR I, PROFESSIONAL ENGINEER*	NDOT - PCN 301012
6.224	MANAGER I, PROFESSIONAL ENGINEER*	NDOT - ALL PCNS BEGINNING W/ 930
6.228	STAFF II, ASSOCIATE ENGINEER*	NDOT - PCNS 018024, 018025, 018036, 018037, 018046, 018047

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
6.229	STAFF I, ASSOCIATE ENGINEER*	NDOT - PCNS 020014, 034001, 255002, 080001, 080002, 080005, 080006, 080007, 080010
6.305	ENGINEERING TECHNICIAN V*	NDOT - PCN 028015
6.308	ENGINEER TECHNICIAN IV*	NDOT - PCN 027023, ALL PCNS BEGINNING W/ 930
6.313	ENGINEERING TECHNICIAN III*	NDOT - PCNS 017037, 017038, 017039, 017040, 017041, 017042, 017050, 017051, 017052, 027019, 027022, 028010, 028011, 028013, 028016, 028021, 028022, 028030, 101342, 255003, ALL PCNS BEGINNING W/ 930
6.355	ARCHITECTURAL DRAFTER IV*	BCN - ALL PCNS
6.358	ARCHITECTURAL DRAFTER III*	BCN - ALL PCNS
6.750	CONSTRUCTION PROJECT COORDINATOR III*	BCN - ALL PCNS
6.751	PROJECT MANAGER III*	BCN - ALL PCNS
6.754	BUILDING CONSTRUCTION INSPECTOR III*	BCN - ALL PCNS
6.758	CONSTRUCTION PROJECT COORDINATOR II*	BCN - ALL PCNS
6.762	PROJECT MANAGER II*	BCN - ALL PCNS
6.763	PROJECT MANAGER I*	BCN - ALL PCNS
6.966	DEVELOPMENT TECHNICIAN IV*	BCN - ALL PCNS
6.978	DEVELOPMENT TECHNICIAN III*	BCN - ALL PCNS
6.979	DEVELOPMENT TECHNICIAN II*	BCN - ALL PCNS
6.980	DEVELOPMENT TECHNICIAN I*	BCN - ALL PCNS
6.981	ELECTRONICS TECHNICIAN II*	BCN, NDOC - ALL PCNS
6.987	ELECTRONICS TECHNICIAN III*	BCN, NDOC - ALL PCNS
6.988	ELECTRONICS TECHNICIAN I*	BCN, NDOC - ALL PCNS
7.141	ACCOUNTANT TECHNICIAN II*	DPS - PCNS 0030, 4709-1010
7.143	ACCOUNTANT TECHNICIAN I*	DPS - PCN 4733-30
7.154	AUDITOR II*	DHHS PBH - PCNS 0031, 0033, 0041
7.217	ADMINISTRATIVE SERVICES OFFICER II*	DPS - PCN 4709-23
7.218	ADMINISTRATIVE SERVICES OFFICER I*	DPS - PCN 3743-6
7.519	TRAINING OFFICER I*	NDOT - ALL PCNS
7.524	TRAINING OFFICER II*	DPS - NHP - HAZARDOUS MATERIALS - PCN 5
7.624	MANAGEMENT ANALYST III*	DPS - PCNS 4709-3, 4709-200
7.625	MANAGEMENT ANALYST II*	DPS - PCN 4709-39; TAXI - PCNS 0002, 0078
7.637	MANAGEMENT ANALYST I*	DPS - PCNS 3743-9, 3743-79, 4709-40
7.643	PROGRAM OFFICER III*	DHHS PBH - PCN 0038; DPS - PCN 4702-0086
7.647	PROGRAM OFFICER II*	***BCN - PCN 41234;*** DMV - PCN CC4019; DPS-PCNS 3743-1022, 4709-19, 4709-24, 4709-35, 4709-8003, 4709-8012
7.649	PROGRAM OFFICER I*	DPS - PCN 3744-82; FIRE MARSHAL - PCNS 4, 106; NDOC - PCNS 3710-0064, 3710-0202; BCN - PCNS 41672, 41673
7.653	PUBLIC SERVICE INTERN II*	NDOT - ALL PCNS BEGINNING W/ 940
7.655	BUSINESS PROCESS ANALYST III*	DPS - PCN 4709-8023
7.656	BUSINESS PROCESS ANALYST II*	DPS - PCNS 4702-0046, 4709-8024, 4709-8025
7.665	PUBLIC SERVICE INTERN I*	MIN - PCNS 09015, 09016, 09017, 09018, 09019, 09020, 09022, 09023
7.713	TRANSPORTATION TECHNICIAN III*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.714	TRANSPORTATION TECHNICIAN IV*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.715	TRANSPORTATION TECHNICIAN II*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.722	TRAFFIC CENTER TECHNICIAN SUPERVISOR	
7.724	TRAFFIC CENTER TECHNICIAN II	
7.725	TRAFFIC CENTER TECHNICIAN I	
7.726	TRAFFIC CENTER TECHNICIAN TRAINEE	
7.745	STATISTICIAN II*	DPS - PCN 4709-21
7.901	CHIEF IT MANAGER*	DPS - PCN 0005; NDOT - PCN 016060
7.902	IT MANAGER III*	DPS - PCNS 0127, 4709-0207, 4733-35

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
7.904	IT MANAGER I*	DPS - PCN 0020; NDOT - PCN 016065; BCN UNR - PCN 42286
7.921	IT PROFESSIONAL IV*	DPS - PCNS 0010, 0025, 0036, 0040, 0045, 0100, 0111, 0125, 4733-115; NDOT - PCNS 016061, 016063
7.925	IT PROFESSIONAL III*	DPS - PCNS 0055, 0070, 0105, 0112, 0115, 0120, 0128, 0130, 0135, 0145, 4709-0150, 4733-46; NDOT - PCNS 016062, 016064, 91001, 92001, 93002; BCN UNR - ALL FACILITIES SERVICES PCNS
7.926	IT PROFESSIONAL II*	DPS - PCNS 0015, 0050, 0110, 0200, 0201, 0202, 0251, 0260, 0450 0677, 0681, 0129, 4733-301; NDOT - PCNS 91005, 92002, 93001, 93003, 95001, 96001, 92003, 93005, 94003; BCN UNR - ALL FACILITIES SERVICES PCNS
7.928	IT TECHNICIAN VI*	DPS - PCNS 0026, 0204, 0205, 4733-230, 4733-235, 4733-240
7.929	IT PROFESSIONAL I*	DPS - PCN 0090; BCN UNR - ALL FACILITIES SERVICES PCNS
7.931	IT TECHNICIAN V*	DPS - PCN 4733-220
7.935	IT TECHNICIAN IV*	DPS - PCNS 0065, 0075, 0080, 0085, 0095, 0096
7.940	IT TECHNICIAN III*	DPS - PCN 4733-314, 4733-353
7.943	IT TECHNICIAN TRAINEE*	DPS - ALL PCNS
7.951	IT PROFESSIONAL TRAINEE*	DPS - ALL PCNS; BCN UNR - ALL FACILITIES SERVICES PCNS
9.103	HIGHWAY MAINTENANCE MANAGER	
9.106	HIGHWAY MAINTENANCE SUPERVISOR II	
9.115	HIGHWAY MAINTENANCE SUPERVISOR I	
9.117	HIGHWAY MAINTENANCE WORKER IV	
9.120	HIGHWAY MAINTENANCE WORKER III	
9.127	HIGHWAY MAINTENANCE WORKER II	
9.130	HIGHWAY MAINTENANCE WORKER I	
9.137	HIGHWAY CONSTRUCTION AID	
9.200	SPECIAL EQUIPMENT OPERATOR III	
9.201	EQUIPMENT OPERATION INSTRUCTOR	
9.203	SPECIAL EQUIPMENT OPERATOR II	
9.204	GROUNDS EQUIPMENT OPERATOR I*	BCN - ALL PCNS
9.205	***SEASONAL FORESTRY EQUIPMENT OPERATOR***	
9.208	DRIVER WAREHOUSE WORKER TRAINEE*	NDOC - ALL PCNS
9.209	GROUNDS EQUIPMENT OPERATOR II*	BCN - ALL PCNS
9.210	DRIVER WAREHOUSE WORKER I	
9.211	DRIVER WAREHOUSE WORKER II	
9.212	DRIVER WAREHOUSE SUPERVISOR	
9.315	HIGHWAY EQUIPMENT MECHANIC SPVR I	
9.317	HIGHWAY EQUIPMENT MECHANIC III	
9.318	HIGHWAY EQUIPMENT MECHANIC II	
9.321	HIGHWAY EQUIPMENT MECHANIC I	
9.322	EQUIPMENT MECHANIC IV*	BCN, DCNR-FORESTRY DIVISION - ALL PCNS
9.323	EQUIPMENT MECHANIC III*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOW - ALL PCNS
9.326	EQUIPMENT MECHANIC-IN-TRAINING IV*	BCN, NDOT - ALL PCNS
9.327	AUTO BODY WORKER*	NDOT - ALL PCNS
9.328	EQUIPMENT MECHANIC-IN-TRAINING III*	BCN, NDOT - ALL PCNS
9.330	EQUIPMENT MECHANIC-IN-TRAINING II*	BCN, NDOT - ALL PCNS
9.331	EQUIPMENT MECHANIC II*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.332	EQUIPMENT MECHANIC-IN-TRAINING I*	BCN, NDOT - ALL PCNS

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
9.333	EQUIPMENT MECHANIC I*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.334	FLEET SERVICE WORKER IV*	BCN, NDOT - ALL PCNS
9.335	FLEET SERVICE WORKER III*	BCN, NDOT - ALL PCNS
9.336	FLEET SERVICE WORKER II*	BCN, NDOT - ALL PCNS
9.337	FLEET SERVICE WORKER I*	BCN, NDOT - ALL PCNS
9.353	AVIATION SERVICES OFFICER	
9.354	CHIEF PILOT	
9.355	PILOT II	
9.356	PILOT III	
9.357	AIRCRAFT MAINTENANCE SPECIALIST	
9.359	PILOT I	
9.404	HVACR SPECIALIST IV*	BCN - ALL PCNS
9.408	HVACR SPECIALIST II*	BCN, NDOC - ALL PCNS
9.413	HVACR SPECIALIST III*	BCN, NDOC - ALL PCNS
9.417	WELDER I*	BCN, NDOC, NDOT - ALL PCNS
9.418	LOCKSMITH I*	BCN, NDOC - ALL PCNS
9.420	HEAT PLANT SPECIALIST II*	BCN, NDOC - ALL PCNS
9.421	HVACR SPECIALIST I*	BCN, NDOC, NDOT - ALL PCNS
9.422	HEAT PLANT SPECIALIST IV*	BCN, NDOC - ALL PCNS
9.423	CARPENTER I*	BCN, NDOC, NDOT - ALL PCNS
9.424	CARPENTER II*	BCN, NDOC - ALL PCNS
9.425	HEAT PLANT SPECIALIST III*	BCN, NDOC - ALL PCNS
9.426	ELECTRICIAN I*	BCN, NDOC, NDOT - ALL PCNS
9.428	HEAT PLANT SPECIALIST I*	BCN, NDOC - ALL PCNS
9.429	PAINTER I*	BCN - ALL PCNS
9.430	WELDER II*	BCN, NDOC, NDOT - ALL PCNS
9.431	LOCKSMITH II*	BCN, NDOC - ALL PCN'S
9.432	PLUMBER I*	BCN, NDOC - ALL PCNS
9.434	EVENTS CENTER TECHNICIAN II*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.437	EVENTS CENTER TECHNICIAN I*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.439	CARPENTER III*	BCN - ALL PCNS
9.441	MAINTENANCE REPAIR SPECIALIST I*	BCN, NDOC, NDOT, NDOW, NSVH - ALL PCNS
9.445	MAINTENANCE REPAIR SPECIALIST II*	BCN, NDOC, NDOW - ALL PCNS
9.447	ELECTRICIAN II*	BCN, NDOC, NDOT - ALL PCNS
9.448	ELECTRICIAN III*	BCN, NDOC, NDOT - ALL PCNS
9.459	PAINTER II*	BCN - ALL PCN'S
9.460	PAINTER III*	BCN - ALL PCNS
9.462	PLUMBER II*	BCN, NDOC - ALL PCNS
9.463	PLUMBER III*	BCN - ALL PCNS
9.465	CRAFT WORKER-IN-TRAINING IV*	BCN - ALL PCNS
9.466	CRAFT WORKER-IN-TRAINING III*	BCN - ALL PCNS
9.467	CRAFT WORKER-IN-TRAINING II*	BCN - ALL PCNS
9.468	CRAFT WORKER-IN-TRAINING I*	BCN - ALL PCNS
9.470	THEATER TECHNICIAN I*	BCN - ALL PCNS
9.471	THEATER TECHNICIAN II*	BCN - ALL PCNS
9.481	MAINTENANCE REPAIR AID IV*	BCN - ALL PCNS
9.482	MAINTENANCE REPAIR AID III*	BCN - ALL PCNS
9.483	MAINTENANCE REPAIR AID II*	BCN - ALL PCNS
9.484	MAINTENANCE REPAIR AID I*	BCN - ALL PCNS
9.485	MAINTENANCE REPAIR WORKER IV*	BCN, NDOC - ALL PCNS
9.486	MAINTENANCE REPAIR WORKER III*	BCN, NDOC - ALL PCNS
9.487	MAINTENANCE REPAIR WORKER II*	BCN, NDOC, NSVH - ALL PCNS
9.488	MAINTENANCE REPAIR WORKER I*	BCN, NDOC, NSVH - ALL PCNS
9.496	WASTEWATER TREATMENT OPERATOR II*	NDOC - ALL PCNS
9.497	WASTEWATER TREATMENT OPERATOR I*	NDOC - ALL PCNS
9.514	RANCH MANAGER*	BCN UNR - PCN 41154
9.534	RESEARCH AID II*	BCN - ALL WOLF PACK MEATS PCNS

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
9.555	RESEARCH AID I*	BCN - ALL WOLF PACK MEATS PCNS
9.580	RESEARCH TECHNICIAN*	BCN - ALL WOLF PACK MEATS PCNS
9.603	FACILITY MANAGER*	BCN, NDOC - ALL PCNS
9.606	FACILITY SUPERVISOR III*	BCN, NDOC - ALL PCNS
9.609	FACILITY SUPERVISOR II*	BCN, NDOC - ALL PCNS, NDOT - PCN 302001
9.610	GROUNDS SUPERVISOR III*	BCN - ALL PCNS
9.612	FACILITY SUPERVISOR I*	BCN, NDOC - ALL PCNS
9.616	CUSTODIAL SUPERVISOR IV*	BCN - ALL PCNS
9.617	CUSTODIAL SUPERVISOR III*	BCN - ALL PCNS
9.620	GROUNDS SUPERVISOR II*	BCN - ALL PCNS
9.623	CUSTODIAL SUPERVISOR II*	BCN - ALL PCNS
9.625	CUSTODIAL SUPERVISOR I*	BCN - ALL PCNS
9.627	GROUNDS SUPERVISOR I*	BCN - ALL PCNS
9.630	GROUNDS MAINTENANCE WORKER V*	BCN - ALL PCNS
9.631	CUSTODIAL WORKER II*	BCN - ALL PCNS
9.633	GROUNDS MAINTENANCE WORKER IV*	BCN - ALL PCNS
9.634	CUSTODIAL WORKER I*	BCN - ALL PCNS
9.635	GROUNDS MAINTENANCE WORKER III*	BCN - ALL PCNS
9.637	FACILITY ATTENDANT*	BCN - ALL PCNS
9.639	GROUNDS MAINTENANCE WORKER II*	BCN - ALL PCNS
9.641	GROUNDS MAINTENANCE WORKER I*	BCN - ALL PCNS
10.124	PSYCHOLOGIST IV*	NDOC - ALL PCNS
10.126	PSYCHOLOGIST III*	NDOC - ALL PCNS
10.132	PSYCHOLOGIST II*	NDOC - ALL PCNS
10.139	MENTAL HEALTH COUNSELOR II*	NDOC - ALL PCNS
10.141	MENTAL HEALTH COUNSELOR I*	NDOC - ALL PCNS
10.143	PSYCHOLOGIST I*	NDOC - ALL PCNS
10.144	CLINICAL SOCIAL WORKER II*	NDOC - ALL PCNS
10.146	TREATMENT HOME SUPERVISOR	
10.148	TREATMENT HOME PROVIDER	
10.150	CLINICAL SOCIAL WORKER I*	NDOC - ALL PCNS
10.151	CLINICAL SOCIAL WORKER III*	NDOC - ALL PCNS
10.179	PSYCHOMETRIST *	NDOC - ALL PCNS
10.217	HEALTH PROGRAM MANAGER II*	DHHS PBH - PCN 0037
10.229	MID-LEVEL MEDICAL PRACTITIONER*	DHHS, NDOC - ALL PCNS
10.244	QUALITY ASSURANCE SPECIALIST I*	NSVH - ALL PCNS
10.260	DENTAL CLINIC SUPERVISOR*	UNLV - ALL PCNS
10.262	DENTAL ASSISTANT III*	NDOC, UNLV - ALL PCNS
10.263	DENTAL ASSISTANT II*	NDOC, UNLV - ALL PCNS
10.264	DENTAL ASSISTANT I*	NDOC, UNLV - ALL PCNS
10.300	DIRECTOR, NURSING SERVICES II*	DHHS, NDOC - ALL PCNS, NSVH - ALL PCNS
10.301	DIRECTOR, NURSING SERVICES I*	DHHS, NDOC - ALL PCNS
10.305	PSYCHIATRIC NURSE III*	DHHS, NDOC - ALL PCNS
10.306	PSYCHIATRIC NURSE IV*	DHHS, NDOC - ALL PCNS
10.307	PSYCHIATRIC NURSE II*	DHHS, NDOC - ALL PCNS
10.309	PSYCHIATRIC NURSE I*	DHHS, NDOC - ALL PCNS
10.310	CHIEF OF NURSING SERVICES*	NDOC - ALL PCNS
10.316	CORRECTIONAL NURSE III*	NDOC - ALL PCNS
10.318	CORRECTIONAL NURSE II*	DHHS, NDOC - ALL PCNS
10.319	CORRECTIONAL NURSE I*	DHHS, NDOC - ALL PCNS
10.338	MENTAL HEALTH TECHNICIAN IV*	DHHS - ALL PCNS
10.339	DEVELOPMENTAL SUPPORT TECH IV*	DHHS - ALL PCNS
10.346	MENTAL HEALTH TECHNICIAN III*	DHHS - ALL PCNS
10.347	DEVELOPMENTAL SUPPORT TECH III*	DHHS - ALL PCNS
10.352	REGISTERED NURSE V*	NSVH - ALL PCNS
10.354	REGISTERED NURSE IV*	NSVH - ALL PCNS
10.355	REGISTERED NURSE III*	NSVH - ALL PCNS
10.356	MENTAL HEALTH TECHNICIAN II*	DHHS - ALL PCNS

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10.357	DEVELOPMENTAL SUPPORT TECH II*	DHHS - ALL PCNS
10.358	NURSE I*	DHHS, NDOC, NSVH - ALL PCNS
10.359	REGISTERED NURSE II*	NSVH - ALL PCNS
10.360	LICENSED PRACTICAL NURSE II*	DHHS, NDOC, NSVH - ALL PCNS
10.364	LICENSED PRACTICAL NURSE III*	DHHS, NDOC - ALL PCNS
10.365	LICENSED PRACTICAL NURSE I*	DHHS, NDOC - ALL PCNS
10.366	MENTAL HEALTH TECHNICIAN I*	DHHS - ALL PCNS
10.367	DEVELOPMENTAL SUPPORT TECH I*	DHHS - ALL PCNS
10.369	CERTIFIED NURSING ASSISTANT*	NDOC, NSVH - ALL PCNS
10.373	COMMUNITY HEALTH NURSING MANAGER*	DHHS - ALL PCNS
10.375	COMMUNITY HEALTH NURSE IV*	DHHS - ALL PCNS
10.376	COMMUNITY HEALTH NURSE III*	DHHS - ALL PCNS
10.377	COMMUNITY HEALTH NURSE II*	DHHS - ALL PCNS
10.378	COMMUNITY HEALTH NURSE I*	DHHS - ALL PCNS
10.536	ENVIRONMENTAL SCIENTIST II*	NDOT - PCNS 018012, 018013
10.540	MEDICAL MARIJUANA PROGRAM SUPERVISOR	
10.541	MEDICAL MARIJUANA PROGRAM INSPECTOR II	
10.542	MEDICAL MARIJUANA PROGRAM INSPECTOR I	
10.545	ENVIRONMENTAL SCIENTIST IV*	NDOT - PCN 018011
10.707	CHEMIST V*	BCN - ALL PCNS
10.708	CHEMIST IV*	BCN - ALL PCNS
10.710	MICROBIOLOGIST V*	BCN - ALL PCNS
10.711	MICROBIOLOGIST IV*	BCN - ALL PCNS
10.712	CHEMIST III*	BCN - ALL PCNS
10.713	CHEMIST II*	BCN - ALL PCNS
10.715	MICROBIOLOGIST III*	BCN - ALL PCNS
10.717	MICROBIOLOGIST II*	BCN - ALL PCNS
10.721	MICROBIOLOGIST I*	BCN - ALL PCNS
10.724	CHEMIST I*	BCN - ALL PCNS
10.723	PHARMACY TECHNICIAN II*	DHHS, NDOC - ALL PCNS
10.726	LABORATORY TECHNICIAN II*	BCN - ALL PCNS
10.728	PHARMACY TECHNICIAN I*	DHHS, NDOC- ALL PCNS
10.729	LABORATORY ASSISTANT II*	BCN - ALL PCNS
10.733	LABORATORY TECHNICIAN I*	BCN - ALL PCNS
10.736	LABORATORY ASSISTANT I*	BCN - ALL PCNS
10.769	STAFF RESEARCH ASSOCIATE IV*	BCN - ALL PCNS
10.770	STAFF RESEARCH ASSOCIATE III*	BCN - ALL PCNS
10.771	STAFF RESEARCH ASSOCIATE II*	BCN - ALL PCNS
10.772	STAFF RESEARCH ASSOCIATE I*	BCN - ALL PCNS
11.117	PUBLIC SAFETY DISPATCHER VI	
11.118	PUBLIC SAFETY DISPATCHER V	
11.120	PUBLIC SAFETY DISPATCHER IV	
11.122	PUBLIC SAFETY DISPATCHER III	
11.124	PUBLIC SAFETY DISPATCHER II	
11.126	PUBLIC SAFETY DISPATCHER I	
11.128	N.C.J.I.S. PROGRAM SPECIALIST SUPERVISOR*	DPS - PCNS 4709-13, 4709-14
11.129	N.C.J.I.S. PROGRAM SPECIALIST*	DPS - PCNS 4709-41, 4709-63, 4709-74, 4709-600, 4709-615, 4709-650, 4709-680, 4709-1005
11.130	N.C.J.I.S. PROGRAM SPECIALIST TRAINEE	
11.132	MANAGER, CRIMINAL JUSTICE RECORDS*	DPS - ALL PCNS
11.133	FINGERPRINT/RECORDS EXAMINER III*	DPS - PCNS 4709-201, 4709-8015
11.134	FINGERPRINT/RECORDS EXAMINER II*	DPS - PCNS 4709-6, 4709-7, 4709-32, 4709-33, 4709-59, 4709-60, 4709-61, 4709-202, 4709-590, 4709-8014
11.135	FINGERPRINT/RECORDS EXAMINER I	
11.144	FINGERPRINT/RECORDS SUPERVISOR*	DPS - PCNS 4709-4, 4709-5
11.239	MILITARY SECURITY OFFICER V	
11.240	MILITARY SECURITY OFFICER IV	

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
11.241	MILITARY SECURITY OFFICER III	
11.242	MILITARY SECURITY OFFICER II	
11.243	MILITARY SECURITY OFFICER I	
11.260	SECURITY OFFICER SUPERVISOR*	BCN, NSVH - ALL PCNS
11.263	SECURITY OFFICER*	BCN, MILITARY, NSVH - ALL PCNS
11.354	SUPERVISORY COMPLIANCE INVESTIGATOR*	DMV - PCN WF8508
11.358	COMPLIANCE INVESTIGATOR II*	DMV - PCNS RE8018, RE8025, RE8026, RE8028
11.363	COMPLIANCE/AUDIT INVESTIGATOR III*	B&I-INSURANCE DIV - PCN 0072; SOS - PCNS 0030, 0031, 0035, 0062, 0063, 0066
11.365	COMPLIANCE/AUDIT INVESTIGATOR II*	B&I-INSURANCE DIV - ALL PCNS; SOS - PCNS 0022, 0028, 0068
11.424	DMV SERVICES TECHNICIAN III*	DMV - PCNS RE5324, RE5328
11.506	FIRE & LIFE SAFETY INSPECTOR I	
11.510	FIRE & LIFE SAFETY INSPECTOR II	
11.540	SAFETY SPECIALIST, RAILWAY-TRACKS	
11.541	SAFETY SPECIALIST, RAILWAY-MOTIVE POWER	
11.542	SAFETY SPECIALIST, RAILWAY-HAZARDOUS	
11.543	SAFETY SPECIALIST, RAILWAY-OPERATING	
11.550	TAXICAB VEHICLE INSPECTOR I	
11.552	TAXICAB VEHICLE INSPECTOR II	
11.560	MANUFACTURED HOUSING INSPECTOR II	
11.561	MANUFACTURED HOUSING INSPECTOR I	
11.565	AGENCY LOSS CONTROL COORDINATOR*	NDOT - PCN 078002
12.466	SUBSTANCE ABUSE COUNSELOR III	
12.469	SUBSTANCE ABUSE COUNSELOR II	
12.470	SUBSTANCE ABUSE COUNSELOR I	
12.501	WARDEN	
12.510	CORRECTIONAL MANAGER	
12.517	CORRECTIONAL ASSISTANT*	NDOC - ALL PCNS
12.523	ASSISTANT SUPERINTENDENT, YOUTH FACILITY	
12.532	HEAD GROUP SUPERVISOR	
12.534	ASSISTANT HEAD GROUP SUPERVISOR	
12.535	GROUP SUPERVISOR IV	
12.537	GROUP SUPERVISOR III	
12.538	GROUP SUPERVISOR II	
12.541	GROUP SUPERVISOR I	
12.553	ASSOCIATE WARDEN	
12.556	CORRECTIONAL CASEWORK SPECIALIST III	
12.559	CORRECTIONAL CASEWORK SPECIALIST II	
12.565	CORRECTIONAL CASEWORK SPECIALIST I	
12.571	CORRECTIONAL CASEWORK SPECIALIST TR	
13.101	AGRICULTURE ENFORCEMENT OFFICER III	
13.102	AGRICULTURE ENFORCEMENT OFFICER II	
13.103	AGRICULTURE ENFORCEMENT OFFICER I	
13.111	DEPUTY BRAND INSPECTOR (COMMISSIONED)	
13.115	STAFF GAME WARDEN	
13.121	GAME WARDEN IV	
13.122	GAME WARDEN III	
13.123	GAME WARDEN II	
13.124	GAME WARDEN I	
13.131	PARKS REGIONAL MANAGER (COMMISSIONED)	
13.135	PARK SUPERVISOR III (COMMISSIONED)	
13.136	PARK SUPERVISOR II (COMMISSIONED)	
13.137	PARK SUPERVISOR I (COMMISSIONED)	
13.141	PARK RANGER III (COMMISSIONED)	
13.142	PARK RANGER II (COMMISSIONED)	
13.143	PARK RANGER I (COMMISSIONED)	
13.202	DPS MAJOR	

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
13.203	DPS CAPTAIN	
13.204	DPS LIEUTENANT	
13.205	DPS SERGEANT	
13.206	DPS OFFICER II	
13.207	DPS OFFICER I	
13.215	UNIVERSITY POLICE LIEUTENANT	
13.217	UNIVERSITY POLICE DETECTIVE	
13.221	UNIVERSITY POLICE SERGEANT	
13.222	UNIVERSITY POLICE OFFICER II	
13.223	UNIVERSITY POLICE OFFICER I	
13.234	SENIOR LAW ENFORCEMENT SPECIALIST	
13.241	SUPERVISORY CRIMINAL INVESTIGATOR II	
13.242	SUPERVISORY CRIMINAL INVESTIGATOR I	
13.243	CRIMINAL INVESTIGATOR III	
13.244	CRIMINAL INVESTIGATOR II	
13.245	CRIMINAL INVESTIGATOR I	
13.246	AG DEPUTY CHIEF INVESTIGATOR*	AG - ALL PCNS
13.247	AG CRIMINAL INVESTIGATOR, SUPERVISOR*	AG - ALL PCNS
13.248	AG CRIMINAL INVESTIGATOR II*	AG - ALL PCNS
13.249	AG CRIMINAL INVESTIGATOR I*	AG - ALL PCNS
13.251	CHIEF INVESTIGATOR, COMPLIANCE/ ENFORCEMENT	
13.255	SUPERVISORY COMPLIANCE/ENFORCEMENT	
13.256	COMPLIANCE/ENFORCEMENT INVESTIGATOR III	
13.257	COMPLIANCE/ENFORCEMENT INVESTIGATOR II	
13.258	COMPLIANCE/ENFORCEMENT INVESTIGATOR I	
13.263	UNIT MANAGER, YOUTH PAROLE BUREAU	
13.265	YOUTH PAROLE COUNSELOR III	
13.266	YOUTH PAROLE COUNSELOR II	
13.267	YOUTH PAROLE COUNSELOR I	
13.301	INSPECTOR GENERAL	
13.309	CORRECTIONAL CAPTAIN	
13.310	CORRECTIONAL LIEUTENANT	
13.311	CORRECTIONAL SERGEANT	
13.312	SENIOR CORRECTIONAL OFFICER	
13.313	CORRECTIONAL OFFICER	
13.314	CORRECTIONAL OFFICER TRAINEE	
13.321	FORENSIC SPECIALIST IV	
13.322	FORENSIC SPECIALIST III	
13.323	FORENSIC SPECIALIST II	
13.324	FORENSIC SPECIALIST I	
U3720	DIVISION ADMINISTRATOR, RECORDS &	DPS - PCN 4709-1
U3916	PROGRAM MANAGER, OIL/GAS/GEOTHERMAL	MIN - PCN 0002
U3918	DEPUTY ADMINISTRATOR, MINERALS	MIN - PCN 0006
U3919	CHIEF FOR DANGEROUS MINES	MIN - PCN 0007
U3930	CHIEF FOR MINE REGULATION	MIN - PCN 0009
U3932	FIELD SPECIALIST, MINERALS	MIN - PCNS 0011, 0021, 0031
U4102	BUREAU CHIEF, YOUTH PAROLE	
U4013	DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4141	DEPUTY DIVISION ADMINISTRATOR, TAXICAB	
U4706	ADMINISTRATOR, MINERALS	MIN - PCN 0001
U9010	CHIEF, NEVADA HIGHWAY PATROL	
U9033	DEPUTY DIRECTOR, INDUSTRIAL PROGRAMS	
U9034	DEPUTY DIRECTOR, OPERATIONS SOUTH	
U9041	CHIEF GAME WARDEN	
U9074	PHARMACIST 1*	DHHS, NDOC - ALL PCNS
U9075	PHARMACIST 2*	DHHS - ALL EXCEPT PCN 3243-0014; NDOC - ALL PCNS

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
U9076	PHARMACIST 3*	DHHS, NDOC - ALL PCNS
U9085	SENIOR INSTITUTIONAL DENTIST (RANGE A)*	NDOC - ALL PCNS
U9086	SENIOR INSTITUTIONAL DENTIST (RANGE B)*	NDOC - ALL PCNS
U9087	SENIOR PHYSICIAN (RANGE C)*	DHHS, NDOC - ALL PCNS
U9088	SENIOR PSYCHIATRIST (RANGE C)*	DHHS, NDOC - ALL PCNS

LEGEND	
AG	Office of the Attorney General
AGR	Department of Agriculture
BCN	(Nevada System of Higher Education) Business Center North
BCN UNR	(Nevada System of Higher Education) Business Center North, University of Nevada Reno
B&I	Department of Business & Industry
DCNR	Department of Conservation & Natural Resources
DHHS	Department of Health & Human Services
DHHS PBH	Department of Health & Human Services, Division of Public & Behavioral Health
DMV	Department of Motor Vehicles
DPS	Department of Public Safety
ESD	Department of Employment, Training & Rehabilitation, Employment Security Division
MIN	Commission on Mineral Resources, Division of Minerals
NHP	Department of Public Safety, Nevada Highway Patrol
NDOC	Department of Corrections
NDOT	Department of Transportation
NDOW	Department of Wildlife
NSVH	Office of Veterans Services, Nevada State Veterans Home
SOS	Secretary of State
TAXI	Department of Business & Industry, Nevada Taxicab Authority
UNLV	(Nevada System of Higher Education) University of Nevada Las Vegas

Personnel Commission Meeting
March 10, 2017

FOR DISCUSSION AND POSSIBLE ACTION

NRS 284.4066 provides for the pre-employment testing for controlled substances of applicants for positions affecting public safety. This law requires the appointing authority to identify the specific positions that affect public safety, subject to the approval of the Personnel Commission.

The Department of Public Safety (DPS) has requested the following positions be removed from the classes/positions approved for pre-employment screening for controlled substances due to the provided reason(s):

AGENCY	CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER	REASON FOR REMOVAL
DPS	2.210	Administrative Assistant IV	4702-322	Position was reclassified and DPS is requesting approval for pre-employment screening of the position in class code 7.649
DPS	2.212	Administrative Assistant II	4733-32	Position moved into DPS budget account 4702
DPS	7.143	Accountant Technician I	4733-30	Position moved into DPS budget account 4702
DPS	7.902	IT Manager III	4733-35	Position eliminated
DPS	7.921	IT Professional IV	4733-115	Position eliminated
DPS	7.925	IT Professional III	4733-46	Position moved into DPS budget account 4702, reclassified and approved for pre-employment screening in budget account 4702 and new class at the March 20, 2015, Personnel Commission meeting
DPS	7.926	IT Professional II	4733-301	Position eliminated

AGENCY	CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER	REASON FOR REMOVAL
DPS	7.928	IT Technician VI	4733-230, 4733-235, 4733-240	Positions eliminated
DPS	7.931	IT Technician V	4733-220	Position eliminated
DPS	7.940	IT Technician III	4733-314, 4733-353	Positions eliminated
DPS	11.134	Fingerprint/Records Examiner II	4709-32, 4709-60	Positions eliminated

Staff recommends the removal of these positions.

DPS has also requested the following positions be added to the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

AGENCY	CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER	REASON FOR ADDITION
DPS	2.210	Administrative Assistant IV	4709-8031	Access personally identifiable information and criminal history
DPS	2.210	Administrative Assistant IV	4709-8038, 4709-8039, 4709-8040, 4709-8041, 4709-8042, 4709-8043	Access personally identifiable information, criminal history and victim information
DPS	2.212	Administrative Assistant II	4702-32	Previously approved for pre-employment screening in budget account 4733 and no change to duties
DPS	2.212	Administrative Assistant II	4709-8044, 4709-8045, 4709-8046, 4709-8048	Access personally identifiable information, criminal history and victim information

AGENCY	CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER	REASON FOR ADDITION
DPS	7.143	Accountant Technician I	4702-30	Previously approved for pre-employment screening in budget account 4733 and no change to duties
DPS	7.649	Program Officer I	4702-322, 4709-8030	Access personally identifiable information and criminal history
DPS	7.649	Program Officer I	4709-8036, 4709-8037	Access personally identifiable information, criminal history and victim information
DPS	7.921	IT Professional IV	4709-8032	Evaluate local and State agencies' computer connection information to ensure proper security for access to criminal history, personally identifiable information and victim information and access local and State agencies' secure facilities
DPS	7.925	IT Professional III	4709-8033	Evaluate local and State agencies' computer connection information to ensure proper security for access to criminal history, personally identifiable information and victim information and access local and State agencies' secure facilities

DPS positions in classes 2.210, 2.212, 7.143, 7.649, 7.921 and 7.925 have previously been approved for pre-employment screening by the Commission.

Staff recommends the approval of the requested positions.

DPS has indicated that a representative will be available to answer any questions Commission members may have.

Brian Sandoval
Governor

Nevada Department of **Public Safety**

James M. Wright
Director

General Services Division
333 West Nye Lane, Suite 100
Carson City, Nevada 89706
Telephone (775) 684-6262 – Fax (775) 684-6265
www.gsd.nv.gov

Julie Butler
Division Administrator

DATE: January 17, 2017

TO: Carrie Hughes
Department of Administration, Division of Human Resource Management

FROM: Mindy McKay, Records Bureau Chief MM
Department of Public Safety, General Services Division

SUBJECT: Pre-Employment Drug Testing Add PCNs

Please accept this as a formal request to add the following civilian positions to the pre-employment drug testing list.

These positions are assigned to the General Services Division budget accounts 4709 and 4702. They will have access to criminal and sensitive information. It is critical that all persons assigned to these positions be free of drug use.

If you require further information, you can reach me at (775) 684-6205 or at mmckay@dps.state.nv.us. Thank you for your assistance and consideration.

Please add the following to the "Classes Approved for Pre-Employment Drug Testing" list:

07.921 IT Professional IV: 4709-8032 – this position is new and accesses local and state agency computer connection information to ensure proper security is in place for access to criminal history, personally identifiable information, and victim information as well as has access to secure facilities that house this information.

07.925 IT Professional III: 4709-8033 – this position is new and accesses local and state agency computer connection information to ensure proper security is in place for access to criminal history, personally identifiable information, and victim information as well as has access to secure facilities that house this information.

07.649 Program Officer I:
4709-8036 – this position is new and accesses criminal history information, personally identifiable information, and victim information using a computer that has direct access to various databases and by receiving hard copies;
4709-8037 - this position is new and accesses criminal history information, personally identifiable information, and victim information using a computer that has direct access to various databases and by receiving hard copies;
4709-8030 - this position is new and accesses criminal history information and personally identifiable information using a computer that has direct access to various databases and by receiving hard copies;
4702-322 - this position accesses criminal history information and personally identifiable information using a computer that has direct access to various databases and by receiving hard copies. This position was reclassified from an Administrative Assistant IV 02.210 on 07/06/2015;

02.210 Administrative Assistant IV: 4709-8038, 4709-8039, 4709-8040, 4709-8041, 4709-8042, and 4709-8043 – all of these positions are new and access criminal history information, personally identifiable information, and victim information using a computer that has direct access to various databases and by receiving hard copies;
4709-8031 - this position is new and accesses criminal history information, personally identifiable information using a computer that has direct access to various databases and by receiving hard copies;

02.212 Administrative Assistant II: 4709-8044, 4709-8045, 4709-8046, 4709-8048 - all of these positions are new and access criminal history information, personally identifiable information, and victim information using a computer that has direct access to various databases and by receiving hard copies.

Please modify the following PCNs currently on the list:

07.143 Accountant Technician 1: used to be 4733-30 it is now in 4702-30 - this position accesses criminal history information and personally identifiable information when collecting money from fingerprint card submissions for background requests. The access to this information is via hard fingerprint cards, various criminal and financial databases, and receiving hard copies and various

forms of payments such as business checks, checking account information, money orders and cashier's checks. When the position was moved to a new budget account number, the duties did not change.

02.212 Administrative Assistant 2: used to be 4733-32 it is now in 4702-32 - this position accesses criminal history information and personally identifiable information when collecting money from fingerprint card submissions for background requests. The access to this information is via hard fingerprint cards, various criminal and financial databases, and receiving hard copies and various forms of payments such as business checks, checking account information, money orders and cashier's checks. When the position was moved to a new budget account number, the duties did not change.

Please remove the following PCNs currently on the list:

11.134 Fingerprint/Records Examiner II: 4709-32, 4709-60 as they expired and were eliminated completely on 06/29/2009

02.210 Administrative Assistant IV: 4702-322 as it was reclassified to a Program Officer I 07.649 on 07/06/2015 and is located on page 2 of this request for inclusion on the list under its current classification title.

07.925 IT Professional III: 4733-46 as it was reclassified to a Business Process Analyst II 07.656 and is currently on the list under its current classification title.

Please remove the following references to Budget Account 4733 which no longer exists:

07.902 IT Manager III: 4733-35
07.921 IT Professional IV: 4733-115
07.926 IT Professional II: 4733-301
07.928 IT Technician VI: 4733-230, 4733-235, 4733-240
07.931 IT Technician V: 4733-220
07.940 IT Technician III: 4733-314, 4733-353

Budget account 4733 was eliminated when the Department of Public Safety's Information Technology Bureau was merged into the Department of Administration's Enterprise IT Services Division effective July 1, 2013.

NDOT

CLASSIFICATION APPEAL PACKET

ERIK REED, RIGHT OF WAY AGENT II

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
1263 S. Stewart Street
Carson City, Nevada 89712

BRIAN SANDOVAL
Governor

RUDY MALFABON, P.E., *Director*

March 10, 2017

In Reply, Refer to:

Dear Personnel Commission,

We appreciate the opportunity to address the classification appeal of Erik Reed, Right-of-Way Agent II with the NDOT Right-of-Way Division and provide you with the basis for recommending "no change" in classification of his position.

In addition, the Division of Human Resource Management has reviewed Mr. Reed's NPD-19 and NDOT's determination and concluded that "Significant Change" has not occurred to this position and as a result have denied his appeal.

On February 2, 2016 an NPD-19 was submitted for this position and no significant change was determined after a desk audit was conducted and comparison was made to other Right-of-Way Agent positions as well as comparison to the class concepts for Right-of-Way Agent II and III.

The NDOT believes that after thorough examination of the NPD-19 submitted for Mr. Reed's position and comparison to the duties performed by other Right-of-Way Agents as well as the requirements under NAC 284 for reclassification to a higher grade level based on "significant change", Mr. Reed's reclassification request is not supported and request the Personnel Commission deny this appeal.

Sincerely,

Ruth Borrelli, Chief, Right-of-Way Division
Nevada Department of Transportation

rb/jm

APPEAL SUMMARY

Personnel Commission

Individual Appeal
Personnel Commission Meeting March 10, 2017

Prepared by the NDOT Human Resources Division

Appeal Summary

The Nevada Department of Transportation, through its delegated authority, has denied Erik Reed's reclassification request from a Right of Way Agent II, grade 34 to a Right of Way Agent III, grade 36.

Nevada Department of Transportation's Recommendation

NDOT believes the level of responsibility of Mr. Reed's position is appropriately classified as a Right of Way Agent II based on the nature and complexity of work assigned to his position, decision making authority, consequence of error, Knowledge, Skills and Abilities as well as comparison to other Right of Way Agent positions.

An independent review of Mr. Reed's position was conducted by the Division of Human Resource Management, Classification Section who also concluded that his position is appropriately classified as a Right of Agent II.

In Conclusion, the appellant's duties are consistent with the Right of Way Agent II class concepts and other Right of Way Agent II's at NDOT. In addition, the new duties listed on Mr. Reed's NPD-19 were not determined to be at the level of a Right of Way Agent III and did not meet the definition of "Significant Change".

Finally, granting this request would create inequities within the NDOT Right of Way Division.

Personnel Commission Meeting
March 10, 2017

Classification Appeal of Erik Reed, Right of Agent II, PCN
Department of Transportation

Document	Exhibit
Letter from DHRM to Mr. Reed appeal points	1
Determination of reclassification letter from Mr. Easton, Personnel Officer II, NDOT Human Resources to Erik Reed.	2
NPD-19, Positon Description Questionnaire from Erik Reed, Right of Way Agent II, (PCN 031-043) requesting reclassification to the Right of Way Agent III, dated February 2, 2016.	3
E- Mail dated February 16, 2016 from Dave Moreno, Supervisory Right of Way Agent to Ruth Borelli, Chief, Right of Way Division.	4
Work Performance Standards dated August 25/2011, Erik Reed, Right of Way Agent II.	5
Class specification for the Right of Way Agent Series.	6
NPD-19, Position Description Questionnaire dated July 24, 2000 creating PCN 031-043 as a Right of Way Agent II.	7

EXHIBIT "1"

Brian Sandoval
Governor

Patrick Cates
Director

Peter Long
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov | Fax: (775) 684-0122

CERTIFIED MAIL: 7013 1090 0001 1319 7034

September 7, 2016

Erik Reed, Right-of-Way Agent II
364 Cascade Mist Avenue
Las Vegas, NV 89123
ereed@dot.state.nv.us

Dear Mr. Reed:

I have received your appeal regarding the results of the classification study recently conducted by the Nevada Department of Transportation (NDOT) under a delegation agreement with the Division of Human Resource Management. You are appealing the denial of the request to reclassify your position from a Right-of-Way Agent II, 7.437, grade 34 to a Right-of-Way Agent III, 7.436, grade 36.

My responsibility in the classification appeal process is to objectively review the classification determination for validity and adherence to accepted classification principles and to assess the use of appropriate methodology. I must consider the points in the original determination with which you disagree and the rationale for this disagreement. My review of this appeal took into consideration all the information gathered during the classification study including the current NPD-19 upon which the determination was made; a review of the class specifications for the Right-of-Way (ROW) Agent Series, a review of the appeal documents submitted, and additional information received.

In reviewing and comparing the original NPD-19 that created the position with work performance standards signed by you on August 25, 2011, the NPD-19 recently submitted and statements made by both you and management, there appears to be several conflicting items. The original NPD-19 and work performance standards show responsibility for negotiation/acquisition, appraisal, relocation assistance, property management and utility coordination/project lead; however, the recently submitted NPD-19 only shows duties associated with utilities.

In making decisions as to the functionality of positions within their span of control, departments are authorized to add and/or remove duties to positions based on their organizational requirements. It appears that sometime between the date the work performance standards were signed and the date you submitted your NPD-19, there was a reorganization of the Right-of-Way Division; however, it does not appear that duties and responsibilities were clarified through new NPD-19's or work performance standards. At this time, I would strongly suggest a meeting between yourself, division management and departmental human resources to clarify your actual duties and responsibilities and create new work performance standards detailing this information.

With regards to the reasoning for your appeal, you state in your appeal letter that the major difference between the ROW Agent II and III is that the ROW Agent III *"frequently and regularly serve as project managers with responsibility for project status reporting, coordination of activities with other disciplines and divisions, project timelines, and consultant contract administration."* You further state that since you spend the preponderance of your time performing project management duties you are working outside the scope of your current class and therefore meet the definition of significant change according to NAC.

Project Management, is not the defining characteristic of the ROW Agent III class. The class concept for the ROW Agent III states the following: *"Under general direction, incumbents, in addition to performing the full range of duties described in the series concept, function independently in at least three of the following right-of-way disciplines: property appraisal, negotiations, relocation assistance, property management, and utility/railroad relocation. Incumbents at this level frequently and regularly serve as project managers with responsibility for project status reporting, coordination of activities with other disciplines and divisions, project timelines, and consultant contract administration. They also function as leadworkers for other right-of-way staff assigned to projects and provide guidance to local public agencies regarding right-of-way issues. This is the advanced journey level in the series."*

In order to be classified at the ROW Agent III, incumbents must meet the class concept as a whole, not in part. Positions may perform one or two higher-level duties; however, this does not provide the basis for reclassification to the higher level.

While ROW Agent III positions may not have direct responsibility for each discipline area, they must be able to function independently in at least three of them. This statement not only requires ROW Agent III's to have a breadth of experience and comprehensive knowledge necessary to make judgements, decisions and determinations related to at least three discipline areas, but in addition, as problems arise during the course of assigned projects; authorizes them to do so. As indicated by management within your division, your position is not required to function at this level, nor is it authorized to make this level of determination.

Also, the ROW Agent III is not the only level in the series that is assigned projects as evidenced by the statement in the ROW III class concept *"...function as leadworkers for other right-of-way staff assigned to projects..."* and the ROW Agent II class concept *"...may provide direction...for various projects."* The primary difference between the

ROW Agent III and the ROW Agent II with regards to project management is the scope and complexity of the projects themselves. The ROW Agent III is assigned the most complex assignments as determined by management. They also function independently and make high-level decisions. While you believe that you are performing project management for complex assignments, management within NDOT's Right-of-Way Division has indicated that your position is not responsible for projects that have the same high-degree of complexity as the ROW Agent III. As such, there appears to be a miscommunication between yourself and management with regards to the defining characteristics of complexity of assigned projects. I would suggest a meeting between you and your immediate supervisor in order to receive clarification. It should also be noted, that project management is not a newly assigned duty to the position, as evidenced by the original NPD-19 dated August 4, 2000 and work performance standards signed by you on August 25, 2011.

Furthermore, the ROW Agent III functions as a leadworker for other right-of-way staff assigned to projects and provides guidance to local public agencies regarding right-of-way issues. A leadworker has on-going responsibility for prioritizing and assigning work; reviewing work products; resolving problems; and reporting to the supervisor regarding status of work, the performance of individual employees, and training needs. ROW Agent II's, on the other hand, may provide direction to less experienced agents, other department personnel and to other public and private entities for various projects. In reviewing documents obtained and information received from yourself and management, your position does not function as a leadworker; however, with the hiring of several new right-of-way agents within the division, there may be some confusion between yourself and management as to your exact responsibilities in this area. I would again suggest a meeting to obtain clarification.

Lastly, the Right-of-Way Agent III is the advanced journey level in the series. This means that positions function at the highest level, with the highest degree of complexity, intricacy, involvement and complication; and are authorized to make independent decisions, determinations and judgements with little to no supervisory input. Again, upon review of documents obtained and information received, your position does not function at this level.

In conclusion, after a thorough review of all duties performed and analysis of all relevant documentation, I find that the original classification determination was based on sound evidence and evaluated according to prescribed classification procedures and methodology. It is my decision that the Right-of-Way Agent II, 7.437, grade 34 is the correct classification for the position.

I am sorry that my response could not have been more favorable and I again wish to reiterate my suggestion that a meeting between yourself, division management and departmental human resources be held to further clarify and document the duties and responsibilities of your position in contrast to those of the Right-of-Way Agent III.

Thank you for the cooperation shown during the course of this study. Per NAC 284.152, you may appeal this decision to the Personnel Commission within 30 days after receipt of this letter by notifying the Division of Human Resource Management in writing at 209 East Musser Street, Suite 101, Carson City, NV 89701. Regulations also require that your appeal should be sent to me and contain the rationale for your disagreement with this determination.

Sincerely,

Peter Long

Peter Long, Administrator
Division of Human Resource Management

cc: Ruth Borrelli, Chief, Right-of-Way, Department of Transportation,
Right-of-Way Division, rborelli@dot.state.nv.us

Jessica Biggin, Assistant Chief, Right-of-Way, Department of Transportation
Right-of-Way Division, jbiggin@dot.state.nv.us

Allison Wall, Personnel Officer III, Department of Transportation
Right-of-Way Division, awall@dot.state.nv.us

Rob Easton, Personnel Officer II, Department of Transportation
reaston@dot.state.nv.us

EXHIBIT "2"

STATE OF NEVADA

DEPARTMENT OF TRANSPORTATION

BRIAN SANDOVAL
Governor

RUDY MALFABON, P.E., *Director*

In Reply Refer to:

Erik Reed, Right of Way Agent II
123 E Washington St., Building C
Right of Way Division, Utilities Section
Las Vegas, NV 89101

Dear Erik:

The NDOT Human Resources Division has carefully reviewed the request to reclassify your position from ROW Agent II, grade 34 to ROW Agent III, grade 36. The process of evaluating your position included an in-depth analysis of documents such as the NPD-19 submitted; current class specifications; the desk audit completed on 06-09-2016 with Jessica Biggin, Assistant Chief ROW and myself; and, an interview with Dave Moreno, ROW Supervisor, Ruth Borrelli, Chief ROW Division, and Jerry Hoover, Assistant Chief ROW Division.

Based on the data collected in the review, we have concluded that the level of responsibility and scope of your duties correctly align with 7.437, ROW Agent 2, grade 34.

Per regulation, a position may be reclassified when significant change in the duties and responsibilities being performed has occurred. NAC 284.126, 1(b) defines significant change as "a change in duties and responsibilities assigned to a position in a class that:

1) Is outside the scope of the class as described by the class specification;
2) Is not part of the scope of responsibility of the position; and
3) Results in the preponderance of duties and responsibilities being allocated to a different class."

In short, significant change means that the duties assigned to a position have changed to such a degree that the current class concept no longer fairly describes the preponderance of responsibilities. In applying the definition, change that is the result of natural growth or an increase in workload, common to most positions in State service, is not considered to fall within the meaning of significant change, nor is the addition of duties that are similar in nature or complexity to current or previously performed responsibilities.

In order to be reclassified from one level in a series to a higher level, a position must spend the preponderance of time performing higher-level duties. Some positions may perform one or two higher-level duties; however, this does not provide the basis for reclassification to the higher level.

Your request for reclassification to a ROW Agent 3 was submitted for review on February 10, 2016. The following week, your NPD-19 was discuss with Jerry Hoover, Acting Deputy Chief, ROW and Ruth Borelli, Chief, ROW. It was communicated to both you and your supervisor,

Dave Moreno, that you were not authorized to work out of class and that any ROW Agent 3 duties assigned to you would be removed.

During your desk audit, you stated that none of the ROW Agent 3's in the LV ROW Utilities Section meet the class concepts for the ROW Agent 3 level since they are not performing at least three ROW disciplines. Your assessment has no bearing in fact and does not justify upgrading your position as you do not meet the class concepts for ROW Agent 3. The ROW Agent 3's in the Las Vegas Utilities section are independently performing the most complex ROW functions and are assigned ROW projects that exceed your current job assignments, knowledge, decision making authority and experience level. Based on your current and previous work assignments it has been determined that your job functions are not at the level of the ROW Agent 3's in Las Vegas and that you are appropriately classified at the ROW Agent II level.

The class concepts for Right-of-Way Agent II describe responsibility for perform the full range of duties described in the series concept and function proficiently in at least two of the following right-of-way disciplines: property appraisal, negotiations, relocation assistance, property management, utility/railroad relocation, and may provide direction to less experienced agents, other department personnel and to other public and private entities for various projects. This is the journey level class in the series.

Right-of-Way Agent III's perform the full range of duties described in the series concept, function independently in at least three of the following right-of-way disciplines: property appraisal, negotiations, relocation assistance, property management, and utility/railroad relocation. Incumbents at this level frequently and regularly serve as project managers with responsibility for project status reporting, coordination of activities with other disciplines and divisions, project timelines, and consultant contract administration. They also function as lead workers for other right-of-way staff assigned to projects and provide guidance to local public agencies regarding right-of-way issues. This is the advanced journey level in the series.

In addition, the organizational structure in the LV Utilities section is comprised of three ROW Agent 3's and two ROW Agent 2's. Since the initial submission of your NPD-19's, there have been several ROW Agent 3 vacancies for which you have interviewed. Although you were not selected for these positions, it has been determined by the ROW Division that additional ROW Agent 3's are not needed in the LV Utilities office.

In conclusion, after a thorough review of all duties performed and analysis of all relevant documentation, it was determined that there has been no significant change in duties and responsibilities being performed and that the preponderance of duties are consistent with ROW Agent II, 7.437, grade 34.

This classification decision is not a reflection on your abilities or accomplishments, nor should it be seen as minimizing your contributions. It is apparent that you are providing a valuable service to your agency; however, we are required to make decisions based on objective classification principles and regulations.

Per NAC 284.152, you have 20 working days from receipt of this recommendation to appeal to the Division of Human Resource Management.

Sincerely,

R. Easton

Rob Easton, Personnel Officer II, SPHR, SHRM-SCP
NDOT HR, 775-888-7076

CC: Ruth Borelli, Chief ROW Division
Jessica Biggin, Assistant Chief ROW Division
Peter Long, Administrator, DHRM

EXHIBIT "3"

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☐ Vacant Position
☒ Filled Position

RECEIVED
State of Nevada
Department of Administration
DIVISION OF HUMAN RESOURCE MANAGEMENT
FEB 10 2016
COMPENSATION, CLASSIFICATION
RECRUITMENT DIVISION
CARSON CITY, NEVADA

DEPARTMENT: Nevada Department of Transportation			
DIVISION: Right of Way – Utilities (031)			
GEOGRAPHIC LOCATION OF POSITION: 800			
AGENCY ID# (3 digits): 4960	FUND# (3 digits):		
AGENCY ORG/BUDGET# (4 digits):	POSITION CONTROL#: 031-043		
CURRENT CLASS TITLE (If vacant or filled position): Right of Way Agent II		CLASS CODE: 7.437	GRADE: 34
REQUESTED CLASS TITLE: Right of Way Agent III		CLASS CODE: 7.438	GRADE: 36
EMPLOYEE NAME: Erik C. Reed	PHONE#: 702-245-2942	EMAIL: ereed@dot.state.nv.us	
SUPERVISOR NAME: David Moreno	PHONE#: 702-385-6541	EMAIL: dmoreno@dot.state.nv.us	

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.

Changed responsibilities would be effected on: Date:

Appointing Authority or Designated Representative signature: Date:

Employee signature: Date: 2/9/16

Is this request being submitted with agency approval or knowledge? ☒ No ☐ Yes

2a. FOR COMPLETION BY BUDGET DIVISION ONLY

Required for new positions and when NAC 284.128 (3) applies.

☐ Approved effective date (If change is approved by DHRM) Date:

☐ Approved – date to be determined and change to be approved by DHRM

☐ Disapproved

Part-time (%): Expire date:

Signature: Date:

Notes:

3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY

Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature: Date:

4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY

Dept code:	Effective date: ("no change")	Expire date:
Division code:		
Class code:	Title:	Grade:
Class option:	IPC/Legislative approval required? ☐ No ☐ Yes, date approved:	

INSTRUCTIONS TO APPOINTING AUTHORITY

Incumbent meets MQ's: ☒ No ☐ Yes

☒ Other: Denied – "no change"

Study#: 399-16

Analyst: R. Carter Date: 7/12/16

Supervisor: Date:

NPD-19 (Rev. 11/12)

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☐ Vacant Position
☒ Filled Position

RECEIVED
State of Nevada
Department of Administration
DIVISION OF HUMAN RESOURCE MANAGEMENT
FEB 10 2016
COMPENSATION, CLASSIFICATION
RECRUITMENT DIVISION
CARSON CITY, NEVADA

DEPARTMENT: Nevada Department of Transportation		
DIVISION: Right of Way – Utilities (031)		
GEOGRAPHIC LOCATION OF POSITION: 800		
AGENCY ID# (3 digits): 4660	FUND# (3 digits):	
AGENCY ORG/BUDGET# (4 digits):	POSITION CONTROL#: 031-043	
CURRENT CLASS TITLE (If vacant or filled position): Right of Way Agent II	CLASS CODE: 7.437	GRADE: 34
REQUESTED CLASS TITLE: Right of Way Agent III	CLASS CODE: 7.436	GRADE: 36
EMPLOYEE NAME: Erik C. Reed	PHONE#: 702-245-2942	EMAIL: ereed@dot.state.nv.us
SUPERVISOR NAME: David Moreno	PHONE#: 702-385-6541	EMAIL: dmoreno@dot.state.nv.us

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.

Changed responsibilities were/will be effected on: Date:

Appointing Authority or Designated Representative signature: Date:

Employee signature: Date: 2/9/16

Is this request being submitted with agency approval or knowledge? ☒ No ☐ Yes

3a. FOR COMPLETION BY BUDGET DIVISION ONLY

RECEIVED
FEB 10 2016
GOVERNOR'S FINANCE OFFICE
BUDGET DIVISION

Required for new positions and when NAC 284.126 (3) applies.

☐ Approved effective date (if change is approved by DHRM) Date:

☒ Approved – date to be determined and change to be approved by DHRM

☐ Disapproved

Part-time (%): Expire date:

Signature: Date: 2/10/16

Notes:

3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY

Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature: Date:

4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY

Dept code:	Effective date:	Expire date:
Division code:	Delegated Agreement	
Class code:	Title: Sent back to NDOT	Grade:
Class option:	IFC/Legislative approval required? ☐ No ☐ Yes, date approved:	

INSTRUCTIONS TO APPOINTING AUTHORITY

Incumbent meets MQ's: ☐ No ☐ Yes

☐ Other:

Study#: 399-16

Analyst: Date:

Supervisor: Date: 2/17/16

NPD-19 (Rev. 11/12)

1. **What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by Human Resource Management. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.**

This request is being made because Employee has been performing duties and responsibilities which are specific to the class specifications of Right of Way Agent III and beyond the scope of current class of Right of Way Agent II. For example, Employee has been requested to act as project manager, manage consultant contract administration, perform complex tasks, and train newly hired agents.

2. **What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)**

Right of Way Agent III, and Right of Way Supervisor

3. **Briefly describe the major purpose of this job.**

Right of Way Agent II's major purpose is to coordinate relocation and adjustment of affected utility and railroads by agreement; review and interpret contracts and plans; identify the type and location of utility; ensure they are included in the design division's construction plans; make contact with public and private utility companies to coordinate relocations and verify ownership of facilities; research and determine prior rights; research and determine access rights to right-of-way; verify cost estimates provided for the relocation of utility; coordinate relocation agreements ensuring construction plans and work are completed on schedule; verify billings; and process purchase orders for payment. Much of these activities are performed under the supervision of Agent IIIs, which has not been the case for Employee.

Right of Way Agent III's major purpose is similar to that described above; however, they regularly serve as project managers with responsibility for project status reporting, coordination of activities with other disciplines and divisions, project timelines, and consultant contract administration. They also frequently train new employees and function as lead workers for other right-of-way staff assigned to projects. Much of these activities are performed under general supervision of the Right of Way Supervisor, which has been the case for Employee since Employee has been asked to perform the duties of a Right of Way Agent III.

4. **Attach a copy of the agency organizational chart to this form. Please circle this position.**

5. **List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.**

DUTY#	DUTY	FREQUENCY
1	Communication with all utilities operating in the area of the project: Coordinate project between designer and utility company; request red-lines/as-builts, prior rights information, and inform utilities of project scope, limits, and potential impact to their facilities.	35%
2	*Project Management: Responsible for coordinating a series of activities for the purposes of ensuring utility conflicts are addressed, agreements are executed on time, adjustments are completed, and reimbursement invoices/billing are accompanied with supporting documentation and are processed in a timely manner.	30%
3	Establish relocation agreements: Researching and determining prior rights; documenting cost estimates associated with relocation; drafting the agreement, and ensuring agreement is fully executed in a timely manner.	20%
4	*Contract Preparation: Create the scope of work, roles and responsibilities for the right-of-way utilities; follow administrative services for Request for Proposal (RFP) procedures to contract for sub-surface utility engineering and other work.	15%

6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

All of the duties described above involve making choices, determinations, using judgments, and exercising independence and initiative. Right of Way Agent IIs receive direction from Supervisor, while Right of Way Agent IIIs only receive occasional guidance from the Supervisor. When acting as Project Manager, Employee has had to determine which agreements are applicable; which meetings to attend; what kind of correspondence to prepare and determine the level of utility coordination and outreach based on an analysis of the project scope. Another example where choices, determinations and judgments are utilized is the creation of a shell contract for outside consultants. Employee has been responsible to provide input and direction, as well as to initiate the development of a template using Employee's best determinations and judgments.

7a. List the class titles and position control numbers of all employees that are supervised by this position.

Right-of-Way Agent II

7b. Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)

☐ Final selection ☐ Work assignment ☐ Performance appraisal ☐ Discipline
☒ Training ☒ Work review ☒ Other (specify): Guidance and Direction

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

Bachelor's degree, Commercial Driver's License

9. List equipment which is used that requires specialized training.

N/A

10a. List the name, title, and position control number of the position's supervisor.

David Moreno, Supervisory Right-of-Way Agent, PC# 031.002

10b. Describe the type and extent of supervision received.

Employee currently receives limited supervision and direction; project status is currently reviewed once a month.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?
Title 23 of the Code of Federal Regulations, Nevada Revised Statues 408 and 704, Nevada Administrative Codes 408 and 410; and Nevada Department of Transportation Right of Way Division guidelines.

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

Utilities Personnel – to notify them of projects, to collect utility information and to coordinate relocation agreements. **NDOT personnel** – to request invoices be paid, agreements be circulated for signatures, agreements reviewed for legal purposes, coordinate RFQs, RFPs, and utility relocation agreements. **Local Government personnel** – coordinate and review local projects performed in NDOT Right of Way and/or the projects receiving Federal funding that are being administered by NDOT. **Consultants** – to discuss the scope of work, coordinate utility outreach conflict and resolution and to monitor the progress of the agreement. **Railroad** – to gain Right of Entry permits, develop preliminary engineering agreements, submit NDOT plans for UPRR review, and develop flagging and supplemental agreements.

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

N/A

14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.

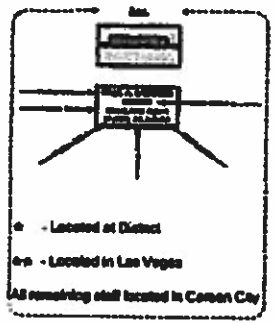
Employee is currently assigned Right of Way Agent III duties for the Kern River Pipeline Relocation Project; one of the most challenging and most expensive projects within NDOT.

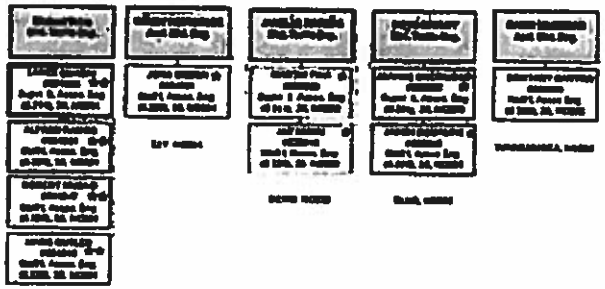
Employee selected to lead an effort to restore Nevada Energy's property rights; a complicated task which several Right of Way Agent IIIs had worked on previously but had not yet completed.

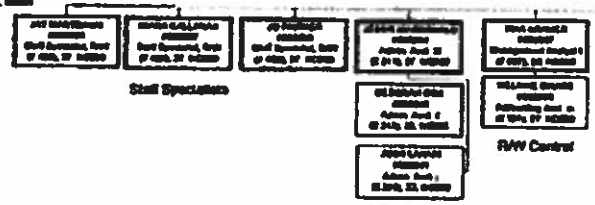
An additional item of note is that Employee is a member of the RTC Regional Project Coordination Committee and regularly attends monthly meetings on behalf of NDOT. Previously, this activity was performed by a supervisor. As a member of this committee, Employee has established and maintained professional relationships with several key personnel at other agencies and is responsible for providing the committee monthly updates as the representative from NDOT.

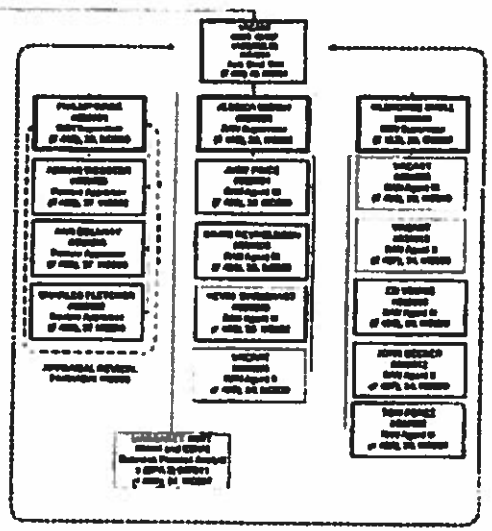
NDOT Right-of-Way Division Organizational Structure

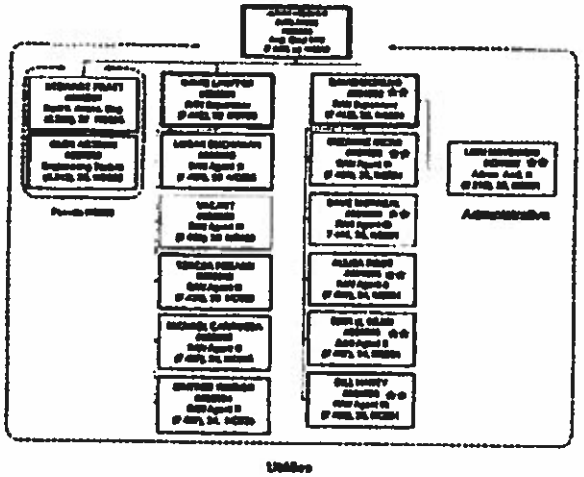
Updated September 18, 2015











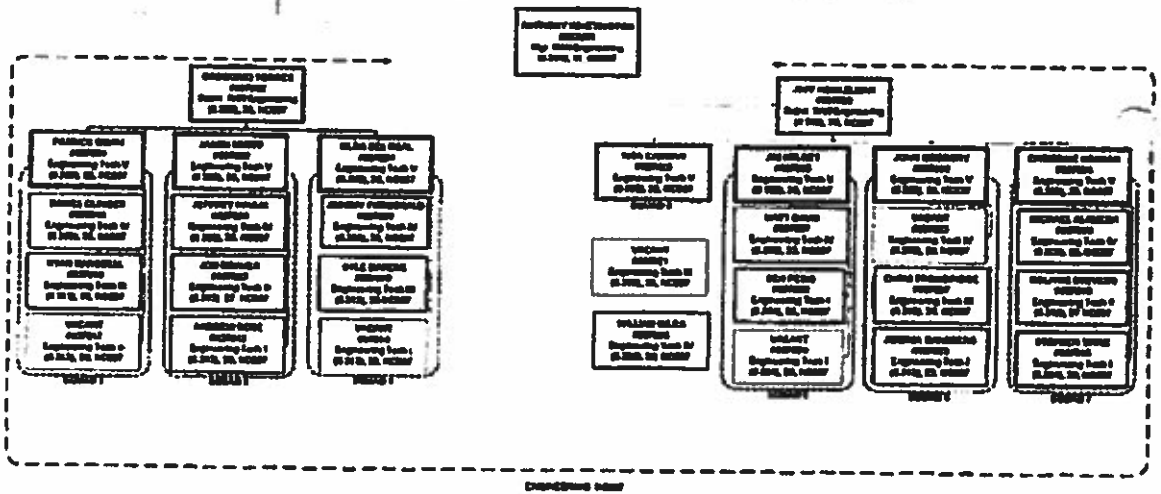


EXHIBIT "4"

Easton, Robert B

From: Easton, Robert B
Sent: Wednesday, December 14, 2016 2:43 PM
To: Biggin, Jessica D
Subject: FW: Receipt of NPD-19

Importance: High

For your files.

From: Moreno, David
Sent: Tuesday, February 16, 2016 4:38 PM
To: Easton, Robert B <reaston@dot.state.nv.us>
Cc: Borrelli, Ruth <RBorrelli@dot.state.nv.us>; Hoover, Jerry M <JHoover@dot.state.nv.us>
Subject: RE: Receipt of NPD-19
Importance: High

Good afternoon Rob.

Ruth and I have been discussing through emails, Erik Reed and Agent II duties. I mentioned to Ruth that in my opinion Mr. Reed is performing agent II duties. But I wasn't clear about him assisting and/or training of other agents. Ruth was clear in telling me that as an agent II, Mr. Reed should not be performing this task, and to have him stop this immediately, which in turn I kindly agreed to do so.

This morning at 8:30 am I spoke to Erik Reed regarding assisting other agents in the office. After conferring with him and explaining that assisting and/or training is not in line with an Agent II duties, I directed him to stop doing so immediately and he understood. Other than that, I feel at this time Erik Reed is performing Agent II duties. I'd also like to add that I am providing Agent II level supervision to this employee. Please let me know if you need anything else.

Sincerely,

David Moreno
Supervisory Right of Way Agent - Utilities
Nevada Department of Transportation
District 1
123 E. Washington Ave.
Las Vegas, NV. 89101
Office: 702.385.6541
Cell: 702.306.5068
Fax: 702.385.6538
dmoreno@dot.state.nv.us

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EXHIBIT "5"

DEPARTMENT OF PERSONNEL
EMPLOYEE WORK PERFORMANCE STANDARDS FORM

Supervisors are responsible for establishing the initial standards, but standards must be reviewed annually and amended when appropriate. The employee must be given an opportunity to comment when the standards are revised (NAC 284.468).

Employee Name:	**Last**	Reed	**First**	Erik	**Ini.**		**Employee ID #** 42590
Class Title:	Right of Way Agent II						**Date Standards Est/Rev:** 8/25/2011
Department/Division:	Transportation/Right-of-Way						
Agency # (3 digits):	800	**Home Org # (4 digits):**	4660	**Position Control #:**	030-038		

I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.

Employee Signature: Erik Reed — **Date:** 8/25/11

Supervisor Title & Signature: Isabel J. Alarcon, Supervisory R/W Agent — **Date:** 8/25/11

Reviewing Officer Title & Signature Carol Lamb, Asst. Chief R/W Agent: — **Date:** 8/25/11

Appointing Authority Title & Signature Paul Saucedo, Chief R/W Agent: — **Date:** 8/29/11

RECEIVED SEP 02 2011 HUMAN RESOURCES DIVISION DEPT. OF TRANSPORTATION

Job Elements (Defined as principal assignments, goals, responsibilities and/or related factors.)	***Weighted Value**	**Performance Standards**
Job Element #1: Negotiation/Acquisition	10%	Under general supervision, prepare and negotiate agreements to acquire various interests in personal and real property including, but not limited to: special use permits, entry permits, easements and exchanges for utility easements, maintenance station sites, material sites and rights-of-way, etc. Actions must ensure that property owners receive fair and equal treatment, appropriate documents are prepared, collected data is accurate, and property/departmental problems related to the acquisition have been resolved. Agent may assist legal counsel in reaching settlements or preparing for trail and may act as an expert witness in court.
Job Element #2: Appraisal	5%	Under general supervision, identify, research, verify data, prepare and publish reports estimating the value of various interest in personal and real properties; provide cost estimates for new and on-going projects; set retention values and minimum bids for property to be disposed; establish economic rents for leases, licenses and rentals; provide administratively determined value estimates (waiver valuations) when a full appraisal is not indicated; assist legal in reaching legal settlements or in preparing for trial, including acting as an expert witness in a court of law.
Job Element #3: Relocation Assistance	10%	Under general supervision, provide advisory service and relocation assistance including replacement housing determinations, moving payments, and re-establishment costs reimbursements to displacees (residential, business, non-profit and not-for-profit organizations and farm operations).

Employee Name: (Last)	Reed	(First)	Erik	(Initial)	
Employee ID #: 42590					

Job Element #4: Property Management	10%	Under general supervision, provide auctioneering services, prepare and publish brochures of auction items; prepare clearance and demolition specifications and contracts; award and monitor contracts; monitor the moving of auctioned items and the demolition and clearance contracts, manage leased, licensed and rented properties including the processing of evictions. Perform regular, periodic inspections of Department's vacant and improved properties documenting and correcting hazards to health or safety, unauthorized uses, and items needing correction, repair, or maintenance so as to preserve properties in a decent, safe and sanitary condition. Agent must demonstrate general knowledge of technical and legal terminology, real estate legal descriptions, clearance and management of land and the disposal of property acquired under the power of eminent domain for transportation.
Job Element #5: Project Lead - Utility Coordination	N/A	Under general supervision, manage, monitor, coordinate and act as the liaison with utility companies and districts, municipalities, counties and other local entities, state agencies and railroad companies, and the Public Utility Commission to ensure compliance with the NDOT Right-of-Way Manual and Federal and State Statutes and Regulations and written policies and procedures. Specifically to include, but not limited to: Title 23 of the Code of Federal Regulations, Nevada Revised Statutes 408 and 704, Nevada Administrative Codes 408 and 410. Duties include, but are not limited to: research of permits and plans for utility as-builts; verification of compensable interests; following Administrative Services Request for Approach (RFA) and Request for Proposal (RFP) procedures to contract for Sub-Utility Engineering and other work; drafting agreements including review of utility adjustment cost estimates, ensure conflicts are minimized, agreements are executed, adjustments are completed, and reimbursements are accompanied with supporting documentation in a timely. Agent must demonstrate general knowledge of railroads and utility as related to departmental projects, Federal and State laws, statues, policies and procedures.
Job Element #6: Utility Coordination	5%	Under general supervision, may act as a Lead Utility Agent. Attend meetings or, public hearings, Project Design Field Study's (PDFS) on various projects; promulgate and process various correspondence; provide expert testimony in a court of law and depositions; negotiate and monitor consultant contract and interlocal cooperative agreements, etc.; assist in the promulgation of policies and regulations as they relate to the right-of-way disciplines; provide supervisory coverage in the absence of the Supervisory Right-of-Way agent.

Employee Name: (Last)	Reed	(First)	Erik	(Initial)	
Employee ID #: 42590					

Job Element #7: Related Duties	10%	Agent must demonstrate general knowledge of the above-mentioned Federal and State laws, statutes, and written policies and procedures and be aware of acquisition principles as related to eminent domain and right-of-way project management. All tasks are to be completed within an allotted time frame and in accordance with the NDOT Right-of-Way Manual the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended, Federal and State statues, regulations and written policies and procedures. Attend meetings, public hearings, PDFS's on various projects; promulgate and process various correspondence; provide expert testimony in a court of law and depositions; negotiate and monitor consultant contracts and interlocal cooperative agreements, etc.; assist in the promulgation of policies and regulations as they relate to the right-of-way disciplines; provide supervisory coverage in the absence of the Supervisory Right-of-Way agent. All activities to be in accordance with the NDOT Right-of-Way Manual and the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended, Federal and State statues, regulations and written policies and procedures.
Job Element #8: Responsiveness	10%	Plans work activities to meet project/task schedules, budgets, costs, and baselines. Timely resolution of issues/conflicts.
Job Element #9: Judgment, adaptability, cooperativeness	5%	Formulates sound solutions, constructively handles changing assignments and courteous and cooperative toward fellow employees and clients and accepting of authority.
Job Element #10: Teamwork	10%	Builds constructive working relationships characterized by a high level of acceptance, cooperation and mutual regard. Fosters positive relationships with co-workers.
Job Element #11: Communication	10%	Clearly and effectively communicates with project teams, individuals and/or groups within and outside of the organization. Responsive to the various styles and needs of project teams, individuals and/or groups with whom he/she is communicating. Listens well to others. Writes appropriately for the audience and situation. Presents ideas effectively in formal and informal situations. Keeps project team and/or others informed of status of his/her tasks.
Job Element #12: Workplace Safety	5%	Uses safe work practices and adheres to NDOT/Risk Management safety guidelines. Attends any required training. Maintains a safe work area and complies with all NDOT workplace safety policies and procedures.
Job Element #13: Participate in on-the-job training of agents as required	10%	Assist Right-of-Way Agents with information and provide training in activities in accordance with the NDOT Right-of-Way Manual and the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended, Federal and State statues, regulations and written policies and procedures.

*If a weighted value is not designated, each job element has an equal weight.

Distribution: Original to Agency; Copy to Employee; Copy to Supervisor

EXHIBIT "6"

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
RIGHT-OF-WAY SUPERVISOR	**39**	**A**	**7.412**
RIGHT-OF-WAY AGENT III	**36**	**B**	**7.436**
RIGHT-OF-WAY AGENT II	**34**	**B**	**7.437**
RIGHT-OF-WAY AGENT I	**32**	**B**	**7.443**

SERIES CONCEPT

Right-of-Way Agents appraise, acquire, relocate, clear, and manage real property for the State and, as requested, its political subdivisions. As such, the statutory knowledge base includes State and federal laws and regulations.

Prepare and publish narrative appraisal reports on properties, in both the before and after condition for determination of compensation which becomes the basis for negotiating acquisition of rights-of-way; prepare appraisal reports for the disposal of surplus property and the establishment of economic rent for leases, licenses and rental properties managed by the department to meet the Uniform Standards of Professional Appraisal Practice.

Negotiate agreements with property owners to acquire various interests in real property; ensure fair and equal treatment to the public; review accuracy of all collected data; prepare appropriate documents; initiate contact with property owners and conduct discussions; solve department and/or owner problems related to projects and acquisitions; prepare closing documents and transfer funds or present account of negotiations to review board; recommend condemnations.

Continue negotiations in coordination with legal counsel and may assist counsel in reaching settlements or preparing for trial; may act as an expert witness in court; apply real estate planning and development practices, engineering and law concepts and natural resource factors related to the appraisal and acquisition of land.

Provide relocation assistance to persons, businesses, farms, public agencies, and non-profit organizations which are to be displaced as a result of acquisition; determine individual relocation needs; supervise moving crews; obtain related bids from movers and contractors, arrange schedules; analyze comparable dwellings and select proper dwelling to calculate the entitlement base and coordinate these actions with escrow officers, bankers, real estate brokers and attorneys, ensuring that all necessary payments are made in accordance with State and federal laws.

Manage acquired properties; inspect, verify inventories, compute values for owner's retention and public auctions, and arrange for maintenance and repairs; write rental agreements, commercial, multi-use, and airspace leases and licenses, and process evictions; conduct public auctions, direct sales of surplus properties, and solicit bids for contracts; prepare contract documents and inspect work prior to final payment.

Conduct research in a variety of areas; gather and compile information into reports and respond to questions from property owners, attorneys and others in person, by telephone, letter, and at public hearings.

SERIES CONCEPT (cont'd)

Coordinate relocation and adjustment of affected utility and railroads by agreement; review and interpret contracts and plans; identify the type and location of utility; ensure they are included in the design division's construction plans; make contact with public and private utility companies to coordinate relocations and verify ownership of facilities; research and determine prior rights; research and determine access rights to rights-of-way; verify cost estimates provided for the relocation of utility; coordinate relocation agreements ensuring construction plans and work are completed on schedule; verify billings; and process purchase orders for payment.

Manage and control outdoor advertising and junkyards along designated highways pursuant to federal, State and local laws and regulations; review inspection reports and issue or deny requests for sign permits.

Provide written and oral presentations as required.

Review proposed legislation and the potential impact on right-of-way operations.

Draft and review regulations as required.

Perform related duties as assigned.

****

CLASS CONCEPTS

Right-of-Way Supervisor: Under general direction, incumbents train, supervise and evaluate the performance of lower level Right-of-Way Agents and other personnel as assigned; assign and review projects; ensure work is performed according to established standards of accuracy and timeliness; provide technical expertise and guidance regarding sensitive issues and problems. Incumbents also request allocation of funds for relocations, manage expenditures for supplies and equipment, and request/recommend funds for training.

This is the supervisory level in the series. It is distinguished from Right-of-Way Agent III by supervision of Review Appraisers, lower level Right-of-Way Agents, utility inspectors, and/or by direction of a functional specialty within the division such as condemnation or appraisal review.

Right-of-Way Agent III: Under general direction, incumbents, in addition to performing the full range of duties described in the series concept, function independently in at least three of the following right-of-way disciplines: property appraisal, negotiations, relocation assistance, property management, and utility/railroad relocation. Incumbents at this level frequently and regularly serve as project managers with responsibility for project status reporting, coordination of activities with other disciplines and divisions, project timelines, and consultant contract administration. They also function as leadworkers for other right-of-way staff assigned to projects and provide guidance to local public agencies regarding right-of-way issues. This is the advanced journey level in the series.

Right-of-Way Agent II: Under general direction, incumbents perform the full range of duties described in the series concept and function proficiently in at least two of the following right-of-way disciplines: property appraisal, negotiations, relocation assistance, property management, utility/railroad relocation, and may provide direction to less experienced agents, other department personnel and to other public and private entities for various projects. This is the journey level class in the series.

CLASS CONCEPTS (cont'd)

Right-of-Way Agent I: Under direct supervision, incumbents perform the full range of duties described in the series concept and function proficiently in at least one of the following right-of-way disciplines: property appraisal, negotiations, relocation assistance, property management and utility/railroad relocation. This is the entry level in the series and provides for semi-automatic progression to the Right-of-Way Agent II upon meeting the minimum qualifications, satisfactory performance and with the recommendation of the hiring authority.

****

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

RIGHT-OF-WAY SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, mathematics or related field and four years of progressively responsible professional experience in right-of-way operations directly applicable to the position being filled; **OR** four years of experience as a Right-of-Way Agent II and/or two years as a Right-of-Way Agent III in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: appraisal methods, principles, practices and requirements including the Uniform Standards of Professional Appraisal Practice; railroads and utility as related to right-of-way negotiations; the impact of the Beautification Act on outdoor advertising and junkyard control; acquisition techniques, relocation procedures, property management functions and condemnation processes. **General knowledge of:** basic budgeting practices and right-of-way project management. **Ability to:** coordinate activities with division and department management, legal counsel and local public agencies; develop policies and procedures; effectively lead and direct staff in the performance of their duties; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: federal and State laws, regulations and industry standards related to the responsibilities of the section. **Working knowledge of:** policies, procedures, and laws regarding the right-of-way disciplines of appraisal, appraisal review, acquisition, relocation, property management, condemnation coordination, and utility and/or railroad relocation; the division's budgetary process; supervisory techniques including disciplinary processes, employee evaluation and the development of work performance standards; Rules for State Personnel Administration, department and division policy and procedures; contract development, negotiation and administration; the legislative process and the enactment of administrative code. **General knowledge of:** the principles of engineering, drafting, calculating, preparing plans; and court procedures for condemnation. **Ability to:** train, supervise and evaluate the performance of assigned professional staff.

MINIMUM QUALIFICATIONS (cont'd)

RIGHT-OF-WAY AGENT III

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, mathematics or related field and four years of professional experience in real property appraisal, planning and zoning, escrow and title, real estate, tax assessment, real estate development, or similar area, two years of which directly included right-of-way operations in a public agency; **OR** two years of experience as a Right-of-Way Agent II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: technical and legal terminology and descriptions relating to real estate; the Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 as amended and other applicable State and federal laws, statutes, policies and procedures. **Working knowledge of:** appraisal and acquisition principles and procedures. **Ability to:** perform difficult assignments in appraisal, acquisition, relocation, property management, and utility and/or railroad relocation; make project presentations and conduct complex negotiations; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: railroads and utility as related to departmental projects; appraisal methods, principles, practices and requirements including the Uniform Standards of Professional Appraisal Practice. **Working knowledge of:** State and federal statutes, regulations and industry standards pertinent to the appraisal, acquisition, relocation, clearance and management of land and the disposal of property acquired under the power of eminent domain for transportation purposes; the impact of the Beautification Act on outdoor advertising and junkyard control; acquisition principles as related to eminent domain and right-of-way project management. **Ability to:** work independently and lead a team to attain departmental goals; perform the more complex right-of-way assignments; gather facts and reach conclusions and resolutions.

RIGHT-OF-WAY AGENT II

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, mathematics or related field and two years of professional experience in right-of-way operations, real property appraisal, planning and zoning, escrow and title, real estate, tax assessment, real estate development, or similar area; **OR** one year of experience as a Right-of-Way Agent I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: property rights and real estate legal descriptions; technical and legal terminology and documents related to real estate law; algebra, geometry and technical math necessary to comprehend and explain construction plans and real property related maps and documents. **General knowledge of:** State and federal statutes pertinent to the acquisition of land and the disposal of property acquired for right-of-way; federal regulations regarding relocation assistance; technical and legal terminology and documents relating to appraisal of property, practices of appraisal, Code of Federal Regulations; Nevada Revised Statutes, and right-of-way policies and procedures. **Knowledge of:** engineering methods and practices in relation to highway surveys and basic design concepts ***and*** issues related to industrial relocation projects. **Ability to:** plot and locate parcels; operate a personal computer and related software in order to graph, chart and analyze data, develop correspondence and prepare reports; *and all knowledge, skills and abilities required at the lower level.*

MINIMUM QUALIFICATIONS (cont'd)

RIGHT-OF-WAY AGENT II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: technical and legal terminology, documents, descriptions, etc., relating to real estate and real property; real estate law and title. **Ability to:** perform assignments in right-of-way program areas, including appraisal, acquisition, relocation, property management, utility and/or railroad relocation; make presentations and/or conduct negotiations with groups or individuals.

RIGHT-OF-WAY AGENT I

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, mathematics or related field and one year of professional or technical experience in real property appraisal, planning and zoning, escrow and title, real estate, property management or similar experience which included data analysis, preparation of reports, researching information, and frequent communication with others; **OR** two years of experience as an Engineering Technician III in Nevada State service relevant to right-of-way activities; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: title search practices; basic engineering principles and practices related to right-of-way disciplines; real property negotiation techniques; land use planning and zoning; algebra, geometry and basic math calculations; terminology, documents and descriptions used in appraisals of property and highway construction techniques regarding soil conditions and terrain. **Basic knowledge of:** federal statutes pertinent to the acquisition of land and the disposal of property acquired for transportation purposes; technical and legal terminology, documents, descriptions, relating to appraisals of property and water rights laws. **Ability to:** analyze a variety of information and take/recommend appropriate action; operate a personal computer and related software in order to graph, chart and analyze data, develop correspondence and prepare reports; gather and analyze market data; compose business correspondence and reports; communicate effectively both orally and in writing; establish and maintain positive and cooperative working relationships with others; work independently and as part of a team; read and interpret plans, maps and drawings.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: State and federal statutes pertinent to the acquisition of land and the disposal of property acquired for transportation purposes; technical and legal terminology and documents relating to appraisal of property, real estate laws, and principles and practices of appraisal. **General knowledge of:** real estate law; relocation cost estimating; appraisal and/or property management methods, principles and practices; the various types of materials used in the utilities industry; accounting principles and practices for auditing billing records for relocation projects; railroad operations and safety issues regarding signal locations and crossings; Nevada Revised Statutes, Nevada Administrative Code, department policies and procedures related to right-of-way; property rights, real estate legal descriptions and transfer of property. **Ability to:** conduct title searches; negotiate contracts and prepare documents; conduct field inspections of right-of-way; identify and locate various types of public and private utilities and railroad installations; read, interpret, and explain engineering, construction, and utility design plans, profiles, and cross sections, and other technical data.

RIGHT-OF-WAY SUPERVISOR	**39**	**A**	**7.412**
RIGHT-OF-WAY AGENT III	**36**	**B**	**7.436**
RIGHT-OF-WAY AGENT II	**34**	**B**	**7.437**
RIGHT-OF-WAY AGENT I	**32**	**B**	**7.443**

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.

	7.412	7.436	7.437	7.443
ESTABLISHED:	03/01/72	8/11/95UC	01/01/61	01/01/61
REVISED:			05/11/64	05/11/64
REVISED:			10/21/71	10/21/71
REVISED:	02/26/76		02/26/76	02/26/76
REVISED:			07/08/77	
REVISED:				08/25/77
REVISED:			06/18/81-3	06/18/81-3
REVISED:	07/01/93P		07/01/93P	07/01/93P
	09/24/92PC		09/24/92PC	09/24/92PC
REVISED:			11/17/93UC	
REVISED:	8/11/95UC		8/11/95UC	8/11/95UC
REVISED:	5/3/96UC	5/3/96UC	5/3/96UC	5/3/96UC
REVISED:	7/5/02UC	7/5/02UC	7/5/02UC	7/5/02UC

EXHIBIT "7"

STATE OF NEVADA — POSITION QUESTIONNAIRE

37- 00

☒ New Position
☐ Existing Position

AGENCY ID NO. 800/4660 DEPARTMENT TRANSPORTATION DIVISION RIGHT-OF-WAY/LAS VEGAS (031)

POSITION CONTROL NO. NC031043 EMPLOYEE NAME NOT APPLICABLE - NEW POSITION

CURRENT CLASS TITLE (If existing position) CLASS CODE GRADE

REQUESTED CLASS TITLE RIGHT-OF-WAY AGENT II CLASS CODE 07.437 GRADE 34

DISTRICT I

GEOGRAPHIC LOCATION OF POSITION Las Vegas, NV EMPLOYEE PHONE NO. 385-6540

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were/will be effected on 06/14/2000, upon approval of IFC.

Signature of Appointing Authority or Designated Rep. — Date 07/24/00 — Signature of Employee — Date

FOR COMPLETION BY BUDGET DIVISION ONLY

(Required for new positions and when NAC 284.126, subsection 3 applies.)

☐ Approved Effective Date (If change is approved by State Personnel) ☐ Disapproved

Signature — IFC APPROVED 6/14/00 — Date 8/2/00

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FOR COMPLETION BY DEPARTMENT OF INFORMATION SERVICES

(Required when NRS 284.172 applies.)

☐ Approved ☐ Disapproved

Signature — Date

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FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID 800/4660

Position NC 31043 Effective Date 6-14-00 Expire Date Type

Action Vacancy

Part-time (Percent)

Class Code 7.437 Title Right-of-Way Agent II Grade 34

Class Option

Division Code IFC/Legislative Approval Required? ☒ No ☐ Yes Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

☐ Use the NPD-3 procedure.

☐ Submit Personnel Action form and refer to NAC 284....., subsection.....

Incumbent meets MQ's: ☐ Yes ☐ No

☐ Other

Study No. 011-3-UBN

Analyst Date

Approved Date 8-4-00

NPD-19 (Rev. 8-94)

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LAS VEGAS

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AUG - 4 2000
NEVADA DEPARTMENT OF PERSONNEL
LAS VEGAS

37 - 00

What is prompting this request? If this is an existing position state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

SEE ATTACHED

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). *(A separate NPD-19 may be required for these positions.)*

SEE ATTACHED

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3. Briefly describe the major purpose of this job.

SEE ATTACHED

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

37 - 00

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.

DUTY NO.	DUTY	FREQUENCY
	SEE ATTACHED	

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6. What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.

SEE ATTACHED

7. List the class titles and position control numbers of all employees that work under the supervision of this position.

SEE ATTACHED

7. Describe the extent of supervisory responsibility exercised over these employees. *(Check appropriate boxes.)*

☐ Final selection ☐ Work assignment ☐ Performance appraisal ☐ Other *(Specify)*

☐ Training ☐ Work review ☐ Discipline

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

SEE ATTACHED

9. List equipment which is used that requires specialized training.

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SEE ATTACHED

10a. List the name, title and position control number of the position's supervisor.

SEE ATTACHED

10b. Describe the type and extent of supervision received.

SEE ATTACHED

37 - 00

11. What statutes, laws, rules, procedures or guidelines are used in performing assignments?

SEE ATTACHED

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

SEE ATTACHED

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

SEE ATTACHED

14. Provide any additional information about the job which you consider to be important to the classification, but which have not been previously mentioned.

SEE ATTACHED

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1. *What is prompting this request? If this is an existing position state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.*

This request is for a new position. With the population explosion in the Las Vegas Valley there has been a substantial increase in new roadway construction and roadway widenings. Through increased efficiency in our office, we have been able to adopt to the increased workload over the years. However, recent project announcements and policy changes, which have shifted part of the workload of local public agencies to NDOT, have seriously impacted our ability to meet critical dates. One major project is the US-95 widening. This project will require approximately 250 acquisitions and 1000 business and residential relocations. This workload, along with utility relocations and property management, will inundate my current staff to the point of overload. Construction dates will not be met without additional staff.

In addition to US-95, there are five other major projects planned. These projects are "on top of" the daily workload experienced by the Las Vegas Right-of-Way office. We have also been incorporated into the Stewardship Program which either assumes the local public agencies workload on certain projects or oversees their programs to ensure Federal guideline compliance. The staffing in the Las Vegas Right-of-Way office must be increased to meet the additional responsibilities placed on the division.

2. *What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)*

These duties are currently being accomplished by R/W Agent II's and III's. However, the major projects mentioned above, which will begin in the near future, will overwhelm the staff and the project dates will not be met unless additional staff is added.

3. *Briefly describe the major purpose of this job.*

Right-of-Way Agents appraise, acquire, relocate, clear, and manage real property for the State of Nevada, Department of Transportation, other State agencies, and as requested, its political subdivisions. As such, the statutory knowledge base includes State and Federal laws, and regulations.

Incumbents prepare and publish narrative appraisal reports on properties, in both the before project and after the project condition, as assigned, for determination of compensation which becomes the basis for negotiating acquisition of rights of way. Appraisal Reports are also prepared for the disposal of surplus property and the establishment of economic rent for leases, licenses and rental properties managed by the State Department of Transportation. Appraisal reports are required to meet the Uniform Standards of Professional Appraisal Practice.

Incumbents negotiate agreements with property owners to acquire various interests in real property. This includes the fiduciary responsibility to the public to ensure fair and equal treatment, reviewing accuracy of all collected data, preparing appropriate documents, initiating contact with property owners, resolving either department and/or owner problems related to the project and the acquisition, preparing closing documents and transferring of funds or presenting account of negotiations to review board and recommending condemnation when no amicable agreement can be reached. Incumbents often continue negotiations in coordination with legal counsel and may assist counsel in reaching settlement or in trial preparation and may act as an expert witness in a court of law for related right-of-way matters. The negotiations or acquisitions are complex and at times controversial, involving real estate planning and development practices, engineering and law concepts and natural resource influences.

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Incumbents provide relocation assistance to persons, businesses, railroads and utilities operations which are to be displaced as a result of the acquisition by monitoring moving crews, obtaining related bids from movers and contractors, arranging schedules, analyzing comparable dwellings and selecting proper dwelling for the entitlement base which involves working with escrow officers, bankers, real estate brokers and attorneys.

Incumbents manage property acquired for rights of way including inspecting properties; preparing and verifying inventories; computing salvage values for owner's retention or public auctions; handling maintenance and repairs, writing rental agreements including commercial and multi-use; airspace leases and evictions. Incumbents organize and preside at auctions and otherwise assist in the disposal of surplus property.

Incumbents coordinate and serve as liaison for the relocation and adjustment of affected utility and railroad facilities which are in conflict with Department of Transportation projects. Incumbents manage and control outdoor advertising and junkyards along designated highways pursuant to Federal and State laws and regulations.

Incumbents provide written and oral presentations related to their assignments to individuals, private groups, corporations, attorneys, etc.

Incumbents conduct research in a variety of areas including gathering and compiling information into reports and responding to questions from property owners, attorneys and others in person, by telephone, by letter, and at public hearings.

Under minimal direction, the R/W Agent performs complex professional advanced journey level work in the acquisition and clearance of right-of-way for highway purposes; negotiates for the relocation of utilities or railroad facilities; prepares narrative appraisal reports used for negotiation for right-of-way; administers relocation assistance and real property management and disposal programs; and does related work as required.

The incumbents coordinate the timely relocation of utilities and railroad facilities in conflict with proposed highway projects to clear those projects for construction, ensuring safety and efficiency during the construction of projects. Further duties include the management of billboard and junkyard control programs under the State Highway Beautification Act, the control and coordination of the issuance of Right-of-Way Occupancy Permits statewide, and management of Department owned real property. The Department of Transportation is an agency comprised of about 1,800 employees charged with the planning, construction and maintenance of the statewide transportation systems, primarily highways, streets and roads.

4. *Attach a copy of the agency organizational chart to this form. Please circle this position.*

See Attached

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5. *List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add up to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.*

DUTIES NUMBERED AND FREQUENCY

1. Appraisal, Negotiations and Acquisition – 30%
   - A. Special Use Permits
   - B. Entry Permits
   - C. Real Property Acquisitions
   - D. Real Property Exchanges
   - E. Personal Property Exchanges
   - F. Functional Replacement for Public Facilities
   - G. Administrative Settlement Proposals
   - H. City and County Negotiations and Agreements
   - I. Advisory Assistance

2. Relocation Assistance – Residential, Business, Farm, and Non-Profit Organizations- 30%
   - A. Project Impact Studies
   - B. Replacement Housing Entitlements
   - C. Replacement Housing Payments
   - D. Moving Cost Estimates, Contracts, Monitoring & Payments
   - E. Decent, Safe and Sanitary Inspections
   - F. Mobile Homes
   - G. Off-Premises Signs (Billboards)
   - H. Advisory Assistance

3. Utility Relocation Negotiations and Adjustments; Railroad Adjustments Advisory Assistance –20%

4. Other Related Duties – 20%
   - A. Multi-use Leasing/Licensing Program
   - B. Project Familiarization
   - C. Project Field Review
   - D. Right-of-Way Setting Representative
   - E. Public Hearing Representative
   - F. Respond to Public Inquiries
   - G. Develop Right-of-Way Cost Estimates
   - H. Public Speaking
   - I. Discharge Duties as a Notary Public
   - J. Training of New Employees
   - K. Attending Plans/Specification Review Meetings
   - L. Attending Pre-Bid and Pre-Construction Meetings

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6. *What duties are performed that require the incumbent to make choices, determinations or judgements? Please give examples.*

The R/W Agent II is knowledgeable, proficient and acts in a capacity in two or more of the duties outlined above simultaneously on a daily basis as summarized and listed on attachment "A" hereto. With detailed examples immediately following.

APPRAISAL, NEGOTIATIONS AND ACQUISITION – 30%

The negotiator analyzes the appraisal, engineering plans, legal documents, correspondence and the site to present the State's offer to owners. Through collaborative negotiation concepts and practices, the negotiator implements high quality solutions, not necessarily monetary, to obtain agreement between the property owner and the State.

Negotiation with a diverse and often adversarial property owner requires analytical skills, creative problem solving and empathy. An organizational aptitude for maintaining thorough records and for processing documents is essential.

In accordance with the policies and procedures of "The Department's Right-of-Way Manual" every effort is made to acquire real property by negotiations and agreement with the property owner. It is the goal of this policy to avoid costly litigation and relieve congestion in the courts, to assure consistent treatment for the individual property owners in dealing with the Nevada Department of Transportation, and to promote general confidence in the State Government's land acquisition policies and practices. Following appraisal and establishment of just compensation the Nevada Department of Transportation is required to make every effort to acquire the subject parcel through agreement and negotiations as expeditiously as possible.

As with the appraisal process, each task in the negotiation process carries with it a unique set of decisions which must be made. For example, the R/W Agent must decide which of the property owner's objections, arguments and opinions to pursue further. These decisions are made by the R/W Agent based on the validity of the claims. Those claims the R/W Agent determines to be valid are presented to management, together with reasoning, documentation, and recommendations for administrative action to facilitate an agreement. It should be noted that the R/W Agent is a representative for both the property owner and the State. To ensure all legitimate claims, objections, arguments and additional data supplied by the owner and/or developed by the R/W Agent are considered in compliance with State and Federal laws, procedures and objectives ensuring fairness to all parties involved.

1. Upon receiving the acquisition assignment:

A review is performed of the right-of-way plans, title report, legal description, the approved appraisal report and any other prior correspondence. This review is necessary to become thoroughly knowledgeable with the acquisition assignment, and to verify accuracy of the information presented in the appraisal and documentation. Also included is a verification of legal ownership, since property is a transferable right.

Preparation of the written letter of offer. This letter conforms to an approved format and includes the amount of the total offer, which is derived form the Appraisal Review estimate of value, and may include any or all of the following: value assigned to land, improvements, damages in the case of partial acquisitions, and uneconomic remaining properties.

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Preparation of an Appraisal Summary Statement. The information on this form is extracted from the appraisal report and the appraisal review and serves as a condensed version of the appraisal. This summary is helpful to the property owner in understanding the appraisal itemizations of various values and as a quick reference tool for the property owner and the R/W Agent.

Preparation of the Public Highway Agreement. Each agreement is tailored to the particular type of acquisition i.e. leasehold interest, total acquisition, partial acquisition, permanent easement, temporary easement etc. Information from the appraisal report and the appraisal review is used to complete this agreement. This agreement is used to clearly delineate the committment, obligations, and responsibilities of the contracting parties, i.e., the Nevada Department of Transportation and the owner of the property to be acquired.

Preparation of the Deed. This includes verification of the Grantor and Grantee, to avoid creating "clouds" on title to real estate, legal description and signatures. This document transfers title and when recorded becomes part of the public record. This document is critical and must be letter perfect.

Note: Clearing "clouds" on a chain-of-title can be a lengthy and costly legal battle (court action) and that could potentially cause delays in Department projects.

Initiating the First Contact. Usually a telephone call is the quickest and most successful form of contact. However a registered letter in some instances is required to initiate contact with the owner. This sets up a time and a place at the owners convenience to initially present the State's written offer.

The First Contact. This requires meeting the property owner, any representatives, agents and/or attorneys face to face at a designated time and place. This is obviously a very important meeting. The most important accomplishment of this meeting is to cultivate an attitude of trust and confidence in the negotiator. Explanation of the process and identification of possible problem areas also occur at this time.

Problem Solving. Utilizing a variety of negotiating techniques the R/W Agent must negotiate with property owners, Department managers, attorneys, and others to resolve problems and remove obstacles to a fair and equitable agreement. Problems can be varied and complex. The resolution process can be time consuming and mentally taxing.

Negotiation Diary. Upon conclusion of each contact, whether by phone or in person, with the owner and any representatives, the pertinent facts are recorded in the negotiator's diary. This maintains an accurate record of the entire negotiation process to ensure all details, promises, solutions, discoveries, problems and obstacles are considered and noted. In some instances the diary may be subpoenaed as evidence in Court actions where the Agent may be called to testify.

Administrative Settlement. When no amicable agreement can be reached with the property owner and additional monetary consideration is required, a proposal for settlement may be considered. The R/W Agent decides on the validity of the owner's claims and recommends a proposed Administrative Settlement based on the information available. A thorough knowledge of the property's appraisal is necessary to support the value in the proposed Administrative Settlement, i.e. – is the additional data included or considered in the report? – what, if any, affect may the additional data have on the value conclusions? – is there additional market data that became available after the appraisal was completed?

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Closing Package. When negotiations have been successfully completed and the owner has executed the Public Highway Agreement, preparation of the closing package commences. A Request for Payment and Purchase Order is prepared utilizing the Reviewing Appraiser's review sheet for coding. The negotiator's diary is closed, an escrow is established with all the particular items and conditions addressed, and the Parcel Closing Checklist is finalized. A copy of the deed, original Public Highway Agreement, copies of all pertinent correspondence, parcel map and copies of the letter of offer and Appraisal Summary Statement are included in the package for submittal to the Supervisory R/W Agent.

Escrow. Deposit funds, documents and pertinent terms and conditions in escrow. Monitor the escrow to assure closing. Audit title policy and escrow billing. A thorough knowledge of the escrow process is crucial. This assures an accurate statement of closing costs that may be audited in the future. The R/W Agent has the sole responsibility of the accuracy of these costs and that funds have been disbursed appropriately.

Condemnation. When, in the R/W Agent's judgement, negotiations for a property become futile, the R/W Agent may recommend a convening of the review board to consider condemnation action. In preparation for the review board meeting, the R/W Agent prepares the Negotiator's Report to the Legal Division which includes three copies of the original acquisition file. A Review Board meeting is then scheduled. When the meeting is held, with appointed members of the Right-of-Way Division and the Legal Division, the R/W Agent presents an account of negotiations to date and the obstacles for successful conclusion of the negotiation. The Review Board relies heavily on the opinion and judgement of the Agent.

The acquisition for the following property interests require special procedures: Mining Claims, Temporary and Permanent Easements, Entry permits, permission for placement of Air Quality of Meteorological Equipment, Material Sites (gravel pits), Special Use Permits (Federal and Local). Detailed information on procedures is available upon further request.

Ownerships that require special handling are as follows: Railroad Grant Lands, State of Nevada Lands, County Lands, Lands owned in Fee by Incorporated Cities, School Districts, Non-Profit Organizations, Federal and Native Reservation Lands.

RELOCATION ASSISTANCE – RESIDENTIAL, BUSINESS, FARM, AND NON-PROFIT ORGANIZATIONS – 30%

Upon assignment and in accordance with the approved policies and procedures in "The Right-of-Way Manual", the goal is to provide relocation advisory and financial assistance for individuals, businesses, non-profit organizations or farm operations that must be relocated as a result of the State's acquisition of real property for highway purposes.

Every person or business being displaced is eligible to receive advisory assistance in relocating to a replacement dwelling or business location. When certain eligibility requirements are met, displaced persons are also entitled to financial assistance in relocating their personal property and for the increased costs of buying or renting a replacement dwelling. These services and benefits are in addition to compensation received by the property owner for the acquisition of real property and property rights.

As with two previous processes, each task in the relocation process carries with it a unique set of decisions which must be made. For example, the R/W Agent must decide which data from the local real estate market to use to determine the dollar amount of the relocation entitlement. Does a replacement dwelling meet the Federal guidelines for being decent, safe and sanitary (DSS)?

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The R/W Agent determines relocation benefit eligibility based upon the appraisal, length of occupancy, available housing, type of business and extensive interviews with the relocatee.

The R/W Agent continuously updates knowledge of residential, commercial, and industrial real estate markets, along with Federal, State, and local codes.

Information must be quickly assimilated. This information can range from complex business operations to senior citizens special needs for their moving alternatives, bids, contract documentation and payment scheduling.

1. Residential Relocation Assignments:

   A. Determine whether the relocatee is eligible for a replacement housing allowance by verifying relocatee's time in residence.
   B. Determine family composition, income, and special problems by personal interview.
   C. Extract from the appraisal report pertinent descriptive data to be utilized as a basis for determining what will constitute comparable housing.
   D. Collect rental/for sale information from Realtors, classified newspaper ads, and field search and analyze it for decent, safe and sanitary comparable dwellings. If necessary, apply "carve-out" procedures.
   E. Gather information regarding utility costs of comparable dwellings and the displacement dwelling by contacting customer service representatives of utility companies.
   F. Field review comparable dwellings and select the most comparable by evaluating the properties and the written documentation.
   G. Calculate probable entitlement and prepare the Statement of Probable Entitlement and other necessary paperwork prior to meeting with the relocatee.
   H. Meet with the relocatee in person. Provide the 90-Day Letter to relocatee along with the Statement of Probable Entitlement and Relocation Brochure. Explain the entire relocation program as it applies to residential occupants. Explanation includes the 90-day letter, probable entitlement, moving options, eligible expenses, criteria for replacement housing, decent, safe and sanitary standards, time of payments, possibility of continuation of current residence beyond 90 days, appeal procedures. Through explanation, empathetic listening, and persuasion, assure the relocatee that the relocation entitlement is fair and the R/W Agent will be of assistance. Establishing rapport and a co-operative, understanding relationship with relocatees is of primary importance, as moving is rated as one of life's most stressful occurences.
   I. Interview relocatee to determine the relocatee's needs, desires, and any problems related to the move.
   J. Present alternatives and solutions for areas of concern which are readily resolvable. By this process, determine which problems require further research for resolution.
   K. Schedule subsequent appointment with relocatee.
   L. Summarize interview in personal diary for official record.

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M. Proceed with problem resolutions. Define the problem; generate possible solutions; select appropriate resources for solutions, extract and evaluate relevant information from those resources, select most appropriate solution, explain solution to relocatee and others, as necessary, and assist the relocatee in following a logical course of action. Types of problems range from things such as special needs in the replacement dwelling to social and financial problems which require contact with social service agencies, State, Federal, City, County, utilities, school systems, real estate agents, mortgage brokers, escrow officers, landlords. Every effort is made to minimize the stress and adverse impact associated with moving.

N. If necessary, accompany and assist the relocatee on the inspection of comparable replacement dwellings.

O. Explore, interpret, and apply the rules and regulations of the relocation program to accommodate the needs and preferences of the relocatee.

P. Determine the effect of the selection of the actual replacement dwelling on the eligibility for payment of the relocation allowance and advise the relocatee accordingly.

Q. Conduct decent, safe and sanitary inspection of replacement dwelling.

R. Gather and evaluate supporting data for calculation of replacement housing payments, increased interest, and incidental expenses, as appropriate.

S. Provide guidance to the relocatee in the selection of a moving option. Review in detail the moving options, i.e. State-selected commercial mover, relocatee-selected commercial mover, actual expense option, self-move, or a move based upon the fixed rate schedule. Discuss the ramifications and complexities of each option with the individual so that an informed decision can be made.

T. If a commercial move is selected, obtain estimates from the movers and prepare a contract. Oversee and monitor the move to assure only eligible personalty is moved and the move is accomplished in a timely manner.

U. If a self-move is selected, monitor to avoid development of potential problems.

V. Collect supporting documents and submit payments for replacement housing and moving expenses. All payments are subject to state and federal audits.

2. Business Relocation Assignments (commercial and industrial) including utility operations, junkyards, billboards and wrecking yards, farms and ranches and non-profit organizations (churches, schools, hospitals correctional facilities and cemeteries):

A. Determine potential eligibility for moving payments by reviewing eligibility criteria and case data.

B. Personally contact the displacee and present a 90-Day Letter and Relocation Brochure. Explain in detail the options for payment of reasonable moving expenses: commercial mover, lower of two bids, value finding not to exceed $2500.00, and actual reasonable expense move.

C. Extract, from the appraisal report, information regarding improvements that have been acquired so as to eliminate them from consideration in determining moving expenses.

D. Conduct and/or review and approve the compilation of a certified personal property inventory.

E. Interview the displacee to identify in detail displacee's needs, desires and problems.

F. Summarize the interview in a relocation diary for the official record.

G. Provide assistance in locating a suitable replacement site by talking with real estate agents, County or City officials, Federal and State agencies for environmental, planning, and zoning considerations, relocation private government sponsored lenders for financial backing.

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H. If a commercial move is selected, obtain estimates, prepare the contract, plan the move with the mover, oversee and monitor the move. If the lower of two bids is the option selected, obtain two acceptable moving estimates based on the inventory. Compare the bids and assess whether the difference between them warrants soliciting a third. Select the low bid and advise the displacee of the amount of compensation to be paid for the move.

I. If a value finding option is selected, a second relocation agent, not associated with the displacee, evaluates the complexity and time required for the move and formulates a moving cost estimate under a maximum amount option. Present that R/W Agent's opinion to the displacee and explain other moving options available. Assist the displacee in choosing a moving option. If value finding is still the option of choice, the displacee accomplishes the move with minimal R/W Agent monitoring.

J. Collect supporting documents and submit payment of moving expenses. ALL payments are subject to State and Federal audits.

K. Determine what expenses (e.g., improvements to the property, advertisement, impact fees, increased operating costs) are necessary and eligible as re-establishment expenses, not to exceed $10,000.00. Inspect the replacement property, obtain cost estimates, discuss the issues with the displacee, verify previous two years expenses and income and project next two years to assess whether increased operating costs will exist. Based on decisions of displacee and program guidelines, determine eligibility for reimbursement.

L. If displacee decides not to relocate some personal property, verify that a bona fide attempt has been made to sell the items. Determine eligibility for direct loss payment and compute amount of payment based on procedures contained in the manual.

M. Determine eligibility for actual reasonable search expenses.

N. Determine eligibility for in-lieu business payment, within a permitted range, utilizing IRS tax returns and certified financial statements.

O. Submit all business relocation claims for payment. All payments are subject to State and Federal audits.

P. Non-Profit entities are eligible for a functional replacement option which allows for construction of facilities using current codes, construction materials and standards. The R/W Agent monitors and approves this process from site selection through the construction phase and moving operation, insuring cost-over-runs are minimal, each phase proceeds in a timely and efficient manner, progress payments are made in a timely manner, all contracts are executed and insure compliance with State and Federal regulations.

Q. Businesses with specialized fixtures require in-depth industry knowledge.

R. Farm operations require review and monitoring for verification of crop harvesting and incomes.

UTILITY RELOCATION, NEGOTIATIONS AND ADJUSTMENTS: RAILROAD ADJUSTMENTS, ADVISORY ASSISTANCE AND TRAINING NEW EMPLOYEES- 20%

Utility relocation negotiation duties (the purpose and function of this duty is to secure the timely and efficient adjustment of utility facilities, including municipally-owned utilities, in conflict with proposed highway projects, in the most economical, functionally equivalent manner possible)

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A. Upon receipt of project assignment, perform an office and field review with the Utility Inspector and project designer of the proposed Department project to determine the potential conflicts and estimate program costs of anticipated utility adjustments.

B. Attend public hearings on projects to explain potential utility conflicts and processes to secure utility relocations that will continue to provide necessary utility service within the area affected by a highway project.

C. Field review of the proposed highway project with the Utility Inspector, project designer, utility company personnel and engineers. Identify, coordinate and ensure the procurement of utility locations using either staff Utility Inspectors or underground utility engineering consultants to determine the extent of conflicts. Early identification is coordinated with the project designer to minimize conflicts where possible, and reduce costs to the Department and utility company (the tax and/or rate payer).

D. Authorize utility companies to commence preliminary engineering and then coordinate the companies engineering efforts with Department design representatives to ensure that the utility company is working with comprehensive and current data. Develop a relocation proposal that resolves all conflicts with the proposed highway project in a timely and efficient manner.

E. Notify all utility companies operating in the area of the impending projects to ensure any future service conduit is installed prior to Department projects, so that newly constructed roadways are not disturbed between projects. This ensures the safety of the roadways and minimizes the costs associated with frequent repairs.

F. Research of right-of-way occupancy permits within project limits to determine potential utilities that are to be relocated at the expense of the utility company and to determine status of approaches to be reconstructed. Notify appropriate property owners to procure needed permits for driveway approaches.

G. Review utility company plans, estimates and prior rights documentation to assess adequacy and eligibility for reimbursement which may be claimed. Prepare required adjustment and reimbursement agreements, along with coordination of required reviews by structural land roadway design.

H. Monitor the actual utility relocations and coordinate and act as liaison with Utility Inspector, utility company, design and construction divisions to ensure relocation is done in an acceptable and timely manner and that Department contract documents reflect concurrent work provisions and appropriate utility notification requirements.

I. Review all billings, process progressive payments to reduce outlay by utility companies in a timely manner, including explanation of audit exceptions for ineligible costs.

J. Ensure all billings are reviewed by Utility Inspectors to ascertain the time and material charges.

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K. Prepare and process post-relocation joint use quitclaim deeds, consent to common use and occupancy agreements and right-of-way occupancy permits to perpetuate utility company prior property rights for facilities moved to new locations.

L. Review and verify final billings. Ensure final billings are reviewed by the Utility Inspector for time and material charges. Ensure the Utility Inspector provides a final report, and that the final billing is submitted to Internal Audit for review and recommend actions of audit exceptions, if any.

M. Process final billing for payment in accordance with the audit report.

Railroad adjustment negotiations (the purpose of this function is to secure the timely adjustment and/or protection of railroad facilities in conflict with NDOT projects and secure necessary property rights from the affected railroads to accommodate the highway project).

A. Upon assignment, the review proposed Department project, estimate and ensure costs of anticipated railroad adjustments are programmed.

B. Participate in project public hearings to explain potential railroad conflicts and processes to secure railroad adjustments.

C. Field review with the proposed highway project with the project designer and Utility Inspector and identify potential railroad conflicts and adjustments or relocations needed to resolve conflicts.

D. Authorize railroad companies to commence preliminary engineering, then coordinate and act as liaison between the railroad's engineering effort and Department design staff to ensure that the railroad's adjustment plans will resolve conflicts with the proposed highway project and avoid delays in construction.

E. Review and verify railroad company plans, estimates and prior rights documentation to assess adequacy and eligibility for reimbursement claimed. Prepare and process the required construction/maintenance agreement, and coordinate the required departmental reviews (structural and roadway design).

F. Prepare and file a formal petition, along with detailed supporting documentation, with the Public Utilities Commission of Nevada. Attend any public hearing regarding the petition and offer relevant testimony supporting the Department's proposed project. This allows NDOT to obtain the required order from the Commission authorizing the Department's project and the railroad adjustments thereunder.

G. Monitor the actual railroad adjustment in coordination with the Utility Inspector, railroad company, design and construction divisions to ensure relocation is done in an acceptable and timely manner and that NDOT contract documents reflect concurrent work provisions and appropriate railroad notification requirements and insurance provisions.

H. Review and process the payment of billings submitted for reimbursement of eligible costs by railroad companies, including explanation of audit exceptions for ineligible costs.

I. Negotiate for acquisition of required property rights from railroad companies, including appropriate monetary compensation, to accommodate highway improvements. (This negotiation includes all of the steps and processes discussed under the earlier negotiation and acquisition function.)

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PROPERTY MANAGEMENT/RELATED DUTIES – 20%

A. Multi-use Leasing/Licensing Program

Multi-Use Leasing/licensing program (The purpose and function of this duty is to implement and maintain a program to lease or license NDOT right-of-way to adjoining property owners, depending upon the Department's ownership interest. This generates revenue to the Department, lowers the Department's maintenance costs and promotes appropriate development of highway frontage.)

1. Multi-Use Leases: Leasing of a portion of highway right-of-way to the abutting owners where the State has a fee interest in the right-of-way.

2. Multi-Use Licenses: Facilitating the joint use of property within the right-of-way when the State has an easement interest only. (With the exception of the State's interest in the right-of-way, the processing and administration of Multi-Use Leases and Licenses are essentially the same.)

3. Upon contact by the adjoining property owner, the Right-of-Way Agent solicits a formal letter of request which must contain, among other things, various maps, statement of proposed use, vesting documents, proposed improvements, right-of-way and survey data and approvals from local jurisdictions.

4. At the time of receipt of the letter of request, the Right-of-Way Agent sets up a file and submits duplicates to the Right-of-Way Engineering Section for a title search, verification of right-of-way dimensions, vesting documents and at the appropriate time, preparation of the parcel map.

5. After notification by Right-of-Way Engineering of the State's ownership interest in the right-of-way, and after reviewing the title information, the Right-of-Way Agent prepares the lease or license.

6. When a lease is required, an appraisal or other appropriate valuation technique must be performed to establish a fair market rental value.

7. The Right-of-Way Agent must obtain the review and recommendation of the appropriate NDOT divisions, District Engineer and the Federal Highway Administration.

8. The Right-of-Way Agent must obtain the notarized signature of the lessee/licensee and forward the package to the Supervisory Right-of-Way Agent for submittal to the Staff Specialist for complete execution. A billing request is completed and submitted with the package setting forth the terms and frequency of the billing for the amount the lessee is to pay the State annually and, in the case of a license, the one-time fee.

9. The Right-of-Way Agent must ensure that the payment and the necessary insurance documentation have been received from the lessee/licensee so the lease/license can be recorded in the county in which the parcel is situated.

10. Upon recordation, the Right-of-Way Agent must ensure that the lessee/licensee receives a certified copy of the lease/license.

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J. Training of New Employees. The Right-of-Way Agent must provide training for new employees that are brought into State service as Right-of-Way Agents. This involves assisting new Right-of-Way Agents in acquiring general knowledge, skills and abilities relative to the Right-of-Way Agent I series. Provide help and direction to new Right-of-Way Agents by exposing them to and explaining the basic guidelines of the various disciplines within the Right-of-Way Agent series.

7a. *List the class titles and position control numbers of all employees that work under the supervision of this position. Not Applicable.*

7b. *Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.) Not Applicable.*

[ ] Final Selection *[ ] Work Assignment* *[ ] Performance Appraisal* *[ ] Other (Specify)*
[ ] Training *[ ] Work Review* *[ ] Discipline*

8. *List any licenses, certificates, degrees, or credentials that are required by law for this job.*

Valid Driver's License
Notary Public

9. *List equipment that is used that requires specialized training.*

Hewlett-Packard Programmable Financial Calculator (HP-12C)
Motor Vehicle
IBM Format Compatible Personal Computer(s)
Computer Programs:
- Lotus 1-2-3
- DbXL
- Procomm Plus for Windows
- Microsoft Windows 3.11
- Paradox for Windows
- Excell
- WordPerfect 5.0 & 5.1
- WordPerfect 6.1 for Windows
- Word
- Local Board of Realtor's MLS

Printers:
- Hewlett-Packard Laser Jet Series II
- IBM Proprinter III XL

Iomega Ditto 800 Tape Backup and Associated Software
Electric typewriters
Microfilm reader/Copier
Cloth tape and measuring wheel
Cameras (35mm & Digital)
Various copy machines
Report binding equipment (Hole Punch/Spiral binding equipment)
Marshall & Swift Cost Estimator Manuals (Residential and Commercial)

10a. *List the name, title and position control number of the position's supervisor.*

Joe Freeman, Supervisory Right-of-Way Agent: TO 31,0002

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10b. *Describe the type and extent of supervision received.*

Specific assignments are given with a general direction and an explanation of broad goals and objectives. General supervision is required. Assignments are given with project deadlines. The Supervisory Right-of-Way Agent is kept informed of all project assignments. Initiative, interpretation and creative problem solving is required. Depending upon the complexity of the assignment, the work is reviewed by the Supervisory Right-of-Way Agent when needed, and upon assignment completion. Methods of attaining goals must be in accordance with Federal and State laws, as well as agency policy and procedure manuals.

11. *What statutes, laws, rules, procedures or guidelines are used in performing assignments?*

Methods of attaining goals must be in accordance with Federal and State laws, as well as agency policy and procedure manuals, including the following:

A. Nevada Revised Statutes 405, 408 and 410
B. Right-of-Way Manual
C. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, for Federal and Federally Assisted Programs
D. Nevada Highways and Your Property
E. Relocation Assistance in Nevada
F. Various County and City Zoning Regulations
G. Principles of Right-of-Way
H. The Appraisal of Real Estate; Appraising the Single Family Residence
I. Outdoor Advertising Control Manual
J. Terms and Conditions Relating to Right-of-Way Occupancy Permits
K. Utility Regulations
L. Uniform Standards of Professional Appraisal Practice
M. National Electrical Safety Code
N. Junkyard Control Policy Manual
O. Standard Plans and Standard Specifications of Road & Bridge Construction
P. 23 Code of Federal Regulations
Q. 48 Code of Federal Regulations
R. 49 Code of Federal Regulations
S. Urban Hydrology & Watersheds
T. Nevada Administrative Code
U. DOT Policy & Procedures
V. Utility Policy & Procedure Manual
W. Coding Manual

12. *What people are contacted in carrying out the duties of this position. Explain the purpose of each contact.*

The type of contact ranges from supplying information to negotiation and coordination of work program activities. Contacts often involve negotiation to balance conflicting interests between highway design and utility design. Please refer to duty and task statements for types of contact.

Right-of-Way Staff
NDOT Professional and Technical Staff Personnel
Property Owners

Relocatees

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General Public
Auditors
Independent Fee Appraisers
Attorneys/Judges/Courts
Engineering Consultants
City & County Engineers
Building Inspectors
Utility Inspectors/District Inspectors
Other State Agencies/Commissions/Boards
Real Estate Brokers
Property Managers
Land Developers
City & County Planners
Railroad Agents/Engineers
Escrow Officers
Commercial Movers
Building Contractors
Architects
News Media
Accountants
Credit Reporting Services
Corporate Boards
Utility Company Personnel
Fire Department Personnel
Sheriffs/Police
Federal Highway Administration Personnel
Engineering Technicians
Environmental Engineers
Construction Engineers
Electrical Engineers
Specification Engineers
Highway Design Engineers
Communication Engineers
Civil Engineers
Hydrology Engineers
Customer Service Planners
Title Company Personnel
Mortgage Company Brokers
Resident Engineers
School Superintendents/Personnel
Bureau of Indian Affairs/Tribes
Bureau of Land Management
Non-Profit Organizations
Public Administrators
Governors/Senators/Representatives (State & Federal)
Billboard Company Personnel

These contacts are to give or exchange information, to resolve problems, provide services and information, solicit services, to justify, explain, defend, negotiate, clarify, persuade, resolve issues or reach agreement depending on the circumstances and nature of the particular specific contact.

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People are frequently apprehensive, suspicious, skeptical, uncooperative, occasionally hostile, misinformed or unreceptive. Their level of education, knowledge and communication skills vary. Rarely do we meet someone who is informed, understanding and cooperative.

13. *Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.*

This position typically requires sitting at a desk or table with intermittent standing and walking. There is occasional lifting of light objects (less than 25 pounds), bending and crouching. Work requires field reviews adjacent to highways that are dangerous, noisy and necessitates exposure to dust, dirt and grease, etc. This also includes exposure to cold and inclement weather. When monitoring properties being demolished, there is occasional exposure to asbestos and other hazardous materials that require the use of protective clothing, i.e. masks, goggles, gloves and vests. Travel by car and airplane is required. Driving long hours to various parts of the State is demanding and is often accomplished in one day to save taxpayer dollars. The need to distinguish between shades of colors is required.

14. *Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.*

Highway projects are often undertaken to enhance public safety. Anything we do or fail to do that delays a project could place the public at risk. Errors during the valuation process may create inappropriately high or low value determinations for properties being acquired, thus, creating a hostile atmosphere between the State and individuals involved in acquisition, poor public relations and loss of confidence in the acquisition process, the Right-of-Way Division and the State as a whole. Errors of that nature could generate condemnation actions, inverse condemnation actions resulting in excessive litigation costs, inappropriate awards and additional financial burdens to the taxpayer. Errors during the valuation or negotiation process could result in denial of Constitutional Rights. Errors during the relocation process could result in denial of entitlements under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. This could result in the loss of Federal funds.

Errors in the Utility/Railroad adjustments/relocation could cause train derailment, interference with Interstate commerce and disruption of major cross-country fiber optics communication lines thus national security. Errors could also expose construction workers and field personnel to hazardous working conditions, threats to life (accidental gas explosions for unidentified lines, lines not located), and costly delays in construction contracts where utilities and railroads are not adjusted in a timely manner. Also, major equipment may sit idle or NDOT's contractor may be forced to re-schedule, thus interfering with subsequent or simultaneous projects.

Examples of typical problems/sensitive issues that must be addressed:

Acquiring property or property rights from unwilling owners.
Relocating persons already upset with the acquisition process or in ill health.
Faithfully represent the property owner's position while maintaining effective working RELATIONSHIPS with colleagues and management.

Examples of change in procedure without someone else's approval:

Major items in right-of-way acquisition are governed by multiple statutes, policies, Federal and State laws, as such cannot be changed. Changes can be made in a variety of situations, i.e., changes in the terms and conditions of a Public Highway Agreement, with adequate justification, on-site modification of a demolition contract, changes to value estimates and appraisals.

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Determination of compensable interest, whether it is reimbursable or non-reimbursable. Approval of utility company relocation/adjustment plans prior to entering into an agreement. Incorrect or unsubstantiated billings from either utility companies or independent contractors. Change screening criteria for rental applicants. Initiate policy/procedure changes in the Property Management field.

KNOWLEDGE, SKILLS, AND ABILITIES

A. Working knowledge of appraisal methods, principles and practices.
B. Working knowledge of all policies and procedures in "The Right-of-Way Manual" as they apply to right-of-way acquisition, appraisal, relocation and property management.
C. Working knowledge of algebra, geometry and statistics.
D. Working knowledge of construction types and building methods.
E. General knowledge of accounting methods, principles and practices.
F. Ability to apply appraisal methods, principles and practices.
G. Ability to interpret legal descriptions and locate described parcels on a map and in the field.
H. Ability to establish construction type and quality of improvements.
I. Ability to analyze conflicting and diverse data to reach an explainable and defensible conclusion.
J. Ability to read and comprehend legal contracts, such as deeds, mortgages, contract of sale, etc.
K. Ability to interpret and explain construction plans, right-of-way plans and title reports.
L. Ability to communicate with persons of differing social, cultural, economic and educational backgrounds to explain all facets of the right-of-way acquisition process.
M. Ability to work as part of a team.
N. Ability to interact diplomatically with the public in high stress continuous public contact settings.
O. Ability to conduct yourself in a professional manner in the face of resistance, indifference or hostility.
P. Ability to work independently, scheduling workload in the most efficient manner, and complete assigned tasks with minimal direction.
Q. Ability to perform effectively under the stress of frequent interruptions and/or distractions.
R. Working knowledge of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.
S. Ability to change, in mid stream, from one duty to another.
T. Ability to establish a sense of trust and rapport.
U. Ability to listen perceptively, exchange ideas, information and opinions with others in an effort to resolve problems.

KNOWLEDGE

The Right-of-Way Agent must have a general knowledge of State statutes dealing with items such as the unlawful use of right-of-way, prohibitions against changing natural drainage courses, etc.

The Right-of-Way Agent must have a working knowledge of Federal statutes and regulations dealing with right-of-way acquisition, utility and railroad adjustments, property management, property disposal, procurement laws and processes, and environmental provisions that relate to or constrain project development. These provisions are primarily found in Chapters 23 and 49 of United States Code and in Chapters 23 and 49 of the Code of Federal Regulations. Knowledge of 23 CFR 645, 646 and 750, areas relating to utilities, railroads and highway beautification is essential.

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Working knowledge of the following Nevada Revised Statute Chapters:

11	Provisions relating to adverse possession and affiliated Nevada Supreme Court cases dealing with prescriptive easements.
111	Real property recording requirements.
118	Establishes landlord/tenant rights and responsibilities including eviction processes.
233B	Administrative Procedures Act detailing process for adoption of formal regulations.
247	General Recording Requirements.
266	Powers of cities to grant utility franchises.
277	Establishes authority for cooperative agreements with local entities.
284	Provisions relating to hiring independent contractors.
342	Acquisition of Real Property and Relocation Assistance.
361	Provisions relating to taxable real property owned by Department.
405	Provisions related to billboards within highways.
408	Powers of the Director, permit authority, utility reimbursement provision relating to franchises, right-of-way provisions, leasing and rental of property.
445	Excavations near utility lines.
703 704, 705	Authority of Nevada Public Service Commission relating to utilities and railroads.
707	Provisions of relating to rights and obligations of telephone companies.
708	Authority of Counties to grant utility franchises.
709	Utilities owned by local governments.

The Right-of-Way Agent must have a working knowledge of the standards and specifications of road and bridge construction, and a working knowledge of construction standards and constraints for overhead and underground utility construction, railroad construction practices including labor agreement provisions requiring use of railroad employees for performing track and signal work, provisions relating to traffic control in construction work zones to protect workers, pedestrians and motorists, basic appraisal techniques for use in determining and explaining market rent and lease rates, billboard structure costs, rental rates and the basis for establishing those rental rates.

Additionally, the Right-of-Way Agent must have a working knowledge of local zoning ordinances relating to commercial and industrial classifications, local billboard ordinances and planning practices relating to billboards.

The Right-of-Way Agent must have a working knowledge of the State Administrative Manual, Nevada Administrative Code-Rules for Classified Employees, Guide to Penalties and Prohibitions, the NDOT Policies and Procedures Manual and the Right-of-Way Manual.

The Right-of-Way Agent must have a working knowledge of Nevada Administrative Code, Chapter 410 dealing with highway beautification and Chapter 408 dealing with reimbursement for utility relocations and accommodation of encroachments within highway rights-of-way and of N.R.S. Chapter 410, the State Beautification Act.

The Right-of-Way Agent must have detailed knowledge of the NDOT Utility Manual detailing the procedures governing the utility, railroad and highway beautification functions of the Section.

SKILLS

The Right-of-Way Agent must be skilled in reading and interpreting detailed and complex, sometimes technical, laws, regulations, Attorney General's Opinions, court decisions, and trade articles.

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The Right-of-Way Agent must have the skill and ability to read and interpret title reports, abstracts of title.

The Right-of-Way Agent must have a working skill in plotting property boundaries from metes and bounds descriptions. Ability to interpret property parcel maps, plats, site and construction plans and highway plans. Have a general knowledge of property and highway surveying and the ability to relate to topographical features.

The Right-of-Way Agent must be skilled in writing detailed and complex business correspondence, reports and legal agreements in clear, accurate and concise terms.

The Right-of-Way Agent must be skilled in making oral presentations at public hearings, meetings and conferences.

The Right-of-Way Agent must be skilled in examining complex situations to determine problem areas, identification of the problem, development of options for potential solutions, assessment of each option as to short and long-term ramifications and the costs of implementation of each.

The Right-of-Way Agent must be skilled in tracking a large number of activities being performed by a number of different people, monitoring progress in light of established schedules, and prioritizing certain activities to meet agency goals.

The Right-of-Way Agent must be skilled in persuading owners, business contacts or other governmental officials to agree to the agency goals by implementing various types of negotiation techniques.

The Right-of-Way Agent must be skilled in the use of an IBM personal computer and WordPerfect 5.1, Microsoft Windows, WordPerfect 6.1 for Windows, Word, Excell, Lotus 1-2-3 for Windows, Paradox for Windows, Procomm Plus for Windows and dBase III Plus software.

ABILITIES

The ability is needed to think clearly and quickly in difficult situations, such as a witness in a court hearing or before a local governmental official's meeting, to explain the Department's position or goals in a clear and precise manner, or to provide an accurate and detailed response to a question.

The Right-of-Way Agent must have the ability to coordinate with the Department's legal counsel, divisional and departmental heads and other local public agencies.

The Right-of-Way Agent must have the ability to negotiate complex agreements with property owners and to resolve conflict under difficult and stressful situations with same.

The Right-of-Way Agent must have the ability to compose business correspondence, reports and to recommend appropriate policies and procedures.

The Right-of-Way Agent must have the ability to read and interpret engineering construction, utility design plans, profiles, and cross sections, and other technical data.

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NEVADA DEPARTMENT OF TRANSPORTATION
EXECUTIVE BUDGET REQUEST
NEW POSITION JUSTIFICATION

ORGANIZATION NAME: Right-of-Way Division

DIV NO. C031

POSITION TITLE: Right-of-Way Agent II

CLASS CODE: 7.437

PROPOSED GRADE/STEP: 34

GEOGRAPHIC LOCATION OF POSITION: Las Vegas

POSITION JUSTIFICATION:

NDOT's capital outlay for highway construction projects has increased 50% since FY 98, and the proposed work program will further increase capital outlays for new projects in coming years. This includes projects such as the U.S. 95 widening in Las Vegas, which is currently underway. This project will require approximately 250 acquisitions and 1000 business and residential relocations. Additional staff is needed to keep these projects on schedule.

Other projects include the Durango Interchange at US-95; SR-160/I-15 Interchange; and the Lake Mead Drive Interchange at I-15. These projects are in addition to the existing duties assigned to the Las Vegas Right-of-Way office.

The Right-of-Way Agent II work duties are to appraise, acquire, relocate, clear and manage real property for NDOT and local public agencies in compliance with State Law and Federal Regulations. The incumbent provides written and oral presentations related to these responsibilities. The Right-of-Way Agent II is also responsible for coordinating the issuance of Occupancy Permits. The number of permit applications continues to increase with the on going land development statewide.

WHAT ARE THE CONSEQUENCES IF NOT APPROVED?

Critical project deadlines may not be met and funding could be lost.

PERSONNEL COMMISSION
INDIVIDUAL STUDY APPEAL

James Reynolds, Compliance/Audit Investigator III, 11.363, grade 35
Appeal of the Division of Human Resource Management's decision to not reclassify Mr. Reynolds to Chief Compliance/Audit Investigator

Personnel Commission March 10, 2017

Prepared by the Department of Administration
Division of Human Resource Management

APPEAL SUMMARY

Mr. Reynolds, a Compliance/Audit Investigator III with the State of Nevada, Department of Employment, Training & Rehabilitation, is appealing the Division of Human Resource Management's decision to not reclassify the position from a Compliance/Audit Investigator III, 11.363, grade 35 to a Chief Compliance/Audit Investigator, 11.360, grade 37.

BASIS FOR APPEAL

Mr. Reynolds' appeal is based on the belief that a preponderance of his duties are within the higher level classification to include performing work on a Statewide basis, directly supervising the investigative activities of subordinate staff, and making sure the office is properly staffed.

DIVISION OF HUMAN RESOURCE MANAGEMENT'S RECOMMENDATION

The Division of Human Resource Management's analysis concluded that there has been no significant change in duties and responsibilities warranting reclassification, the position does not meet the class concept of a Chief Compliance/Audit Investigator and the appellant's duties are consistent with the Compliance/Audit Investigator III level.

The current duties and responsibilities of the position are to act as a leadworker by training and coordinating the work of lower level Compliance/Audit Investigators; review completed blocked claims for compliance; resolve difficult in-state and out-of-state blocked claims; complete difficult collections and legal actions; review determination letters prepared by lower level investigators for compliance; and provide information, guidance and assistance to the general public, businesses, other State agencies and interested stakeholders.

These duties are consistent with the class concepts of the Compliance/Audit Investigator III, which state, in part, "act as a leadworker on a regular reoccurring basis and perform specialized investigative/audit functions dealing with complex and/or multiple program violations and/or criminal activity; make determinations on the level and intent of investigations; act as a leadworker by providing training or coordinating the work of Compliance/Audit Investigator II's or I's while conducting investigative and/or audit functions; review final investigative or audit reports for accuracy, clarity, format and to ensure policy and procedure was followed, and provide assistance to lower level investigators regarding case preparation and presentation in a court of law; recommend or develop new and/or revised policy, procedure and proposed legislation to aid in the compliance and control of program areas."

As the duties performed are consistent with the class concepts, the Compliance/Audit Investigator III remains appropriate for the preponderant duties of the position.

PERSONNEL COMMISSION
INDIVIDUAL STUDY APPEAL

James Reynolds, Compliance/Audit Investigator III, 11.363, grade 35
Appeal of the Division of Human Resource Management's (DHRM) decision to not reclassify Mr. Reynolds to Chief Compliance/Audit Investigator

Personnel Commission March 10, 2017

Prepared by the Department of Administration
Division of Human Resource Management

DOCUMENT	EXHIBIT
Letter to Peter Long, Administrator, DHRM, from Attorney Corrine P. Murphy for appellant James Reynolds, dated January 12, 2017, appealing the Administrator's affirmation of denial to reclassify the position.	1
Letter to James Reynolds through Attorney Corrine P. Murphy, from Peter Long, Administrator, DHRM, dated December 13, 2016, affirming the denial to reclassify the position.	2
Letter to Peter Long, Administrator, DHRM, from Attorney Corrine P. Murphy for appellant James Reynolds, dated November 10, 2016, appealing the denial to reclassify the position.	3
Letter to James Reynolds through Attorney Corrine P. Murphy, from Supervisory Personnel Analyst Heather Dapice, dated October 13, 2016, maintaining Compliance/Audit Investigator III as the correct classification.	4
Position Questionnaire (NPD-19) submitted by James Reynolds (PCN 4417) to DHRM, received April 4, 2016 (duty statements received September 23, 2016).	5
Position Questionnaire (NPD-19) submitted for PCN 4417, received July 21, 2003, reclassifying the position from Compliance/Audit Investigator II to Compliance/Audit Investigator III.	6
Work Performance Standards for PCN 4417 dated, May 20, 1015; February 12, 2014; February 21, 2013; March 2, 2012; March 4, 2011; January 25, 2010; and October 1, 2009.	7
Position Description Questionnaire (PDQ) from Auditor Series Occupational Group Study, Supervising Auditor I, dated July 27, 2007	8
Position Description Questionnaire (PDQ) from Auditor Series Occupational Group Study, Supervising Auditor II, dated July 27, 2007	9
Current Class Specification for the Compliance/Audit Investigator Series, effective May 6, 2011, approved by the Personnel Commission same date.	10
Previous Class Specification for the Compliance/Audit Investigator series, effective December 10, 2010, approved by the Personnel Commission same date.	11
Previous Class Specification for the Compliance/Audit Investigator series, effective November 15, 1991, approved by the Personnel Commission same date.	12
Current Class Specifications for the Auditor Series, effective September 30, 2016, approved by the Personnel Commission same date.	13

LAW OFFICES OF
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January 12, 2017

Via Regular Mail & Certified Mail:
7015 1520 0001 4966 9363
Division of Human Resource Management
Attn.: Peter Long, Administrator
Blasdel Building
209 East Musser Street, Suite 101
Carson City, Nevada 89701-4204
plong@admin.nv.gov

Via Regular Mail & Certified Mail:
7015 1520 0001 4966 9561
Personnel Commission State of Nevada
209 E. Musser Street, Suite 102
Carson City, Nevada 89701

RE: Mr. James Reynolds – NDP-19

Dear Mr. Long:

Please allow this letter to act as an appeal pursuant to Nevada Administrative Code (NAC) 284.152(4), of the determination letter dated December 13, 2016 (referred to hereinafter as "determination letter") regarding the above referenced employee.

Please be advised that Mr. Reynolds is in the process of seeking a "Resolution Conference" (it was previously set, then taken off calendar and is pending rescheduling) regarding the desk audit conducted relating to this matter. However, in an abundance of caution, and to ensure Mr. Reynolds is complying with the statutory requirements, he is also providing this written appeal to the determination letter.

First, allow me to thank you for your comprehensive letter addressing my November 10, 2016 letter. That being said, there continue to be disagreements regarding key points.

You incorrectly stated that I was asserting in my prior letter that,

> 'Preponderance', 'natural growth' or 'increase in workload' precludes reclassification and would mean essentially, that unless the increased duties or workload were part of some sudden and unforeseen event, no employee could ever seek reclassification. The determination letter makes no assertion as to 'sudden and unforeseen events', NAC 284.126(1)(a) does not mention or infer 'sudden and unforeseen events' and NAC 284.126(2) specifically identifies that reclassification of positions can occur as a result of gradual accumulation of duties and responsibilities which results in significant change.

It is not I who is positing that a "gradual accumulation of duties and responsibilities" cannot result in a re-classification. Rather it was Ms. Heather A. Dapice, in her first determination letter, dated October 13, 2016, (referred to herein after as "first determination letter") who stated that,

> [i]n applying the definition, change that is the result of natural growth or an increase in workload, common to most positions in State service, is not considered to fall within the meaning of significant change, nor is the addition of duties that are similar nature or complexity to current or previously performed responsibilities. (See enclosure, letter from Ms. Heather A. Dapice, dated October 13, 2016).

You seem to agree with my point that gradual increases can still result in a re-classification, but then later state that if the State were to essentially double an employee's work load, that would not warrant re-classification.

> For example, Compliance/Audit Investigators conduct audits on a periodic basis by either randomly selecting individual firms or businesses or as required by State law. If State law stated that 10% of businesses were to be audited every year and that changed to 20%, there is no change in the duty itself just the frequency of the audits, which increases the workload. There is no change in the duty itself, significant change has not occurred the position would not for reclassification.

Regardless, although Mr. Reynolds's workload has increased as he is taking on significant additional duties, it is not just the work load, but also the duties outside the scope of the current classification of Audit/Investigator 35, which is at issue here. A preponderance of Mr. Reynolds duties are within the higher level classification of grade 37 and a reclassification is warranted. I understand your explanation of the term preponderance, but I would again refer to the definition I cited in my prior letter, "'preponderance' is defined as, '[s]uperiority in weight, importance or influence.' See Blacks Law Dictionary, 2nd Pocket Ed., (2001) at pg. 547."

In particular, Mr. Reynolds was mandated to perform work on a statewide basis, directly supervise the investigative activities of nine subordinate investigators. Additionally, Mr. Reynolds is responsible for their training needs and personal evaluations, and making sure the office is properly staffed. Again, this is not the position Mr. Reynolds assumed in 2009 when forced to take this job as to was the only job offered to him off of the re-employment list – a list he was a member because of prior budget cuts.

I believe that you are asserting that because Mr. Reynolds himself has a supervisor who also performs these duties, Mr. Reynolds is not performing them. While Mr. Reynolds has tremendous respect for his supervisor, because he is reporting to his supervisor does not preclude Mr. Reynolds from himself performing supervisory duties. Mr. Reynolds is performing the duties that would qualify him for "supervisor" under the code.

There is a lot of discussion in both the most recent determination letter, as well as the first determination letter, regarding what the code really means. Preponderance means "[s]uperiority in weight, importance or influence." Id. It is not the 50% mark you state in your letter. If that were the

case then the code would state "50%" rather than use the term "preponderance" which allows for both a greater than half calculation, but also allows for preponderance to be something more than just a mathematical calculation and address "importance" or "influence." Although, Mr. Reynolds asserts he has meet the 50% mark regardless, but even if that were not the case, that is not the end of the inquiry when using the term preponderance.

> To determine legislative intent, this court first looks at the plain language of a statute. Salas v. Allstate Rent–A–Car, Inc., 116 Nev. 1165, 1168, 14 P.3d 511, 513–14 (2000). We only look beyond the plain language if it is ambiguous or silent on the issue in question. Id. We read statutes within a statutory scheme harmoniously with one another to avoid an unreasonable or absurd result. Allstate Ins. Co. v. Fackett, 125 Nev. 132, 138, 206 P.3d 572, 576 (2009)(citing to Torrealba v. Kesmetis, 124 Nev. 95, ——, 178 P.3d 716, 721 (2008)).

Conclusion: The preponderance of duties performed by Mr. Reynolds are that of a Chief Compliance/Audit Investigator, 11.306, grade 37. Further, Mr. Reynolds performed as such prior to the removal of the "supervisor" description in the grade 35 description which occurred in 2010.

Please note, I have enclosed the prior appear letter of November 10, 2016 with this correspondence and I incorporate the contents and legal positions articulated in the letter, in this letter and as a part of this appeal as well.

Mr. Reynolds is submitting this written appeal and pursuing a Resolution Conference, however, Mr. Reynolds also asserts that he is entitled to a hearing on this matter.

Very truly yours,

PATTI, SGRO & ROGER

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Enclosures as stated

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STATE OF NEVADA
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December 13, 2016
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RE: Mr. James Reynolds – NPD-19

Dear Ms. Murphy:

I have received your letter of appeal regarding the results of the classification study recently conducted by the Department of Administration, Division of Human Resource Management (DHRM), Compensation, Classification and Recruitment (CCR) section. You are appealing the request of Mr. James Reynolds to re-classify his position from Compliance/Audit Investigator III, 11.363, grade 35 to Chief Compliance/Audit Investigator, 11.360, grade 37.

My responsibility in the classification appeal process is to objectively review the classification determination for validity and adherence to accepted classification principles and to assess the use of appropriate methodology. I must consider the points in the original determination with which you disagree and the rationale for this disagreement. My review of this appeal took into consideration all the information gathered during the classification study including the current NPD-19 upon which the determination was made; information gathered during the initial audit; a review of the class specifications for the Compliance/Audit Investigator Series, and a review of the appeal information submitted.

I will address your concerns as I understand them.

- You indicate that a preponderance of Mr. Reynolds duties are within the higher level classification of grade 37 and a reclassification is warranted. In particular, he was mandated to

perform work on a statewide basis, directly supervise the investigative activities of nine subordinate investigators, has responsibility for their training needs and personnel evaluations, makes sure the office is properly staffed and his State ID identifies him as Chief Investigator. In addition, you indicate that the standard where "natural growth" or "increase in workload" precludes reclassification and would mean essentially that unless the increased duties or workload were part of some sudden and unforeseen event, no employee could ever seek reclassification and that would render the code that enables an employee to determine whether they were entitled to reclassification as completely meaningless and inapplicable. You also state that in layman's terms preponderance means generally more than half, not that it be more than half as part of a sudden or unexpected event, as the determination letter attempts to assert.

With regards to performing work on a statewide basis; this statement does not encompass the full duty as outlined in the class concept for the Chief Compliance/Audit Investigator, which states, in part, that *"incumbents are responsible for the administration of investigative activities on a statewide basis. They establish and direct investigative activities based on department goals and objectives; review and evaluate operational efficiency and compliance with program policy and procedure...."* This responsibility belongs to the Audit Supervisor, 7.145, grade 37 who functions as the Regional Audit Manager within the Employment Security Division of the Department of Employment, Training and Rehabilitation (DETR), who in turn performs this duty under general direction of the Audit Manager, 7.139, grade 38, for DETR. Mr. Reynolds, under the limited supervision of the Audit Supervisor, assists in coordinating investigative activities such as making determinations on the level and intent of investigations and coordinating the work of Compliance/Audit Investigator II's and I's. These duties are clearly defined in the class concept for the Compliance/Audit Investigator III.

As to directly supervising investigative activities of nine subordinate investigators, having responsibility for their training needs and personnel evaluations and making sure the office is properly staffed; this position does not currently function in the capacity of a supervisor. A supervisory position, as outlined in NAC 284.498(5)(b), means a position which is held by an employee who: 1) formally evaluates staff; 2) is involved in the hiring and firing of subordinate staff; and 3) establishes policies which affect the performance or behavior of subordinate staff. Mr. Reynolds does not currently meet this definition; however, he does act as a leadworker by providing training, coordinating the work of lower level Compliance/Audit Investigators while conducting investigative and/or audit functions, reviewing final investigative audit reports for accuracy, clarity, format, and to ensure policy and procedure was followed and providing assistance to lower level investigators regarding case preparation and presentation in a court of law. These duties are also clearly defined in the class concept for the Compliance/Audit Investigator III. Also, while Mr. Reynolds makes recommendations and gives input with respect to performance evaluations, leave requests, and staffing items, the responsibility for conducting performance evaluations, preparing and approving work schedules, approving leave, etc., is that of the Audit Supervisor.

Also, you indicate that since Mr. Reynolds State ID identifies him as a Chief Investigator this is a point that warrants reclassification. The job titles as listed on these identification cards are unofficial titles and have no bearing and play no part in the classification process itself.

Furthermore, I am unclear as to how you determined that the standard where "preponderance", "natural growth" or "increase in workload" precludes reclassification and would mean essentially, that unless the increased duties or workload were part of some sudden and unforeseen event, no employee could ever seek reclassification. The determination letter makes no assertions as to "sudden and unforeseen events", NAC 284.126(1)(a) does not mention or infer "sudden and unforeseen events" and NAC 284.126(2) specifically identifies that reclassification of positions can occur as a result of gradual accumulation of duties and responsibilities which results in signification change.

With regards to the clarification of "natural growth" in classification methodology; "natural growth" is small incremental changes to duties and responsibilities that can occur through regulation changes, changes in operational procedures, process changes, technology changes, etc., that occur over time and do not affect the complexity of work assigned or the basic function of the position. For example, Compliance/Audit Investigators conduct audits on a periodic basis by either randomly selecting individual firms or business or as required by State law. If State law stated that 10% of businesses were to be audited every year and that changed to 20%, there is no change in the duty itself just the frequency of the audits, which increases the workload. Since there is no change in the duty itself, significant change has not occurred and the position would not warrant reclassification.

With respect to preponderance in the reclassification process, the agency and/or incumbent identifies a weight to a duty by assigning a percentage of time to that duty, as such, we can quantify with reasonable certainty the percentage of time an individual is performing a particular duty. For example, if a position performs duties at the Administrative Assistant II level 70% of the time and performs higher level duties of an Administrative Assistant III 30% of the time, they will be classified at the Administrative Assistant II level as they are the preponderant duties.

These clarifications neither change the intent nor do they add additional requirements in order to be re-classified; there still must be significant change in the duties and responsibilities that are outside the scope for the class as described in the class specification, is not part of the scope of responsibility of the position, and results in the preponderance of duties and responsibilities being allocated to a different class.

- You reference the determination letter statement *"In reviewing the current duties and responsibilities of the position, to the duties and responsibilities of the position when it was initially classified, the only significant difference is the removal of 'supervision' from the position on 03-05-2015,"* and state that the change and removal of the term "supervisor" has to

do with the internal manner in which Mr. Reynolds' job was defined and that the removal of supervision does not change the preponderance of duties being within the higher grade 37.

As previously stated, a position may be re-classified when significant change in the duties and responsibilities has occurred. In comparing the duties and responsibilities of the position when it was classified at the Compliance/Audit Investigator III to the duties and responsibilities described in the most recent NPD-19, there has been no change other than the removal of supervision. As such, reclassification to the Chief Compliance/Audit Investigator is not warranted as significant change has not occurred.

You indicate that the higher level duties performed are: performing work on a statewide basis; directly supervising the investigative activities of nine subordinate investigators; responsibility for the training needs of the investigators, personnel evaluations and making sure the office properly staffed. As previously stated, Mr. Reynolds is not responsible for the administration of investigative activities on a statewide basis, does not directly supervise staff, does not perform personnel evaluations and does not authorize staffing levels, these tasks are under the purview of the Audit Supervisor and Audit Manager.

Mr. Reynolds has responsibility for making determinations on the level and intent of investigations; acting as a leadworker by providing training or coordinating the work of Compliance/Audit Investigator II's and I's while conducting investigative and/or audit functions; reviewing final investigative or audit reports for accuracy, clarity, format and to ensure policy and procedure was followed; and providing assistance to lower level investigators regarding case preparation and presentation in a court of law. These duties are clearly defined in the class concept for the Compliance/Audit Investigator III.

In order to be classified to the Chief Compliance/Audit Investigator level, Mr. Reynolds must perform the duties and responsibilities ascribed to this level. Mr. Reynolds is not responsible for the duties described in the class concept, which include the following: administration of investigative activities on a statewide basis; establish and direct investigative activities based on department goals and objectives; review and evaluate operational efficiency and compliance with program policy and procedure; directly supervise a staff of subordinate Compliance/Audit Investigators; assist in the planning and development of the program budget, internal policy and procedure and the implementation or introduction of State legislation; review and approve training programs; prepare and approve work schedules which involved assigning days off, duty hours or compensatory leave; allocate investigators to shifts based on assessed needs; maintain reporting procedures and review status reports to determine achievement of objectives and compliance with applicable laws and regulations; oversee the use and repair of property and equipment; identify program needs, research and develop policy and procedures, and develop written proposals for presentation to management; submit requests for procedural changes in order to improve compliance, audit and enforcement activities to the agency head. While Mr. Reynolds may assist, the responsibility for the performance of the above duties and the authority for the program itself resides with the Audit Supervisor and Audit Manager.

- Lastly, Mr. Reynolds contends that while NAC 284.206 was suspended, and has yet to be reinstated, he disagrees with the determination that he would be unable to meet the requirements set forth in this statute and asserts he has been performing a preponderance of the duties of the higher grade 37 classification.

  NAC 284.206(2)(a) states "*an employee may receive a special adjustment to pay equivalent to 5 percent of the employee's base rate of pay during any period in which the employee works out of his or her class on a continuing basis and performs essentially all the duties and responsibilities of a position classified at a higher grade.*" As Mr. Reynolds did not perform essentially all of the duties and responsibilities ascribed to the Chief Compliance/Audit Investigator, he would not meet this requirement.

  NAC 284.206(3)(c) states *'the employee is supervising other employees of the same or a higher grade if the supervision is (1) not part of the supervision or management responsibilities for a program that is provided for in the class specification; and (2) includes, without limitation, selection, work assignment, training, work review, reports on performance and discipline of employees.*" Since Mr. Reynolds did not supervise staff at the same or higher grade, he would not meet this requirement.

Upon review and analysis, and considering all information provided and subsequently gathered, I find that the Compliance/Audit Investigator III is the correct classification for the position.

Thank you for the cooperation shown during the course of this study. If you wish to appeal this determination to the Personnel Commission, you must do so within 30 days after receipt of this decision (NAC 284.152).

Sincerely,

Peter Long

Peter Long, Division Administrator
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Department of Administration

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November 10, 2016

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RE: Mr. James Reynolds – NDP-19

Dear Mr. Long:

Please allow this letter to act as an appeal pursuant to Nevada Administrative Code (NAC) 284.152, of the determination letter authored by Ms. Heather Dapice ("determination letter") regarding the above referenced employee.

Please be advised that Mr. Reynolds is in the process of seeking a "Resolution Conference" (it was previously set, then taken off calendar and is pending rescheduling) regarding the desk audit conducted relating to this matter. Both myself and my client have been in contact with Ms. Denise Woo-Seymour regarding same. It is my understanding that the Resolution Conference ought to be exhausted prior to proceeding with this written appeal of the determination letter, in regards to his desk audit. However, in an abundance of caution, and to ensure Mr. Reynolds is complying with the statutory requirements, he is also providing this written appeal.

That being said, the Resolution Conference regarding the desk audit could be instructive in this matter, requiring that the determination on this appeal be stayed pending the outcome of the Resolution Conference. Regardless of the actual mechanics, the purpose is to provide all parties with the appropriate notice and to comply with the timelines required by statute. I have copied your assistance Ms. Ipolito on this matter, and have also sent under separate cover, via email and hardcopy, a request to reconvene the Resolution Conference.

(a) Address the points outlined in the Division of Human Resource Management's recommendation regarding the proper classification for the position in question:

(a)(1) According to the determination letter issued, the State' position is that a preponderance of Mr. Reynolds's duties still fall within the ambit of Compliance/Audit Investigator III, 11.363, grade 35; therefore, a re-classification to grade 37 is not warranted, per the standard outlined in NAC 284.126(1)(b). (See pg. 1 determination letter).

(a)(2) According to the determination letter "change that is the result of natural growth or an increase in workload, common to most positions in State service, is not considered to fall within the meaning of significant change, nor is the addition of duties that are similar in nature of complexity to current or previously performed responsibilities." (See pg. 1-2 determination letter).

(a)(3) "In reviewing the current duties and responsibilities of the position, to the duties and responsibilities of the position when it was initially classified, the only significant difference is the removal of 'supervision' from the position on 03-05-2015." (See pg. 3 determination letter).

(a)(4) The removal of the term "supervisor" from the duties description of Compliance/Audit Investigator III, 11.363, grade 35 does not impact the actual duties assigned to a grade 35 Audit Investigator.

(a)(5) "While direct supervision of a staff or subordinate Compliance/Audit Investigator is detailed, it is not a preponderant duty and would not, in and of itself, justify reclassification to the higher level." (See pg. 4 determination letter).

(a)(6) Mr. Reynolds is not eligible for a special adjustment in pay, although per NAC 284.206, even if Mr. Reynolds had met the standards for an adjustment in pay, NAC 284.206 was suspended in 2010 and has not been rescinded. (See pg. 4 determination letter).

(b) Indicate the points with which the appellant disagrees and express the reasons for the disagreement:

(b)(1) A preponderance of Mr. Reynolds duties are within the higher level classification of grade 37 and a reclassification is warranted. In particular, Mr. Reynolds was mandated to perform work on a statewide basis, directly supervise the investigative activities of nine subordinate investigators. Additionally, Mr. Reynolds is responsible for their training needs and personal evaluations, and making sure the office is properly staffed. Mr. Reynolds State ID even identifies him as Chief Investigator, however, this is not the position Mr. Reynolds assumed in 2009 when forced to take this job as to was the only job offered to him off of the re-employment list – a list he was a member because of prior budget cuts. Notably, there is a pending grievance regarding the payment matter, DETR has notified Mr. Reynolds regarding an alleged overpayment based upon the State's error in his reemployment. DETR has proposed that Mr. Reynolds agree to repay said amounts. This is wholly inappropriate, although it is a separate matter.

(b)(2) The additional requirements which the determination letter claims bars Mr. Reynolds request for re-classification under NAC 284.126(b) are improper and must be stricken. This appears to be a way to avoid the fact that as a result of budget cuts issued by the State in earlier years Mr. Reynolds was forced to assume duties on a statewide basis, a preponderance of his duties.

The code is plainly worded that where a "preponderance" of duties fall within the higher grade, reclassification is warranted. "Preponderance" is defined as, "[s]uperiority in weight, importance or influence." See Blacks Law Dictionary, 2nd Pocket Ed., (2001) at pg. 547. The above quoted language of the determination letter which purports to further explain the application of the

statute and explain what "preponderance" means is not supported by the actual text of the code in question, and in fact in layman's terms preponderance means generally more than half, not that it me more than half as part of a sudden or unexpected event, as the determination attempts to assert. In fact, the standard that where it is a "natural growth" or "increase in workload" precludes reclassification would mean essentially that unless the increased duties or workload were part of some sudden and unforeseen event, no employee could ever seek a reclassification. That would render the code that enables an employee to determine whether they are entitled to reclassification as completely meaningless and inapplicable. That is improper, unfair and a violation of due process.

> To determine legislative intent, this court first looks at the plain language of a statute. Salas v. Allstate Rent–A–Car, Inc., 116 Nev. 1165, 1168, 14 P.3d 511, 513–14 (2000). We only look beyond the plain language if it is ambiguous or silent on the issue in question. Id. We read statutes within a statutory scheme harmoniously with one another to avoid an unreasonable or absurd result. Allstate Ins. Co. v. Fackett, 125 Nev. 132, 138, 206 P.3d 572, 576 (2009)(citing to Torrealba v. Kesmetis, 124 Nev. 95, ——, 178 P.3d 716, 721 (2008)).

Although this is an administrative matter, the reading and interpretation of a code is still controlled by general legal concepts encapsulated in case law, i.e., plain language controls. Allstate, 125 Nev. at 138. The determination letter is attempting to include intent and additional requirements which are nowhere contained within the language of the code itself. Agreeably, an administrative agency should be provided deference in interpretation of statutes and an administrative agencies interpretation of its governing statute is persuasive, however an agency is not imbued with the power of re-writing statute or code. Nevada PERS v. Smith, 129 Nev. Adv. Op 65, *8, 310 P.3d 560, 565 (2013).

(b)(3) The change and removal of the term "supervisor" has to do with the internal manner in which Mr. Reynolds's job was defined. Even allowing for the change and removal of the term "supervisor" from the job description, Mr. Reynolds's job duties, by a preponderance, still fall within the higher grade of 37.

(b)(4) There is a difference between being a "team lead", which the amended 2010 guidelines assign to a grade 35 Audit Investigator and being a Supervisor, and the statement that the removal of this specific duty, which is now under the guidelines of grade 37 is essentially meaningless is not meritorious. Either the written guidelines and descriptions of duties mean something or they do not. Mr. Reynolds's position is that they do.

(b)(5) Mr. Reynolds does not dispute that his supervisory role alone would support reclassification, however, as discussed in section (b)(1), this alone is not the basis for Mr. Reynolds's request for reclassification. There are additional duties which are included in the higher grade 37 position, which Mr. Reynolds has been forced to assume. These additional duties do constitute a preponderance of his duties and mandate reclassification - please see section (b)(1) supra.

(b)(6) Setting aside that this appears to be a moot point, given that NAC 284.206 was suspended in 2010 and has yet to be reinstated, Mr. Reynolds disagrees with the determination that he

would not be able to meet the requirements under NAC 284.206. Mr. Reynolds asserts he has been performing a preponderance of the duties of the higher grade 37 classification, as detailed above at length.

Conclusion: The preponderance of duties performed by Mr. Reynolds are that of a Chief Compliance/Audit Investigator, 11.306, grade 37. Further, Mr. Reynolds performed as such prior to the removal of the "supervisor" description in the grade 35 description which occurred in 2010.

Mr. Reynolds is submitting this written appeal and pursuing a Resolution Conference, however, Mr. Reynolds also asserts that he is entitled to a hearing on this matter.

Very truly yours,

PATTI, SGRO & ROGER

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October 13, 2016

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RE: Mr. James Reynolds – NPD-19

Dear Ms. Murphy:

The Division of Human Resource Management has carefully reviewed the request to reclassify Mr. Reynolds' position from a Compliance/Audit Investigator III, 11.363, grade 35 to a Chief Compliance/Audit Investigator, 11.360, grade 37. The process of evaluating the position included an in-depth analysis of documents such as the NPD-19 submitted, both old and current class specifications, work performance standards, the original NPD-19 that established the position effective 07-17-2003, the desk audit completed on 10-11-2016, and an interview with Supervising Auditor I Arturo Martinez.

Based on the data collected in the review, we have concluded that the level of responsibility and scope of duties assigned to Mr. Reynolds correctly align with the Compliance/Audit Investigator III, 11.363, grade 35.

Per regulation, a position may be reclassified when significant change in the duties and responsibilities being performed has occurred. NAC 284.126, 1(b) defines significant change as "a change in duties and responsibilities assigned to a position in a class that:

1) Is outside the scope of the class as described by the class specification;
2) Is not part of the scope of responsibility of the position; and
3) Results in the preponderance of duties and responsibilities being allocated to a different class."

In short, significant change means that the duties assigned to a position have changed to such a degree that the current class concept no longer fairly describes the preponderance of responsibilities. In applying the definition, change that is the result of natural growth or an

increase in workload, common to most positions in State service, is not considered to fall within the meaning of significant change, nor is the addition of duties that are similar in nature or complexity to current or previously performed responsibilities. The use of new technologies and methods to carry out the same or similar duties also would not constitute significant change.

Positions may perform some higher-level duties; however, this does not provide the basis for reclassification to the higher level. In order to be reclassified from one level in a series to a higher level, a position must spend the preponderance of time performing higher-level duties.

In reviewing the current duties and responsibilities of the position, to the duties and responsibilities of the position when it was initially classified, the only significant difference is the removal of "supervision" from the position on 03-05-2015.

The class concept for the Compliance/Audit Investigator III, 11.363, grade 35, dated 10-19-1990, states the following:

> *"Performs the full range of duties in the series concept, in addition, under limited direction of the Chief Investigator, Program Administrator or designee, acts as a lead worker on a regular reoccurring basis and performs specialized investigative/audit functions dealing with complex and/or multiple program violations and/or criminal activity. Requires an extensive knowledge of state and federal laws, case law, program regulations, industry standards, concepts and practices to conduct detailed investigations and audits. Final reports and recommendations are reviewed and approved by the Chief Investigator or Program Administrator.*
>
> *This is the lead worker/advanced journey level in the class series and is distinguished from the lower level investigators by making determinations on the level and intent of investigations, and acting as a lead worker by providing training,* ***supervision****, or coordinating the work of Investigator II's and I's while conducting investigative and/or audit functions. May review final investigative or audit reports for accuracy, clarity, format, and to insure policy and procedure is followed. May provide assistance to lower level investigators regarding case preparation and presentation in a court of law. The Investigator III's utilize their extensive knowledge of industry standards and case history to recommend or develop new and/or revised policy, procedure and proposed legislation to aid in the compliance and control of program areas."*

The NPD-19 classifying the position, currently held by Mr. Reynolds, established duties and responsibilities that provided for supervision of Compliance/Audit Investigator II's to include evaluating performance. A supervisory position, as outlined in NAC 284.498(5)(b), means a position which is held by an employee who: 1) formally evaluates staff; 2) is involved in the hiring and firing of subordinate staff; and 3) establishes policies which affect the performance or behavior of subordinate staff. As such, Mr. Reynolds was working within the duties and responsibilities of a Compliance/Audit Investigator III when he was appointed to the position on 02-09-2009.

In 12-10-2010, the Personnel Commission approved amended class specifications which removed the language for supervision from the concept for the Compliance/Audit Investigator III; however, removal of "supervision" did not affect the grade of the position and therefore it would not be considered grade determining for this series. The current class concept for the Compliance/Audit Investigator III, 11.363, grade 35, states the following:

> *"Under limited supervision, incumbents act as a leadworker on a regular reoccurring basis and perform specialized investigative/audit functions dealing with complex and/or multiple program violations and/or criminal activity. Extensive knowledge of State and/or federal laws, case law, program regulations, industry standards, concepts and practices is required to conduct detailed investigations and audits. Final reports and recommendations are reviewed and approved by the Chief Investigator or Program Administrator.*
>
> *This level in the class is distinguished from the lower level by responsibility for making determinations on the level and intent of investigations, and acing as a leadworker by providing training or coordinating the work of Compliance/Audit Investigator II's and I's while conducting investigative and/or audit functions. Incumbents review final investigative or audit reports for accuracy, clarity, format and to ensure policy and procedure was followed, and provide assistance to lower level investigators regarding case preparation and presentation in a court of law. Compliance/Audit Investigator III's recommend or develop new and/or revised policy, procedure and proposed legislation to aid in the compliance and control of program areas."*

Supervision could have been removed from Mr. Reynolds' position when the amended class specifications were approved on 12-10-2010; however, neither the agency nor Mr. Reynolds submitted an NPD-19 to evaluate his position as a result of this change.

The next step of the process was to determine if Mr. Reynolds was functioning as a Chief Compliance/Audit Investigator between 12-10-2010 and 03-05-2015.

The current class concept for the Chief Compliance/Audit Investigator, states the following:

> *"Under general direction, incumbents are responsible for the administration of investigative activities on a statewide basis. They establish and direct investigative activities based on department goals and objectives; review and evaluate operational efficiency and compliance with program policy and procedures; and directly supervise a staff of subordinate Compliance/Audit Investigators performing Medicaid, securities, real estate, mortgage lending, insurance, prevailing wage or workers' compensation investigations and audits. Incumbents assist in the planning and development of the program budget, internal policy and procedure, and the implementation or introduction of State legislation. In addition, they work directly with the Program Administrator, agency heads, business representatives, violators, the complainant and judicial system regarding complaint resolution, regaining compliance, pursuing criminal prosecution, imposing administrative sanctions or penalties or addressing a hearings board or commission.*

Oversee the training of staff based on projected or identified needs in the area of investigations, audit, inspection, community relations, program rules and regulations and related laws; review and approve training programs to ensure compliance with program goals and objectives.

Prepare and approve work schedules which involves assigning days off, duty hours or compensatory leave; allocate investigators to shifts based on assessed needs; maintain reporting procedures and review status reports to determine achievement of objectives and compliance with applicable laws and regulations.
Oversee the use and repair of property and equipment by inspecting and ascertaining repairs or replacement; analyze equipment requests, determine needs and prepare requests or recommendations.

Identify program needs, research and develop policy and procedures, and develop written proposals for presentation to management; submit requests for procedural changes in order to improve compliance, audit and enforcement activities to the agency head."

In comparing the duties and responsibilities of the position when it was classified to its current duties and responsibilities, it does not appear that Mr. Reynolds has ever functioned in the capacity of a Chief Compliance/Audit Investigator. While direct supervision of a staff of subordinate Compliance/Audit Investigators is detailed, it is not a preponderant duty and would not, in and of itself, justify reclassification to the higher level. It should also be noted that this position reports to a Supervising Auditor I, who reports to a Supervising Auditor II who in turn reports to an Employment Security Division Manager IV; as such, this position would not be considered a Chief Compliance/Audit Investigator as it does not have responsibility for the administration of investigative activities on a statewide basis.

In order for Mr. Reynolds to have been eligible for a special adjustment to pay, he would have had to have met one of two requirements detailed in NAC 284.206. NAC 284.206(2)(a) states "*an employee may receive a special adjustment to pay equivalent to 5 percent of the employee's base rate of pay during any period in which the employee works out of his or her class on a continuing basis and performs essentially all the duties and responsibilities of a position classified at a higher grade.*" NAC 284.206(3)(c) states *'the employee is supervising other employees of the same or a higher grade if the supervision is (1) not part of the supervision or management responsibilities for a program that is provided for in the class specification; and (2) includes, without limitation, selection, work assignment, training, work review, reports on performance and discipline of employees.*" Mr. Reynolds has neither performed essentially all the duties and responsibilities of a position classified at a higher grade nor has he supervised other employees of the same or a higher grade; as such, Mr. Reynolds would not be eligible for a special adjustment to pay pursuant to NAC 284.206.

In the event that Mr. Reynolds had met the requirements detailed above, he still would not have been eligible to receive a special adjustment to pay as NAC 284.206 was suspended by the Governor effective October 2010 and has not yet been reinstated.

After a thorough review of all duties performed and analysis of all relevant documentation, it is

determined that significant change in duties and responsibilities being performed has not occurred and that the nature and complexity of work performed and preponderance of duties are consistent with Compliance/Audit Investigator III, 11.363, grade 35.

It is also determined that Mr. Reynolds did not perform in the capacity of a Chief Compliance/Audit Investigator prior to the removal of supervisor duties and therefore is not entitled to a temporary classification and/or a special adjustment to pay.

If you disagree with this determination, you may file a written appeal with Division of Human Resource Management Administrator Peter Long within 20 working days after the receipt of written notice of this determination. Complete details of the appeal process may be found within Nevada Administrative Code (NAC) 284.152. Correspondence to Division Administrator Peter Long should be sent to his attention at:

Division of Human Resource Management
Blasdel Building
209 East Musser Street, Suite 101
Carson City, Nevada 89701-4204
plong@admin.nv.gov

This classification decision is not a reflection on Mr. Reynolds abilities or accomplishments, nor should it be seen as minimizing his contributions. It is apparent that he is providing a valuable service to his agency; however, we are required to make decisions based on objective classification principles and regulations.

We appreciate Mr. Reynolds participation in the classification process and wish him the best in his career with the State of Nevada. If you have any questions concerning this matter, please contact me at 702-486-2919.

Sincerely,

Heather A. Dapice

Heather A. Dapice, Supervisory Personnel Analyst
Department of Administration
Division of Human Resource Management

cc: Jeffrey Frischmann, Deputy Administrator
jjfrischmann@nvdetr.org
Department of Employment, Training & Rehabilitation
Employment Security Division

Brian Boughter, Personnel Officer III
bwboughter@nvdetr.org
Department of Employment, Training & Rehabilitation
Administrative Services Division

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☐ Vacant Position
☒ Filled Position

RECEIVED
State of Nevada
Department of Administration
DIVISION OF HUMAN RESOURCE MANAGEMENT
APR 04 2016
COMPENSATION, CLASSIFICATION
RECRUITMENT DIVISION
CARSON CITY, NEVADA

DEPARTMENT: Employment, Training & Rehabilitation			
DIVISION: Employment Security Division			
GEOGRAPHIC LOCATION OF POSITION: Las Vegas			
AGENCY ID# (3 digits): 902	**FUND# (3 digits):**		
AGENCY ORG/BUDGET# (4 digits): 4770	**POSITION CONTROL#:** 4417		
CURRENT CLASS TITLE *(If vacant or filled position)*: COMPLIANCE/AUDIT INVESTIGATOR III		**CLASS CODE:** 11.363	**GRADE:** 35
REQUESTED CLASS TITLE: CHIEF COMPLIANCE/AUDIT INVESTIGATOR		**CLASS CODE:** 11.360	**GRADE:** 37
EMPLOYEE NAME: JAMES REYNOLDS	**PHONE#:** 702-486-0258	**EMAIL:** JJREYNOLDS@NVDETR.ORG	
SUPERVISOR NAME: ARTURO MARTINEZ	**PHONE#:** 702-486-0262	**EMAIL:** A-MARTINEZ@NVDETR.ORG	

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

RECEIVED
MAR 16 2016
HUMAN RESOURCES
DETR CARSON CITY

CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.

Changed responsibilities were/will be effected on: TBD	Date:
Appointing Authority or Designated Representative signature: Mary A. Bryce 1.03	Date: 3-14-16
Employee signature: James J. Reynolds	Date: 3-14-16

Is this request being submitted with agency approval or knowledge? ☐ No ☒ Yes

3a. FOR COMPLETION BY BUDGET DIVISION ONLY

RECEIVED
APR 04 2016
GOVERNOR'S FINANCE OFFICE
BUDGET DIVISION

Required for new positions and when NAC 284.126 (3) applies.

☐ Approved effective date (if change is approved by DHRM)	Date:
☐ Approved – date to be determined and change to be approved by DHRM	
☐ Disapproved	
Part-time (%):	Expire date:
Signature:	Date: 4/15/16
Notes:	

3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY

Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature:	Date:

4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY

Dept code:	Effective date:	Expire date:
Division code:		
Class code:	Title: No Change	Grade:
Class option:	IFC/Legislative approval required? ☐ No ☐ Yes, date approved:	

INSTRUCTIONS TO APPOINTING AUTHORITY		
Incumbent meets MQ's: ☐ No ☐ Yes	Study#: 451-16	
☐ Other:	Analyst:	Date:
	Supervisor: Heather A. Dapice	Date: 10/14

1. **What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by Human Resource Management. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.**

I filed grievance on January 13, 2015. In this grievance, I detailed the work that I am currently performing and have been performing since 2011. These duties and responsibilities that I have been forced to assume are beyond the scope of the duties and responsibilities of my classification, Compliance/Audit Investigator III. I have been mandated to perform several aspects of the Chief Investigator's job, as well as maintain my Investigator III duties and responsibilities. Specifically, I have been mandated to perform work on a statewide basis, directly supervise the investigative activities of nine (9) subordinate investigators. Additionally, I have been made responsible for their training needs and personal evaluations, and to make sure the office is properly staffed. Notably, my State ID even identifies me as Chief Investigator. I also act as the liaison to the Attorney General's office in workers compensation cases.

2. **What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)**

These job tasks and duties are to be performed by the Chief Compliance Audit Investigator, Class 37, 11.360. Notably, I am not aware of a time where there was a Chief Compliance Audit Investigator during my employment. This is due to the fact that I was performing all of these tasks.

3. **Briefly describe the major purpose of this job.**

The major purpose of the Chief Compliance Audit Investigator, Class 37, 11.360, as set forth by the Class Concepts prepared by the State of Nevada, Department of Administration, Division of Human Resource Management is as follows:

Under general direction, incumbents are responsible for the administration of investigative activities on a statewide basis. They establish and direct investigative activities based on department goals and objectives; review and evaluate operational efficiency and compliance with program policy and procedures; and directly supervise a staff of subordinate Compliance/Audit Investigators performing Medicaid, securities, real estate, mortgage lending, insurance, prevailing wage or workers' compensation investigations and audits. Incumbents assist in the planning and development of the program budget, internal policy and procedure, and the implementation or introduction of State legislation. In addition, they work directly with the Program Administrator, agency heads, business representatives, violators, the complainant and judicial system regarding complaint resolution, regaining compliance, pursuing criminal prosecution, imposing administrative sanctions or penalties or addressing a hearings boards or commission.

Oversee the training of staff based on projected of identified needs in the area of investigations, audit, inspection, community relations, program rules and regulations and related laws; review and approved training programs to ensure compliance with program goals and objectives.

Prepare and approve work schedules which involves assigning days off, duty hours or compensatory leave; allocate investigators to shifts based on assessed needs; maintain reporting procedures and review status to determine achievement of objectives and compliance with applicable laws and regulations.

Oversee the use and repair of property and equipment by inspecting and ascertaining repairs or replacement; analyze equipment requests, determine needs and prepare requests or recommendations.

Identify program needs, research and develop policy and procedures, and develop written proposals for presentation to management; submit requests for procedural changes in order to improve compliance, audit and enforcement activities to the agency head.

4. **Attach a copy of the agency organizational chart to this form. Please circle this position.**

   The organizational chart does not provide for a Chief Compliance Audit Investigator, Class 37, 11.360. Again, I am not aware of a time where there was a Chief Compliance Audit Investigator during my employment. This is due to the fact that I was performing all of these tasks.

5. **List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.**

   I defer to my Work Performance Standard signed and dated in February 2014, as this sets forth the duties I have been forced to assume.

DUTY#	DUTY	FREQUENCY

LAW OFFICES OF
PATTI, SGRO, LEWIS & ROGER
A PROFESSIONAL CORPORATION

DEAN R. PATTI
ANTHONY P. SGRO
STEPHEN K. LEWIS *
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MEREDITH L. WEINER
CORRINE P. MURPHY
ANDREW D. SEDLOCK
KEITH D. WILLIAMS
L. COURTNEY KLUEVER**
* Also licensed in Arizona
** Also licensed in California

September 23, 2016

amended: initially did not supply duty statements requested 4/20/16 received 9/23/16

Via U.S. Mail and E-Mail
Heather A. Dapice, Supervisory Personnel Analyst
Department of Administration
Human Resource Management
Compensation, Classification and Recruitment
555 East Washington Avenue, Suite 1400
Las Vegas, NV 89101
hdapice@admin.nv.gov

Re: James Reynolds-NDP-19

Dear Ms. Dapice,

In response to your prior correspondence, please be advised that my client has the following job duties, with the following estimates of time dedicated to each duty.

* see duties supplied by DETR

Description	Estimated %
Supervise Complaince/Audit Investigative I/IIs, which includes supervising the subordinate investigator's workflow and production to ensure proper claims handling, on a statewide basis, pre-approving time off requests, pre-approval for production figures that contribute to the annual evulation process, conducting annual pre-performance reviews and ensuring the office is properly staffed and contribuiting to the new hire process.	27.5%
Review completed blocked claims for compliance with Contributions Central Office guidelines which includes providing written or oral guidance to investogator's questions regarding investigative assingments. I conduct this process on every case with every investigator, regardless of the size of complexity of the claim. This can also involve independent contractor isues, misclassification issues and localization issues.	30%
Benefits claim investigation: Resolve difficult in-state and out-of-state blocked claims in accordance with the requirements of the Employment Security Investigators Manual (ESIM) and Division standards. This task includes completing all documents required to bring the employer's account into current compliance with UI laws, regulations, and policies. And also includes preparing a comprehensive report which will entail a case history maintained in chronological order documenting contact or noncontact with Employer and/or claimant; a detailed narrative of the findings based on the evidence gathered; recommendations with regard to employer action and	10%

establishment of claimant's wages; collection action and asset location; and audit recommendation.	
Completing difficult collections and legal actions, including locating employers to demand filing of delinquent reports and payments of any liability owed to the Department. Arrange for payment of debt by analyzing the financial condition of the business and negotiating payment agreement. When the collection of debts and/or abatement of delinquent reports are not possible, identify appropriate legal action by computing adequate levy amounts to be assessed using facts obtained during the investigation. Recommend levy or jeopardy assessments, demand payment, filing of judgments, and notices to withhold to secure the debt and protect the Division's interests.	10%
Supervising the drafting of determination letters, which includes a journey level investigation and reviewing and finalizing final determination letters prepared by subordinate investigators, which represent the Division's cases to the appeals and board review; monitor the auditors preparation of determination letters and presentation of administrative hearings. The review includes ensuring the letters and determinations in the letters are in compliance with operative State law and that proer service is effectuated.	5%
Training new investigators consistent with the training plan and conduct ongoing training on at least a quarterly basis of compliance/audit Investigators I/II.	7.5%
~~Supervise Auditor I/II. supervise~~ the audit's workflow and production in the absence of the supervising Auditor I and Auditor III, to ensure office guidelines are maintain.	2.5%
Communicating with general public, customers, accoutnants, attorneys, other State agencies, etc., which includes providing guidance and assistance on regulatory and compliance issues and ensuring a positive relationship between the Division and the general public.	5%
Ensuring that the State's workplace safety requirements are met and maintained within the office.	2.5%

review

assigned to other CPAIs for review

assist when Aud Supv out of office

Should you have any questions, please do not hesitate to contact me. Thank you for your attention to this matter.

Regards,

PATTI, SGRO, LEWIS & ROGER

/s/ Corrine P. Murphy

Corrine P. Murphy, Esq.

cc: Client.

establishment of claimant's wages; collection action and asset location; and audit recommendation.	
Completing difficult collections and legal actions, including locating employers to demand filing of delinquent reports and payments of any liability owed to the Department. Arrange for payment of debt by analyzing the financial condition of the business and negotiating payment agreement. When the collection of debts and/or abatement of delinquent reports are not possible, identify appropriate legal action by computing adequate levy amounts to be assessed using facts obtained during the investigation. Recommend levy or jeopardy assessments, demand payment, filing of judgments, and notices to withhold to secure the debt and protect the Division's interests.	10%
Supervising the drafting of determination letters, which includes a journey level investigation and reviewing and finalizing final determination letters prepared by subordinate investigators, which represent the Division's cases to the appeals and board review; monitor the auditors preparation of determination letters and presentation of administrative hearings. The review includes ensuring the letters and determinations in the letters are in compliance with operative State law and that proer service is effectuated.	5%
Training new investigators consistent with the training plan and conduct ongoing training on at least a quarterly basis of compliance/audit Investigators I/II.	7.5%
Supervise Auditor I/II: supervise the audit's workflow and production in the absence of the supervising Auditor I and Auditor III, to ensure office guidelines are maintain.	2.5%
Communicating with general public, customers, accoutnants, attorneys, other State agencies, etc., which includes providing guidance and assistance on regulatory and compliance issues and ensuring a positive relationship between the Division and the general public.	5%
Ensuring that the State's workplace safety requirements are met and maintained within the office.	2.5%

Should you have any questions, please do not hesitate to contact me. Thank you for your attention to this matter.

Regards,

PATTI, SGRO, LEWIS & ROGER

/s/ Corrine P. Murphy

Corrine P. Murphy, Esq.

cc: Client.

LAW OFFICES OF
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L. COURTNEY KLUEVER**
* Also licensed in Arizona
** Also licensed in California

September 23, 2016

Via U.S. Mail and E-Mail
Heather A. Dapice, Supervisory Personnel Analyst
Department of Administration
Human Resource Management
Compensation, Classification and Recruitment
555 East Washington Avenue, Suite 1400
Las Vegas, NV 89101
hdapice@admin.nv.gov

Re: James Reynolds-NDP-19

Dear Ms. Dapice,

In response to your prior correspondence, please be advised that my client has the following job duties, with the following estimates of time dedicated to each duty.

Description	Estimated %
Supervise Complaince/Audit Investigative I/IIs, which includes supervising the subordinate investigator's workflow and production to ensure proper claims handling, on a statewide basis, pre-approving time off requests, pre-approval for production figures that contribute to the annual evulation process, conducting annual pre-performance reviews and ensuring the office is properly staffed and contribuiting to the new hire process.	27.5%
Review completed blocked claims for compliance with Contributions Central Office guidelines which includes providing written or oral guidance to investogator's questions regarding investigative assingments. I conduct this process on every case with every investigator, regardless of the size of complexity of the claim. This can also involve independent contractor isues, misclassification issues and localization issues.	30%
Benefits claim investigation: Resolve difficult in-state and out-of-state blocked claims in accordance with the requirements of the Employment Security Investigators Manual (ESIM) and Division standards. This task includes completing all documents required to bring the employer's account into current compliance with UI laws, regulations, and policies. And also includes preparing a comprehensive report which will entail a case history maintained in chronological order documenting contact or noncontact with Employer and/or claimant; a detailed narrative of the findings based on the evidence gathered; recommendations with regard to employer action and	10%

1		
2		
3		
4		
5		

6		
7		
8		
9		
10		

11		

6. **What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.**

All duties I perform require me to make choices, determinations, or judgments. In effect I am the Chief Compliance Audit Investigator, and each task I perform in accordance with the Class Concept requires me to make choices, determinations, or judgments. For specific examples, see responses to Nos. 1 and 3 set forth above.

7a. **List the class titles and position control numbers of all employees that are supervised by this position.**

Compliance/Audit Investigator II's
PCN's 3146, 4418, 4419, 4420, 4421, 4423, 6886, 6887, 8470, 2075.

7b. **Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)**

☐ Final selection ☒ Work assignment ☒ Performance appraisal ☒ Discipline
☒ Training ☒ Work review ☐ Other (specify):

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

Bachelor's degree from an accredited college or university in business or public administration, business management, accounting, or related field and four years of professional experience in an investigative, auditing or professional program-related position which required the application of state and/or federal laws, policy and procedure in making program compliance determinations; preparing detailed reports for the purpose of justifying administrative sanction penalties or changes in management practices, policy and procedure; or recommending criminal prosecution; OR graduation from high school or equivalent education and six years of experience, four of which were in a professional investigative, auditing or professional program-related position which required the application of state and/or federal laws, policy and procedure in making program compliance determinations; preparing detailed reports for the purpose of justifying administrative sanctions, penalties or changes in management practices, policy and procedure; or recommending criminal prosecution; OR an equivalent combination of education and experience, OR two years of experience as a Compliance/Audit Investigator III in Nevada State Service.

9. List equipment which is used that requires specialized training.

I must be proficient in MS Office programs (word, excel, PPT). I am also training in using the Division's Intraweb function, and the UINV legacy system. I am also able to use and transfer pictures taken with a digital camera.

10a. List the name, title, and position control number of the position's supervisor.
Arturo Martinez, Supervising Auditor I (BA 4770/ PCN 4415)

10b. Describe the type and extent of supervision received.

I receive limited supervision by the Supervising Auditor.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?
My position requires substantial knowledge of State and Federal law, including NRS Chapter 612 and Federal IRS statutes.

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

Private and public sector attorneys for case development, negotiating terms and conditions of approvals, denial and Administrative Orders. Other state agencies to confirm and understand other agency licensing requirements and to coordinate the case. I also work directly with the agency heads, business representatives, violators, the complainant and judicial system regarding complaint resolution, regaining compliance, pursuing criminal prosecution, imposing administrative sanctions or penalties or addressing a hearings board or commission.

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

Incumbent must be able to lift up to 25 pounds of files or investigative materials.

14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.

CURRENT FROM DETR;

5. **List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.**

DUTY#	DUTY	FREQUENCY
1	Lead worker; Acting as a lead worker, provide training and coordinate the work assignments of Compliance/Audit Investigator I & II's in the Southern regional office. Provide assistance to lower level investigators regarding case preparation and presentation in a court of law. *Previous signed WPS Job Element #1:* *Supervise Compliance/Audit Investigator I/II's: Supervise subordinate investigator's workflow and production in such a manner that the Division's goals are met.*	~~27%~~ 30% *20%*
2	Blocked Claims Review: Review final investigative reports for accuracy, clarity, format, and to ensure policy and procedure was followed. *Previous signed WPS Job Element #2:* *Blocked Claims Review: Review completed blocked claims for compliance with Contributions Central Office guidelines; provide written or oral guidance to investigators' questions regarding investigative assignments.*	30% *25%*
3	Benefits Claims Investigations: Resolve difficult in-state and out of state blocked claims in accordance with the requirements of the Employment Security Investigator's Manual (ESIM) and Division standards. Complete all documents required to bring the employer's account into current compliance with UI laws, regulations and policies. Prepare a comprehensive report to include: a case history maintained in chronological order documenting contact or non-contact with employer and/or claimant; a detailed narrative of the findings based on the evidence gathered; recommendations with regards to employer action and establishment of claimant's wages; collection action and asset allocation; and audit recommendation. *Previous signed WPS Job Element #3:* *No changes*	~~2%~~ 10% *10%*
4	In-State and Out of State Requests: Investigate difficult request assignments from other states or agencies as outlined in Job Element #3. When necessary, apply the laws of other states to accomplish the assigned task. *Previous signed WPS Job Element #4:* *\No changes*	~~2%~~ 5 *4%*

* incumbent to submit duty statements seperately

percentage approximated during desk audit,

5	Perform related duties as assigned: Including, but not limited to the following; 1) Assign investigations to staff in the northern region as needed to assist in achieving equitable investigator workload assignments. 2) Program Compliance/Collections: Locate employers to demand filing of delinquent reports and payment of any liability owed to the department. Arrange for payment of debt by analyzing the financial condition of the business and negotiating a payment agreement. If collection of debt and/or obtainment of delinquent reports are not possible, identify appropriate legal action by computing adequate levy amounts to be assessed using facts obtained during the investigation. Recommend levy or jeopardy assessments, demand of payment, filing of judgments, and notices to withhold to secure the debt and protect the Division's interests. *Previous signed WPS Job Element #5:* *Only item #2 above was detailed, Item #1 was not listed*	~~5%~~ 10% *4%*
6	Determination letters: At journey level, investigate and prepare for final determination letters; present the Division's cases to the Appeals Board of Review; monitor the lower level auditor's preparation of determination letters and presentation at administrative hearings. *Previous signed WPS Job Element #6:* *No changes*	~~3%~~ 5% *3%*
7	Training: Provide training for new investigators and conduct ongoing training for lower level investigators as needed, at least on a quarterly basis. *Previous signed WPS Job Element #7:* *Training: Train new investigators consistent with the training plan and conduct ongoing training on at least a quarterly basis.*	5% *3%*
8 not a duty	Customer Satisfaction and Professional Conduct: Provide quality customer service internally and externally, utilizing all relevant, professional skills, including, but not limited to, language and computer skills. Exhibit professional and respectful behavior to staff, customers and the general public. This includes exhibiting a positive attitude, being dependable and maintaining cooperative and productive relationships with co-workers, supervisors and subordinates. *Previous signed WPS Job Element #8:* *Conduct evaluations: Perform investigator evaluations timely, consistently and fairly against established work performance standards.*	~~25%~~ distribute *3%*

communication: providing guidance, information & assistance regarding rules, regs, policies & procedures to the general public, businesses, attorney's, other State & local agencies. 5%

9	Safety program: Every employee must comply with the State's workplace safety requirements. *Previous signed WPS Job Element #9:* *Supervise Auditor I/II: Supervise the audit staff's workflow and production in the absence of the Supervising Auditor I and Auditor III to ensure office guidelines are maintained.*	1% distribute *2%*
10	No proposed Job Element #10 *Previous signed Job Element #10:* *See #8 above*	0% *25%*
11	No proposed Job Element #11 *Previous signed Job Element #11:* *See #9 above*	1% *1%*

6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

The incumbent will perform the full range of duties listed in the Compliance/Audit Investigator III class specifications. Under limited direction from the Supervising Auditor II, the incumbent will act as a lead worker on a regular, re-occurring basis. The incumbent will perform specialized investigative and audit functions. Such investigations will require thorough knowledge of extremely complex SUTA Dumping statutes as well as specialized investigative procedures for addressing these cases.

7a. List the class titles and position control numbers of all employees that are supervised by this position.
Compliance/Audit Investigator II's
PCN's 3146, 4418, 4419, 4420, 4421, 4423, 6886, 6887, 8470, 2075.

7b. Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)

- ☐ Final selection
- ☒ Training
- ☒ Work assignment
- ☒ Work review
- ☐ Performance appraisal
- ☐ Other (specify):
- ☐ Discipline

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

The minimum qualifications set forth in the Class Concepts require a Bachelor's degree from an accredited college or university in business or public administration, business management, accounting, or related field and four years professional experience OR graduation from high school or the equivalent and six years of experience OR an equivalent combination of education and experience OR two years as a compliance/audit investigator III in Nevada State service.

9. List equipment which is used that requires specialized training.

Incumbents must be proficient in MS Office programs (word, excel, PPT). Incumbent will be trained in using the Division's Intraweb function, CRD (Central Registry Depository), and IARD (Investment Adviser Registration Depository). Incumbent must be able to use and transfer pictures taken with a digital camera.

10a. List the name, title, and position control number of the position's supervisor.
Arturo Martinez, Supervising Auditor I (BA 4770/ PCN 4415)

10b. Describe the type and extent of supervision received.
Incumbent will receive limited supervision by the Supervising Auditor I in the absence of/while the Chief Compliance/Audit Investigator position is vacant.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?
This position requires substantial knowledge of the State and Federal securities law as they relate to Blue Sky law and commodity laws. These laws and policies include NRS/NAC 90, NRS 91, Securities Act of 1933, Securities Exchange act of 1934, Investment Advisors Act of 1940, Investment Company Act of 1940, Sarbanes-Oxley Act of 2002, Commodity Exchange Act, NASAA Guidelines and Statements of Policy and FINRA Conduct Rules.

12. **What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.**

Incumbent will have contact with a variety of business and professional entities including:

- **Licensed broker-dealers, investment advisors, sales representatives and investment firms to conduct interviews and audits;**
- **Private and public sector attorneys for case development, negotiating terms and conditions of approvals, denials and Administrative Orders.**
- **Other state's security investigators to gain insight into other states' regulatory stance, approval and denial processes and standards and possible coordination of investigation of an entity;**
- **Unlicensed individuals in the course of investigations of unlicensed activity.**
- **Business owners in the course of serving subpoenas**
- **Other state agencies to confirm and understand other agency licensing requirements and to coordinate the case.**

13. **Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.**

Incumbent must be able to lift up to 25 pounds of files or investigative materials.

14. **Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.**

Department of Employment, Training & Rehabilitation
Employment Security Division
Contributions Field Audit Offices
Budget Account: 4770

Contributions Field Audit
12/30/15 mk

Approved By: _____ Date: _____
Director

Administrator: _____ Date: _____

C C — Supervising Auditor II, BA 4770
- M. Maguire 38/5022

L V — Supervising Auditor I, BA 4770
- Arturo Martinez 37/4415

L V — Admin Assistant II, BA 4770
- L. Acheson 25/2065

R N — Supervising Auditor I, BA 4770
- C Sewell 37/4416

L V — Auditor III, BA 4770
- A.Sweeting 36/3340

L V — Auditor II, BA 4770
- S. Whitney 34/0040
- B. Mastrantonio 34/0041
- T. Nelson 34/4431
- J. McBride 34/4432
- D. Russo 34/4433
- T. Oxborrow 34/4438
- Vacant 34/3338
- J. Finch 34/6885

L V — Compliance/Audit Investigator III, BA 4770
- J. Reynolds 35/4417

L V — Compliance/Audit Investigator II, BA 4770
- S. Hirsch 33/3146
- C. Kwok 33/4418
- B. Mbuka 33/4419
- Vacant 33/4420
- Vacant 33/4421
- Vacant 33/4423
- J. Bosheth 33/6886
- K. Tatum 33/6887
- Vacant 33/6470
- V Ray 33/2075

R N — Auditor III, BA 4770
- T. Schuff 36/4434

R N — Auditor III, BA 4770
- Vacant 36/6304

C C — Auditor II, BA 4770
- Vacant 34/4430

R N — Admin Assistant I, BA 4770
- Vacant 23/2066

Compliance/Audit Investigator II, BA 4770
- Vacant 33/4424
- E. George 33/6888
- M. Burton 33/4426

Auditor II, BA 4770
- P. Winans 34/2074
- S. Falline* 34/4435

STATE OF NEVADA - POSITION QUESTIONNAIRE

☐ New Position
X Existing Position

AGENCY ID NO. 4770 DEPARTMENT EMPLOYMENT, TRAINING & REHABILITATION DIVISION EMPLOYMENT SECURITY

POSITION CONTROL NO. 4417 EMPLOYEE NAME VACANT

CURRENT CLASS TITLE (If existing position) COMPLIANCE/AUDIT INVESTIGATOR II CLASS CODE 11.365 GRADE 33

REQUESTED CLASS TITLE COMPLIANCE/AUDIT INVESTIGATOR III CLASS CODE 11.363 GRADE 35

GEOGRAPHIC LOCATION OF POSITION LAS VEGAS EMPLOYEE PHONE NO. N/A

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were/will be effected on Approval of Reclassification.

Signature of Appointing Authority or Designated Rep. — Date 3/25/03 — Signature of Employee N/A - Vacant Position — Date

FOR COMPLETION BY BUDGET DIVISION ONLY
(Required for new positions and when NAC 284.126, subsection 3 applies.)

☐ Approved Effective Date (If change is approved by State Personnel) ☐ Disapproved

Signature — Date

FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY
(Required when NRS 284.172 applies)

☐ Approved ☐ Disapproved

Signature — Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID 4770
Position 4417
Action Reclassify
Part-time (Percent)
Class Code 11.363
Class Option
Division Code

Effective Date 7-17-03 Expire Date Type
Title Compliance/Audit Inv. III Grade 35
IFC/Legislative Approval Required? ☐ No ☐ Yes Date Received

RECEIVED JUL 21 2003 NEVADA DEPARTMENT OF PERSONNEL LAS VEGAS

INSTRUCTIONS TO APPOINTING AUTHORITY

☑ Use the NPD-3 procedure.

☐ Submit Personnel Action form and refer to NAC 284.. subsection
Incumbent meets MQ's: ☐ Yes ☐ No

☐ Other

Study No. 036-3-04V
Analyst [illegible] Date 8-20-03
Approved [illegible] Date 8-25-03

NPD 19 (Rev. 3-99)

Ap in 7/23/04 KP.

RECEIVED MAR 25 2003 DETR. HUMAN RESOURCES

D25-03

1. What is prompting this request? If this is an existing position state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

This position is a vacant Compliance/Audit Investigator II position, # 4417.

This position is necessary to meet the demands of increased workload and staffing in the Las Vegas Field Audit Office, Contributions Section of the DETR Employment Security Division. The general duties assigned this position and the level of difficulty of the duties will include supervision of the existing Compliance/Audit Investigators as well as those duties currently assigned to other Compliance/Audit Investigator positions in the Section. The degree of responsibility, judgment exercised and decision-making associated with the tasks assigned will be at a more difficult level

This position will train new Compliance/Audit Investigators and present ongoing training to seasoned Investigators both on the job and formally.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

Supervisory duties will be similar to those of existing position:
Auditor III - position #3340

Working duties will be similar to existing positions:

Compliance/Audit Investigator - position #4422

Compliance/Audit Investigator - position #4423

3. Briefly describe the major purpose of this job.

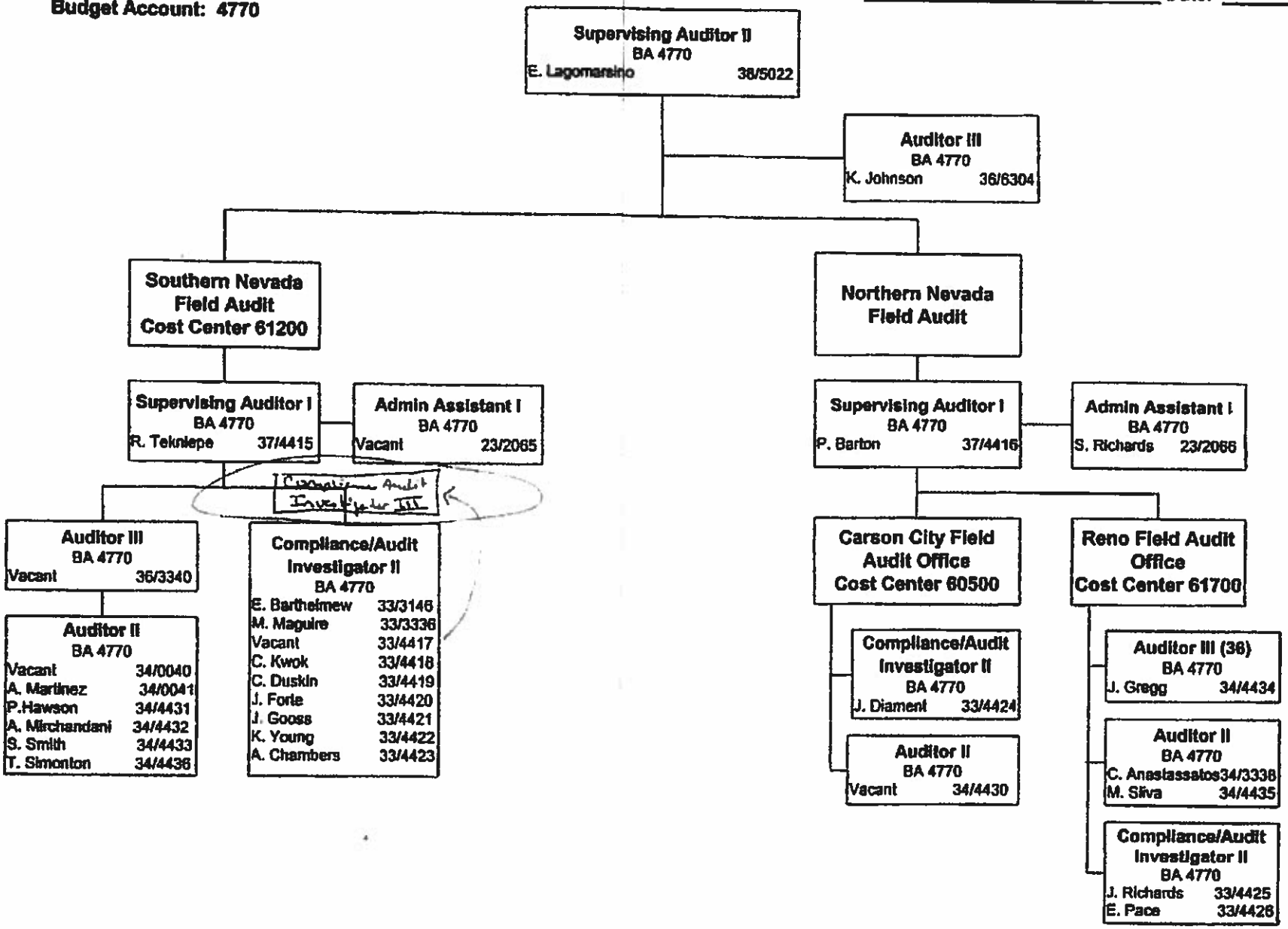
The major purpose of this position will be the supervision of the Compliance/Auditor Investigators I & II as well as the investigation and resolution of blocked claims and the collection of past due reports and the monies due from these reports.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

DEPARTMENT OF EMPLOYMENT, TRAINING and REHABILITATION
Employment Security Division
Contributions Field Audit Offices
Budget Account: 4770

Approved By: _____ Date: _____
Myla C Florence, Director

Administrator: _____ Date: _____



esd-contributions 3
02/03/03

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.

DUTY NO.	DUTY	FREQUENCY
1. Supervision and Lead Investigator	Provide general supervision for eight Compliance/Audit Investigators II. Coordinate the work of all other investigators by assigning investigations and other duties. Review final investigative or audit reports and recommendations for format, clarity, accuracy and to insure Divisional policy and procedure is followed. Review daily transmittal for accuracy and completeness. Consistently promote team work within the office. Provide assistance to lower level investigators regarding case preparation and recommended actions. Provide both formal and on-the-job training. Explain and/or interpret statutes (NRS, NAC), Policies and Procedures, and investigative methods and techniques to lower level Compliance/Audit Investigators. Aid in the development of work performance standards for Compliance/Audit Investigators. Evaluate the work performance of the Compliance/Audit Investigators in accordance with established policies. Act in place of and on behalf of the Supervising Auditor I in his/her absence.	50%
2. Benefit Claim Investigation	Resolve all disputed benefit claim filings within a ten day time frame, using the skills of investigation and audit. Claims may involve in-state or out-of-state employers and/or claimants. Locate employer and negotiate a settlement between parties involved. May be required to inspect records, administer oaths, and take depositions in order to come to a conclusion of the issue. Implement all skip tracing techniques available to locate employer including examination of public records, contact with license bureaus, public utilities, neighbors, relatives, landlords, previous employees, etc. Maintain a complete History of Contact or non-contact with all employers, claimants and witnesses. Prepare a comprehensive report to include all facts of contact or non-contact with employer and/or claimant. Include an analysis in report of all information gained during investigation to support recommended actions to be taken by state administrative office to finalize claim. If resolution of issue is not possible by this means, initiate a determination investigation. This position must be able to complete the more difficult blocked claims investigations and assist the Compliance/Audit Investigators I & II with blocked claims investigations.	20%
3. Collections And Legal Actions	This task involves collection of funds and/or delinquent reports. All techniques of investigation and audit are used during this process including a History of Contact or non-contact. Locate employer to demand filing of delinquent reports and payment of any liability owed to the department. If possible, arrange for payment of debt, which may include analysis of the financial condition of the business and negotiation of a payment agreement. If collection of the debt and/or proper reports is not possible, identify appropriate legal action to be taken by computing adequate levy amounts to be assessed using facts	15%

DUTY NO.	DUTY	FREQUENCY
	obtained during the investigation. Recommend levy or jeopardy assessments to be executed by state administrative office staff. Recommendation must also be made for establishment of liens or judgments to secure the debt and protect Division's interests. Once debt has been legally secured, investigate and locate assets of debtor.	
3. (Cont.)	When assets are located, request garnishment documents from state administrative office, serve the documents, and if necessary, deliver instructions to the sheriff for the seizure of assets. Initiate a determination investigation prior to actual collection, if necessary.	
4. Determinations Resulting from Blocked claims and other assignments	Maintain a complete History of Contact or non-contact with all employers, claimants, and witnesses. Utilize all investigative tools available (the department policy and precedent manual, department files, Federal Unemployment Tax Act law, law library, Commerce Clearing House, Internal Revenue Rulings, case law, etc.) to obtain all relevant facts needed for a legally defensible determination. Organize the evidence produced by the investigation and apply appropriate statutes from NRS, Chapter 612. Review all findings with the field office Supervisor. Write a determination letter to be submitted to supervisor for review. This letter must contain a brief case history, the results of the investigation, citation of laws involved, and application of law to the facts and circumstances of the case, conclusion(s) that become the determination of the Division, and an assurance of employer's appeal rights. Must review and correct the investigation and determinations of the Compliance/Audit Investigators I & II.	(5%)
5. Appeals hearings	Represent the Division at the referee appeal hearing and the Board of Review levels. Prepare and present the Division's case based on the written determination. Assist Compliance/Audit Investigators I & II with the preparation and presentation of appeals hearings.	(5%)
6. Assist Employers	Assist employers in all areas concerning Unemployment Compensation Law. Explain the law, relationships with FUTA, reporting requirements, rate structuring, etc. Explain in terms that the employer public can understand and accept, occasionally in a hostile or antagonistic environment. Maintain a professional demeanor under adverse situations.	(3%)
7. In-state and Out-of state requests	Receive assignments from other states or agencies to investigate employers or claimants. All of the above procedures are to be applied to these investigations. In addition, when necessary, apply the laws of other states to accomplish assigned tasks. Maintain a complete History of Contact or non-contact with all employers and witnesses.	(2%)

6. What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.

The incumbent is an advanced journey level position. It is distinguished from Investigator II/Is by the complex determinations required on the level and intent of investigations. Incumbent is required to review final investigative reports and make judgments/recommendations as to their accuracy, clarity and format, and insure that applicable policies and procedures are followed. Incumbent determines the scope and extent of obstructed claims investigations including recommendation of evidentiary review such as business records, service contracts, professional reports, bank statements, billing documents, sales transactions, claimant personnel files, employer account records and historical data to support or disprove employer/claimant testimony. Incumbent makes judgements as to the extent of legal action required to secure necessary evidence to further clarify/resolve obstructed claims and collection on monies due, e.g., letters of demand, judgements, notices to withhold and/or subpoenas. Incumbent decides as to whether a formal "determination letter" be issued. In the event the employer appeals said determination, incumbent makes a judgement decision as to who is best suited to represent the Division in an Administrative Hearing, Board of Review, or court of law. Such representation requires presenting the investigative report, results of examination of accounting records, statement of facts, case summary, exhibits of evidence, statements obtained from witnesses and conclusions.

7a. List the class titles and position control numbers of all employees that work under the supervision of this position.

Compliance/Audit Investigator II
Position Numbers 3336, 3146, 4418, 4419, 4420, 4421, 4422, 4423

7b. Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)

☒ Final selection ☒ Work assignment ☒ Performance appraisal ☐ Other (specify)_____

☒ Training ☒ Work review ☒ Discipline

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

None

9. List equipment which is used that requires specialized training.

Personal computer, microfilm retrieval, calculator, printer, Xerox machine and facsimile machine.

10a List the name, title and position control number of the position's supervisor.

Robert Tekniepe, Supervising Auditor I, Position # 4415

10b Describe the type and extent of supervision received.

Assignments are outlined in the Work Performance Standards for this position and are performed under general supervision of the Supervising Auditor I. This is a professional level position that will receive training to an extent that the person can operate with a minimum of supervision.

11. What statutes, laws, rules, procedures or guidelines are used in performing assignments?

Nevada Revised Statutes, Chapter 612; the Nevada Administrative Code, the Department's Policy and Precedent guidelines; Judgment Interest Schedule as defined by Nevada Revised Statutes, 17.130; Work Performance Standards; Desk Instructions; State of Nevada Employee Handbook; Employer Handbook and State Administrative Manual.

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

The general public (usually CPAs, attorneys , claimants and employers). Contacts are made to solicit information for the resolution of blocked unemployment claims and collections.

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

None

14. Provide any additional information about the job which you consider to be important to the classification, but which have not been previously mentioned.

None

DATE	INFORMATION GATHERED	INITIAL
7/23/03	gone ~~to~~ LK	RF
7-23-03	Rec'd & assigned to AF, Return to RF	[illegible]
7/23/03	Sent Memo to Ag Rep & Budget	
	Gone to AF	RF
8/26/03	Sent memo to ~~Budget~~ Ag Rep,	
	MD-19 Cover to Budget	RF

PAGE ____ OF _____

KENNY C. GUINN
Governor

STATE OF NEVADA

JEANNE GREENE
Director of Personnel

DEPARTMENT OF PERSONNEL
555 East Washington Ave., Suite 1400
Las Vegas, Nevada 89101-1046
(702) 486-2900

ANALYST'S NAME	Adrian L. Foster
DATE OF RECEIPT BY DOP	July 21, 2003
DATE OF RECEIPT BY AGENCY/EFFECTIVE DATE:	July 21, 2003)
CURRENT CLASS TITLE & CODE:	Compliance Audit Investigator II, 11.365
REQUESTED CLASS TITLE & CODE:	Compliance Audit Investigator III, 11.363
INCUMBENT'S NAME:	Vacant
POSITION CONTROL NUMBER	4417
STUDY NUMBER:	036-3-04V
DATE OF AUDIT:	8-14-03
PERSONS CONTACTED:	Edward Lagomarsino, Supervising Auditor II, Rober Tekneipe, Supervising Auditor I
RECOMMENDED CLASS TITLE & CODE:	Compliance Audit Investigator III, 11.363

POSITION BACKGROUND:

An NPD-19 has been submitted to reclassify the position of Compliance Audit Investigator II, class code 11.365 pay grade 33 to the position of Compliance Audit Investigator III, class code 11.363, pay grade 35. The request is being elicited by the assumption of supervisory duties and the reorganization of the Southern Nevada Field Audit Cost Center. The department is responding to the increased workload in the Las Vegas Field Office. Based on the duties and responsibilities that were described in the NPD-19 it is determined that the position should be classified as a Compliance Audit Investigator III, class code 11.363, pay grade 35.

The series concept for this position states that the Compliance Audit Investigator: *monitors compliance and detect violations of state and/or federal laws, rules, or regulations pertaining to a specific program or regulatory area such as securities, Medicaid, or worker's compensation. The investigative process is initiated following a formal complaint, suspected or confirmed violation utilizing standard investigative techniques.*

The primary purpose of the Field Office is to audit employers to make sure they are in compliance with the unemployment insurance laws of the state. Generally, any employer who pays wages of $225 or more during any calendar quarter for services performed in Nevada must register with the Employment Security Division of the Department of Employment, Training, and Rehabilitation, and pay unemployment taxes on those wages. There is no unemployment insurance tax paid by employees.

POSITION ANALYSIS:

This study was completed by reviewing the NPD-19, several comparable studies and the classification specifications. Interviews were also conducted with the ESD Contributions Field Audit Supervising Auditor II, Edward Lagomarsino, and Robert Tekniepe, Supervising Auditor I.

It was determined from the audit that the incumbent will be responsible for the supervision of the Compliance/Audit Investigators. An Auditor III has been established to supervise the Auditors. The incumbent is responsible for assigning cases and receiving information from Compliance Audit Investigators II.

ALIGNMENT WITH THE SERIES CONCEPT:

According to the NPD-19, the incumbent: supervises and leads eight Compliance Investigators II and coordinate their work-50%; conduct benefit claims investigations using both auditing and investigation skills-20%; collects funds and delinquent reports-15%; make determinations on blocked claims and other assignments-5%; represents the division at the referee appeal hearings-5%; assists employer in areas concerning Unemployment Compensation Law-3%; and receive assignments from other states or agencies to investigate employers or claimants-2%.

The classification concept for the position states that "*under limited direction of the Chief Investigator, Program Administrator or designee, acts as a lead worker on a regular reoccurring basis and performs specialized investigative/audit functions dealing with complex and/or multiple program violations and/or criminal activity." The specification goes on to say that this class is "lead worker/advanced journey level in the class series and is distinguished from the lower level investigators by making determinations on the level and intent of investigations, and acting as a lead worker by providing training, supervision, or coordinating the work of Investigator II's and I's while conducting investigative and/or audit functions."*

COMPARATIVE ANALYSIS:

Discussions with Mary Day, Supervisory Personnel Analyst, clarified the status of Compliance/Audit Investigator III in that any Compliance/ Audit Investigator who either coordinates the activity of a function or who supervises other Compliance/Audit Investigators should be classified as a Compliance/Audit Investigator III. It should also be noted that in a memo dated July 17, 2003 to Greg Febbo, Chief, Field Services-Las Vegas describes the intent of the Division to assign supervisory duties to this position.

CLASSIFICATION RECOMMENDATION

Based on the information gathered in the study, I recommend that the position be reclassified from Compliance Audit Investigator II, class code 11.365 to a Compliance Audit Investigator III, class code 11.363. The Budget Office supported the study on August 15, 2003. According to the Paul Russell, Budget Analyst IV, the Employment Security Division-Contribution Field Audit Office has enough funding support this position.

DIVISION OF HUMAN RESOURCE MANAGEMENT
EMPLOYEE WORK PERFORMANCE STANDARDS FORM

Supervisors are responsible for establishing the initial standards, but standards must be reviewed annually and amended when appropriate. The employee must be given the opportunity to provide comment when the standards are revised (NAC 284.468).

Employee Name:	Last: Reynolds	First: James		MI: J	Employee ID #:	38489	
Class Title:	Compliance/Audit Investigator III				Date Standards Est/Rev:	02/24/2015	
Department/Division:	DETR - ESD						
Agency # (3 digits):	902	Home Org # (4 digits):	4770		Position Control #:	4417	

I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.

Employee Signature: Refuse To Sign while Reviewing Grievance Date: 5-4-15

Supervisor Title & Signature: Supervising Auditor II Melanie Moyes Date: 5/7/15 Supervising Auditor I 5/20/15

Reviewing Officer Title & Signature: Edgar J. Roberts Chief Date: 5/7/2015

Appointing Authority Title & Signature: Date:

Job Elements (Defined as principal assignments, goals, responsibilities and/or related factors.)	*Weighted Value	Performance Standards
Job Element #1: Lead Worker: Acting as a lead worker, provide training and coordinate the work assignments of Compliance/Audit Investigator I & II's in the southern regional office. Provide assistance to lower level investigators regarding case preparation and presentation in a court of law.	27%	Above Standard - 0 exceptions Standard - 1 to 3 exceptions Below Standard - 4 or more expections
Job Element #2: Blocked Claims Review: Review final investigative reports for accuracy, clarity, format, and to ensure policy and procedure was followed.	30%	Above Standard - greater than 95% acceptance rate Standard - 85% to 95% acceptance rate Below Standard - less than 85% acceptance rate
Job Element #3: Benefits Claims Investigations: Resolve difficult in-state and out-of-state blocked claims in accordance with the requirements of the Employment Security Investigator's Manual (ESIM) and Division standards. Complete all documents required to bring the employer's account into current compliance with UI laws, regulations, and policies. Prepare a comprehensive report to include: a case history maintained in chronological order documenting contact or non-contact with employer and/or claimant; a detailed narrative of the findings based on the evidence gathered; recommendations with regards to employer action and establishment of claimant's wages; collection action and asset location; and audit recommendation.	2%	Note: The following measurements are intended to be an indicator of performance. There may be other factors that influenced the performance level of the compliance/audit investigator III. These factors will be taken into consideration when using these measurements for evaluations. a. Quantity of blocked claims completed per week as tracked through the Access Data Tracking System. Above Standard - more than 7 blocked claims completed Standard - 5 to 7 Below Standard - less than 5 b. Timeliness of blocked claims completed as tracked through the Access Data Tracking System.

		Above Standard - (pleted in less than 9 days Standard - more than 9 days but less than 11 days Below Standard - more than 11 days c. Quality of blocked claims completed per year. Above Standard - 97% or more block claims completed without rejection Standard - 91% to 96% Below Standard - 90% or less
Job Element #4		
In-State and Out-of-State Requests: Investigate difficult request assignments from other states or agencies as outlined in Job Element #3. When necessary, apply the laws of other states to accomplish the assigned task.	2%	Timeliness of request (a resolution must be achieved or a progress report submitted within forty-five (45) days of the assignment or the due date of the assignment, whichever is sooner. Above Standard - 1 deviation or less Standard - 2 deviations Below Standard - 3 or more deviations
Job Element #5		
Perform related duties as assigned: Including, but not limited to the following; 1) Assign investigations to staff in the northern region as needed to assist in achieving equitable investigator workload assignments. 2) Program Compliance/Collections: Locate employers to demand filing of delinquent reports and payment of any liability owed to the department. Arrange for payment of debt by analyzing the financial condition of the business and negotiating a payment agreement. If collection of debt and/or obtainment of delinquent reports are not possible, identify appropriate legal action by computing adequate levy amounts to be assessed using facts obtained during the investigation. Recommend levy or jeopardy assessments, demand of payment, filing of judgments, and notices to withhold to secure the debt and protect the Division's interests.	5%	Timeliness - Collections actions and obtainment of delinquent reports are to be performed within sixty (60) days from receipt of assignment. From a sample of twenty (20) assigned collection actions and/or request for delinquent reports: Above Standard - 17 or more cleared in 60 days Standard - 15 to 16 Below Standard - 14 or less
Job Element #6		
Determination Letters: At journey level, investigate and prepare final determination letters; present the Division's cases to the Appeals and Board of Review; monitor the lower level auditors' preparation of determination letters and presentation at administrative hearings.	3%	Above Standard - 0 unacceptable letters/presentations Standard - 1 unacceptable letter/presentation Below Standard - 2 or more unacceptable letters/presentations
Job Element #7		
Training: Provide training for new investigators and conduct ongoing training for lower level investigators as needed, at least on a quarterly basis.	5%	Above Standard - 0 exceptions Standard - 1 to 2 exceptions Below Standard - 3 or more exceptions
Job Element #8		
Customer Satisfaction and Professional Conduct: Provide quality customer service internally and externally, utilizing all relevant, professional skills, including, but not limited to, language and computer skills. Exhibit professional and respectful behavior to staff, customers, and the general public. This includes exhibiting a positive attitude, being dependable, and maintaining cooperative and productive relationships with co-workers, supervisors, and subordinates.	25%	All employees are required to perform their duties in a professional and respectful manner while focusing their efforts, within the context of their position, on meeting the goals and objectives of the organization as defined and measured in the performance indicators. (Special note: rater takes into consideration any extenuating circumstances as well as ensuring adequate documentation is included to justify the rating given. An Exceeds Standards rating must be documented with specific examples that were well above and beyond the expectations of the position).

		Meets Standards: No more than two exceptions per year. Examples of exceptions include - Employee exhibited one or more of the following: poor attitude; lack of dependability; uncooperative with co-workers, supervisors and subordinates; and/or validated customer complaints. Does Not Meet Standards: Three or more exceptions. Examples of exceptions include - Employee exhibited one or more of the following: poor attitude; lack of dependability; uncooperative with co-workers, supervisors and subordinates; and/or validated customer complaints.
Job Element		Performance Standard
Safety Program: Every employee must comply with the State's workplace safety requirements.	1%	Performance Standard Follow all safety rules, immediately report injuries and hazards to supervisor. Cooperate fully with the office safety committee in such a manner to ensure personal protection for everyone

*If a weighted value is not designated, each job element has an equal weight.

Distribution: Original to Agency; Copy to Employee; Copy to Supervisor

NPD-14 Est. 1/03
Revised 3/12

DIVISION OF HUMAN RESOURCE MANAGEMENT
EMPLOYEE WORK PERFORMANCE STANDARDS FORM

Supervisors are responsible for establishing the initial standards, but standards must be reviewed annually and amended when appropriate. The employee must be given an opportunity to comment when the standards are revised (NAC 284.468).

Employee Name: Last Reynolds First James Initial J | Employee ID #: 39489

Class Title: Compliance/Audit Investigator III | Date Standards Est./Rev: 06-21-10

Department/Division: DETR - ESD

Agency # (3 digits): 902 Home Org # (4 digits): 4770 Position Control #: 4417

I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.

Employee Signature: James J. Reynolds Date: 02/12/2014

Supervisor Title & Signature: Supervising Auditor I Date: 02/12/2014

Reviewing Officer Title & Signature: Edgar J. Roberts Chief of Contributions Date: 2/18/2014

Appointing Authority Title & Signature: Date:

Job Elements (Defined as principal assignments, goals, responsibilities and/or related factors.)	*Weighted Value	Performance Standards
Job Element #1: Supervise Compliance/Audit Investigator I/II's: Supervise subordinate investigator's workflow and production in such a manner that the Division's goals are met.	20%	Above Standard - 0 exceptions Standard - 1 to 3 exceptions Below Standard - 4 or more expections
Job Element #2: Blocked Claims Review: Review completed blocked claims for compliance with Contributions Central Office guidelines; provide written or oral guidance to investigators' questions regarding investigative assignments.	25%	Above Standard - greater than 95% acceptance rate Standard - 85% to 95% acceptance rate Below Standard - less than 85% acceptance rate
Job Element #3: Benefits Claims Investigations: Resolve difficult in-state and out-of-state blocked claims in accordance with the requirements of the Employment Security Investigator's Manual (ESIM) and Division standards. Complete all documents required to bring the employer's account into current compliance with UI laws, regulations, and policies. Prepare a comprehensive report to include: a case history maintained in chronological order documenting contact or non-contact with employer and/or claimant; a detailed narrative of the findings based on the evidence gathered; recommendations with regards to employer action and establishment of claimant's wages; collection action and asset location; and audit recommendation.	10%	Note: The following measurements are intended to be an indicator of performance. There may be other factors that influenced the performance level of the compliance/audit investigator III. These factors will be taken into consideration when using these measurements for evaluations. a. Quantity of blocked claims completed per week as tracked through the Access Data Tracking System. Above Standard - more than 7 blocked claims completed Standard - 5 to 7 Below Standard - less than 5 b. Timeliness of blocked claims completed as tracked through the Access Data Tracking System. Above Standard - completed in less than 9 days Standard - more than 9 days but less than 11 days Below Standard - more than 11 days c. Quality of blocked claims completed per year. Above Standard - 97% or more block claims completed without rejection

		Standard - 91% to 96% Below Standard - 90% or less
Job Element #4: In-State and Out-of-State Requests: Investigate difficult request assignments from other states or agencies as outlined in Job Element #3. When necessary, apply the laws of other states to accomplish the assigned task.	4%	Timeliness of request (a resolution must be achieved or a progress report submitted within forty-five (45) days of the assignment or the due date of the assignment, whichever is sooner. Above Standard - 1 deviation or less Standard - 2 deviations Below Standard - 3 or more deviations
Job Element #5: Difficult Collections and Legal Action: Locate employers to demand filing of delinquent reports and payment of any liability owed to the department. Arrange for payment of debt by analyzing the financial condition of the business and negotiating a payment agreement. If collection of debt and/or obtainment of delinquent reports are not possible, identify appropriate legal action by computing adequate levy amounts to be assessed using facts obtained during the investigation. Recommend levy or jeopardy assessments, demand of payment, filing of judgments, and notices to withhold to secure the debt and protect the Division's interests.	4%	Timeliness - Collections actions and obtainment of delinquent reports are to be performed within sixty (60) days from receipt of assignment. From a sample of twenty (20) assigned collection actions and/or request for delinquent reports: Above Standard - 17 or more cleared in 60 days Standard - 15 to 16 Below Standard - 14 or less
Job Element #6: Determination Letters: At journey level investigate and prepare final determination letters; present the Division's cases to the Appeals and Board of Review; monitor the auditors' preparation of determination letters and presentation at administrative hearings.	3%	Above Standard - 0 unacceptable letters/presentations Standard - 1 unacceptable letter/presentation Below Standard - 2 or more unacceptable letters/presentations
Job Element #7: Training: Train new investigators consistent with the training plan and conduct ongoing training on at least a quarterly basis.	3%	Above Standard - 0 exceptions Standard - 1 to 2 exceptions Below Standard - 3 or more exceptions
Job Element #8: Conduct evaluations: Perform investigator evaluations timely, consistently and fairly against established work performance standards.	3%	Above Standard - 0 exceptions Standard - 1 to 2 exceptions Below Standard - 3 or more exceptions
Job Element #9: Supervise Auditor I/II: Supervise the audit staff's workflow and production in the absence of the Supervising Auditor I and Auditor III to ensure office guidelines are maintained.	2%	Above Standard - 0 exceptions Standard - 1 exception Below Standard - 2 or more exceptions
Job Element #10: Customer Satisfaction and Professional Conduct: Provide quality customer service internally and externally, utilizing all relevant, professional skills, including, but not limited to, language and computer skills. Exhibit professional and respectful behavior to staff, customers, and the general public. This includes exhibiting a positive attitude, being dependable, and maintaining cooperative and productive relationships with co-workers, supervisors, and subordinates.	25%	All employees are required to perform their duties in a professional and respectful manner while focusing their efforts, within the context of their position, on meeting the goals and objectives of the organization as defined and measured in the performance indicators. (Special note: rater takes into consideration any extenuating circumstances as well as ensuring adequate documentation is included to justify the rating given. An Exceeds Standards rating must be documented with specific examples that were well above and beyond the expectations of the position). Meets Standards: No more than two exceptions per year. Examples of exceptions include - Employee exhibited one or more of the following: poor attitude; lack of dependability; uncooperative with co-workers, supervisors and subordinates; and/or validated customer complaints. Does Not Meet Standards: Three or more exceptions. Examples of exceptions include - Employee exhibited one or more of the

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Job Element #11 Safety Program: Every employee must comply with the State's workplace safety requirements.	1%	Performance Standard Follow all safety rules, immediately report injuries and hazards to supervisor. Cooperate fully with the office safety committee in such a manner to ensure personal protection for everyone

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DEPARTMENT OF PERSONNEL

EMPLOYEE WORK PERFORMANCE STANDARDS FORM

Supervisors are responsible for establishing the initial standards, but standards must be reviewed annually and amended when appropriate. The employee must be given an opportunity to comment when the standards are revised (NAC 284.468).

Employee Name: Last Reynolds First James Initial J | **Employee ID #:** 39489

Class Title: Compliance/Audit Investigator III | **Date Standards Est./Rev:** 06-21-10

Department/Division: DETR - ESD

Agency # (3 digits): 902 **Home Org # (4 digits):** 4770 **Position Control #:** 4417

I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.

Employee Signature: James J Reynolds / Comp/Audit Inv III Date: 02/21/2013

Supervisor Title & Signature: Supervising Auditor I Date: 02/21/2013

Reviewing Officer Title & Signature: Edgar J. Roberts Date: 2/25/2013

Appointing Authority Title & Signature: Date:

Job Elements (Defined as principal assignments, goals, responsibilities and/or related factors.)	*Weighted Value	Performance Standards
Job Element #1: Supervise Compliance/Audit Investigator I/II's: Supervise subordinate investigator's workflow and production in such a manner that the Division's goals are met.	20%	Above Standard - 0 exceptions Standard - 1 to 3 exceptions Below Standard - 4 or more expections
Job Element #2: Blocked Claims Review: Review completed blocked claims for compliance with Contributions Central Office guidelines; provide written or oral guidance to investigators' questions regarding investigative assignments.	25%	Above Standard - greater than 95% acceptance rate Standard - 85% to 95% acceptance rate Below Standard - less than 85% acceptance rate
Job Element #3: Benefits Claims Investigations: Resolve difficult in-state and out-of-state blocked claims in accordance with the requirements of the Employment Security Investigator's Manual (ESIM) and Division standards. Complete all documents required to bring the employer's account into current compliance with UI laws, regulations, and policies. Prepare a comprehensive report to include: a case history maintained in chronological order documenting contact or non-contact with employer and/or claimant; a detailed narrative of the findings based on the evidence gathered; recommendations with regards to employer action and establishment of claimant's wages; collection action and asset location; and audit recommendation.	10%	Note: The following measurements are intended to be an indicator of performance. There may be other factors that influenced the performance level of the compliance/audit investigator III. These factors will be taken into consideration when using these measurements for evaluations. a. Quantity of blocked claims completed per week as tracked through the Access Data Tracking System. Above Standard - more than 7 blocked claims completed Standard - 5 to 7 Below Standard - less than 5 b. Timeliness of blocked claims completed as tracked through the Access Data Tracking System. Above Standard - completed in less than 9 days Standard - more than 9 days but less than 11 days Below Standard - more than 11 days c. Quality of blocked claims completed per year. Above Standard - 97% or more block claims completed without rejection Standard - 91% to 96%

		Below Standard - 90% - less
Job Element #4: In-State and Out-of-State Requests: Investigate difficult request assignments from other states or agencies as outlined in Job Element #3. When necessary, apply the laws of other states to accomplish the assigned task.	4%	Timeliness of request (a resolution must be achieved or a progress report submitted within forty-five (45) days of the assignment or the due date of the assignment, whichever is sooner. Above Standard - 1 deviation or less Standard - 2 deviations Below Standard - 3 or more deviations
Job Element #5: Difficult Collections and Legal Action: Locate employers to demand filing of delinquent reports and payment of any liability owed to the department. Arrange for payment of debt by analyzing the financial condition of the business and negotiating a payment agreement. If collection of debt and/or obtainment of delinquent reports are not possible, identify appropriate legal action by computing adequate levy amounts to be assessed using facts obtained during the investigation. Recommend levy or jeopardy assessments, demand of payment, filing of judgments, and notices to withhold to secure the debt and protect the Division's interests.	4%	Timeliness - Collections actions and obtainment of delinquent reports are to be performed within sixty (60) days from receipt of assignment. From a sample of twenty (20) assigned collection actions and/or request for delinquent reports: Above Standard - 17 or more cleared in 60 days Standard - 15 to 16 Below Standard - 14 or less
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Job Element #7: Training: Train new investigators consistent with the training plan and conduct ongoing training on at least a quarterly basis.	3%	Above Standard - 0 exceptions Standard - 1 to 2 exceptions Below Standard - 3 or more exceptions
Job Element #8: Conduct evaluations: Perform investigator evaluations timely, consistently and fairly against established work performance standards.	3%	Above Standard - 0 exceptions Standard - 1 to 2 exceptions Below Standard - 3 or more exceptions
Job Element #9: Supervise Auditor I/II: Supervise the audit staff's workflow and production in the absence of the Supervising Auditor I and Auditor III to ensure office guidelines are maintained.	2%	Above Standard - 0 exceptions Standard - 1 exception Below Standard - 2 or more exceptions
Job Element #10: Customer Satisfaction and Professional Conduct: Provide quality customer service internally and externally, utilizing all relevant, professional skills, including, but not limited to, language and computer skills. Exhibit professional and respectful behavior to staff, customers, and the general public. This includes exhibiting a positive attitude, being dependable, and maintaining cooperative and productive relationships with co-workers, supervisors, and subordinates.	25%	All employees are required to perform their duties in a professional and respectful manner while focusing their efforts, within the context of their position, on meeting the goals and objectives of the organization as defined and measured in the performance indicators. (Special note: rater takes into consideration any extenuating circumstances as well as ensuring adequate documentation is included to justify the rating given. An Exceeds Standards rating must be documented with specific examples that were well above and beyond the expectations of the position). Meets Standards: No more than two exceptions per year. Examples of exceptions include - Employee exhibited one or more of the following: poor attitude; lack of dependability; uncooperative with co-workers, supervisors and subordinates; and/or validated customer complaints. Does Not Meet Standards: Three or more exceptions. Examples of exceptions include - Employee exhibited one or more of the

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If a weighted value is not designated, each job element has an equal weight.

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DEPARTMENT OF PERSONNEL
EMPLOYEE WORK PERFORMANCE STANDARDS FORM

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Employee Name: Last Reynolds First James Initial J	Employee ID #: 39489
Class Title: Compliance/Audit Investigator III	Date Standards Est./Rev: 06-21-10
Department/Division: DETR - ESD	
Agency # (3 digits): 902 Home Org # (4 digits): 4770 Position Control #: 4417	

I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.

Employee Signature: Cory Asst Int II	Date: 03/02/2012
Supervisor Title & Signature: Supervising Auditor I	Date: 03/02/2012
Reviewing Officer Title & Signature: Edgar J. Roberts Chief	Date: 3/6/2012
Appointing Authority Title & Signature:	Date:

Job Elements (Defined as principal assignments, goals, responsibilities and/or related factors.)	*Weighted Value	Performance Standards
Job Element #1: Supervise Compliance/Audit Investigator I/II's: Supervise subordinate investigator's workflow and production in such a manner that the Division's goals are met.	20%	Above Standard - 0 exceptions Standard - 1 to 3 exceptions Below Standard - 4 or more expections
Job Element #2: Blocked Claims Review: Review completed blocked claims for compliance with Contributions Central Office guidelines; provide written or oral guidance to investigators' questions regarding investigative assignments.	25%	Above Standard - greater than 95% acceptance rate Standard - 85% to 95% acceptance rate Below Standard - less than 85% acceptance rate
Job Element #3: Benefits Claims Investigations: Resolve difficult in-state and out-of-state blocked claims in accordance with the requirements of the Employment Security Investigator's Manual (ESIM) and Division standards. Complete all documents required to bring the employer's account into current compliance with UI laws, regulations, and policies. Prepare a comprehensive report to include: a case history maintained in chronological order documenting contact or non-contact with employer and/or claimant; a detailed narrative of the findings based on the evidence gathered; recommendations with regards to employer action and establishment of claimant's wages; collection action and asset location; and audit recommendation.	10%	Note: The following measurements are intended to be an indicator of performance. There may be other factors that influenced the performance level of the compliance/audit investigator III. These factors will be taken into consideration when using these measurements for evaluations. a. Quantity of blocked claims completed per week as tracked through the Access Data Tracking System. Above Standard - more than 7 blocked claims completed Standard - 5 to 7 Below Standard - less than 5 b. Timeliness of blocked claims completed as tracked through the Access Data Tracking System. Above Standard - completed in less than 9 days Standard - more than 9 days but less than 11 days Below Standard - more than 11 days c. Quality of blocked claims completed per year. Above Standard - 97% or more block claims completed without rejection Standard - 91% to 96%

RECEIVED
MAR 05 2012
EMPLOYMENT SECURITY DIVISION
CHIEF OF CONTRIBUTIONS

		Below Standard - 9(or less
Job Element #4: In-State and Out-of-State Requests: Investigate difficult request assignments from other states or agencies as outlined in Job Element #3. When necessary, apply the laws of other states to accomplish the assigned task.	4%	Timeliness of request (a resolution must be achieved or a progress report submitted within forty-five (45) days of the assignment or the due date of the assignment, whichever is sooner. Above Standard - 1 deviation or less Standard - 2 deviations Below Standard - 3 or more deviations
Job Element #5: Difficult Collections and Legal Action: Locate employers to demand filing of delinquent reports and payment of any liability owed to the department. Arrange for payment of debt by analyzing the financial condition of the business and negotiating a payment agreement. If collection of debt and/or obtainment of delinquent reports are not possible, identify appropriate legal action by computing adequate levy amounts to be assessed using facts obtained during the investigation. Recommend levy or jeopardy assessments, demand of payment, filing of judgments, and notices to withhold to secure the debt and protect the Division's interests.	4%	Timeliness - Collections actions and obtainment of delinquent reports are to be performed within sixty (60) days from receipt of assignment. From a sample of twenty (20) assigned collection actions and/or request for delinquent reports: Above Standard - 17 or more cleared in 60 days Standard - 15 to 16 Below Standard - 14 or less
Job Element #6: Determination Letters: At journey level investigate and prepare final determination letters; present the Division's cases to the Appeals and Board of Review; monitor the auditors' preparation of determination letters and presentation at administrative hearings.	3%	Above Standard - 0 unacceptable letters/presentations Standard - 1 unacceptable letter/presentation Below Standard - 2 or more unacceptable letters/presentations
Job Element #7: Training: Train new investigators consistent with the training plan and conduct ongoing training on at least a quarterly basis.	3%	Above Standard - 0 exceptions Standard - 1 to 2 exceptions Below Standard - 3 or more exceptions
Job Element #8: Conduct evaluations: Perform investigator evaluations timely, consistently and fairly against established work performance standards.	3%	Above Standard - 0 exceptions Standard - 1 to 2 exceptions Below Standard - 3 or more exceptions
Job Element #9: Supervise Auditor I/II: Supervise the audit staff's workflow and production in the absence of the Supervising Auditor I and Auditor III to ensure office guidelines are maintained.	2%	Above Standard - 0 exceptions Standard - 1 exception Below Standard - 2 or more exceptions
Job Element #10: Customer Satisfaction and Professional Conduct: Provide quality customer service internally and externally, utilizing all relevant, professional skills, including, but not limited to, language and computer skills. Exhibit professional and respectful behavior to staff, customers, and the general public. This includes exhibiting a positive attitude, being dependable, and maintaining cooperative and productive relationships with co-workers, supervisors, and subordinates.	25%	All employees are required to perform their duties in a professional and respectful manner while focusing their efforts, within the context of their position, on meeting the goals and objectives of the organization as defined and measured in the performance indicators. (Special note: rater takes into consideration any extenuating circumstances as well as ensuring adequate documentation is included to justify the rating given. An Exceeds Standards rating must be documented with specific examples that were well above and beyond the expectations of the position). Meets Standards: No more than two exceptions per year. Examples of exceptions include - Employee exhibited one or more of the following: poor attitude; lack of dependability; uncooperative with co-workers, supervisors and subordinates; and/or validated customer complaints. Does Not Meet Standards: Three or more exceptions. Examples of exceptions include - Employee exhibited one or more of the

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Job Element #11 Safety Program: Every employee must comply with the State's workplace safety requirements.	1%	Performance Standard Follow all safety rules, immediately report injuries and hazards to supervisor. Cooperate fully with the office safety committee in such a manner to ensure personal protection for everyone

*If a weighted value is not designated, each job element has an equal weight.

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DEPARTMENT OF PERSONNEL
EMPLOYEE WORK PERFORMANCE STANDARDS FORM

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Employee Name: Last Reynolds First James Initial J

Employee ID #: 39489

Class Title: Compliance/Audit Investigator III

Date Standards Est./Rev: 06-21-10

Department/Division: DETR - ESD

Agency # (3 digits): 902 **Home Org # (4 digits):** 4770 **Position Control #:** 4417

I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.

Employee Signature: Date: 03/04/2011

Supervisor Title & Signature: Supervising Auditor I 03/9/11 Date: 03/04/2011

Reviewing Officer Title & Signature: Edgar J. Roberts Chief of Contributions Date: 3/11/2011

Appointing Authority Title & Signature: Date: 3-14-11

Job Elements (Defined as principal assignments, goals, responsibilities and/or related factors.)	*Weighted Value	Performance Standards
Job Element #1: Supervise Compliance/Audit Investigator I/II's: Supervise subordinate investigator's workflow and production in such a manner that the Division's goals are met.	20%	Above Standard - 0 exceptions Standard - 1 to 3 exceptions Below Standard - 4 or more expections
Job Element #2: Blocked Claims Review: Review completed blocked claims for compliance with Contributions Central Office guidelines; provide written or oral guidance to investigators' questions regarding investigative assignments.	25%	Above Standard - greater than 95% acceptance rate Standard - 85% to 95% acceptance rate Below Standard - less than 85% acceptance rate
Job Element #3: Benefits Claims Investigations: Resolve difficult in-state and out-of-state blocked claims in accordance with the requirements of the Employment Security Investigator's Manual (ESIM) and Division standards. Complete all documents required to bring the employer's account into current compliance with UI laws, regulations, and policies. Prepare a comprehensive report to include: a case history maintained in chronological order documenting contact or non-contact with employer and/or claimant; a detailed narrative of the findings based on the evidence gathered; recommendations with regards to employer action and establishment of claimant's wages; collection action and asset location; and audit recommendation.	10%	Note: The following measurements are intended to be an indicator of performance. There may be other factors that influenced the performance level of the compliance/audit investigator III. These factors will be taken into consideration when using these measurements for evaluations. a. Quantity of blocked claims completed per week as tracked through the Access Data Tracking System. Above Standard - more than 7 blocked claims completed Standard - 5 to 7 Below Standard - less than 5 b. Timeliness of blocked claims completed as tracked through the Access Data Tracking System. Above Standard - completed in less than 9 days Standard - more than 9 days but less than 11 days Below Standard - more than 11 days c. Quality of blocked claims completed per year. Above Standard - 97% or more block claims completed without rejection Standard - 91% to 96%

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EMPLOYMENT SECURITY DIVISION
CHIEF OF CONTRIBUTIONS

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MAR 21 2011
HUMAN RESOURCES
DETR CARSON CITY

		Below Standard - 96 or less
Job Element #4: In-State and Out-of-State Requests: Investigate difficult request assignments from other states or agencies as outlined in Job Element #3. When necessary, apply the laws of other states to accomplish the assigned task.	4%	Timeliness of request (a resolution must be achieved or a progress report submitted within forty-five (45) days of the assignment or the due date of the assignment, whichever is sooner. Above Standard - 1 deviation or less Standard - 2 deviations Below Standard - 3 or more deviations
Job Element #5: Difficult Collections and Legal Action: Locate employers to demand filing of delinquent reports and payment of any liability owed to the department. Arrange for payment of debt by analyzing the financial condition of the business and negotiating a payment agreement. If collection of debt and/or obtainment of delinquent reports are not possible, identify appropriate legal action by computing adequate levy amounts to be assessed using facts obtained during the investigation. Recommend levy or jeopardy assessments, demand of payment, filing of judgments, and notices to withhold to secure the debt and protect the Division's interests.	4%	Timeliness - Collections actions and obtainment of delinquent reports are to be performed within sixty (60) days from receipt of assignment. From a sample of twenty (20) assigned collection actions and/or request for delinquent reports: Above Standard - 17 or more cleared in 60 days Standard - 15 to 16 Below Standard - 14 or less
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Employee Name: Last Reynolds First James Initial J	Employee ID #: 39489
Class Title: Compliance/Audit Investigator III	Date Standards Est./Rev: 02-21-08
Department/Division: DETR - ESD	
Agency # (3 digits): 902 Home Org # (4 digits): 4770 Position Control #: 4417	

I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.

Employee Signature:	Date: 1-25-10
Supervisor Title & Signature: Supervising Auditor I	Date: 1/25/2010
Reviewing Officer Title & Signature: Donna Clark, Chief of Contributions	Date: 2/1/10
Appointing Authority Title & Signature:	Date:

Job Elements (Defined as principal assignments, goals, responsibilities and/or related factors.)	Weighted Value	Performance Standards
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DEPARTMENT OF PERSONNEL

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Employee Name: Reynolds **First** James **Initial** J **Employee ID #:** 39489

Class Title: Compliance/Audit Investigator III **Date Standards Est./Rev:** 02-21-08

Department/Division: DETR - ESD

Agency # (3 digits): 902 **Home Org # (4 digits):** 4770 **Position Control #:** 4417

I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.

Employee Signature: James J. Reynolds Date: 10-1-09

Supervisor Title & Signature: Acting Supervising Auditor II 10/5/09 Date: 10/1/09

Reviewing Officer Title & Signature: Date:

Appointing Authority Title & Signature: Donna Uard for Cindy Jones Date: 10/7/09

Job Elements (Defined as principal assignments, goals, responsibilities and/or related factors.)	Weighted Value	Performance Standards
Job Element #1: Supervise Compliance/Audit Investigator I/II's: Supervise subordinate investigator's workflow and production in such a manner that the Division's goals are met.	20%	Above Standard - 0 exceptions Standard - 1 to 3 exceptions Below Standard - 4 or more expections
Job Element #2: Blocked Claims Review: Review completed blocked claims for compliance with Contributions Central Office guidelines; provide written or oral guidance to investigators' questions regarding investigative assignments.	25%	Above Standard - greater than 95% acceptance rate Standard - 85% to 95% acceptance rate Below Standard - less than 85% acceptance rate
Job Element #3: Benefits Claims Investigations: Resolve difficult in-state and out-of-state blocked claims in accordance with the requirements of the Employment Security Investigator's Manual (ESIM) and Division standards. Complete all documents required to bring the employer's account into current compliance with UI laws, regulations, and policies. Prepare a comprehensive report to include: a case history maintained in chronological order documenting contact or non-contact with employer and/or claimant; a detailed narrative of the findings based on the evidence gathered; recommendations with regards to employer action and establishment of claimant's wages; collection action and asset location; and audit recommendation.	10%	Note: The following measurements are intended to be an indicator of performance. There may be other factors that influenced the performance level of the compliance/audit investigator III. These factors will be taken into consideration when using these measurements for evaluations. a. Quantity of blocked claims completed per week as tracked through the Access Data Tracking System. Above Standard - more than 7 blocked claims completed Standard - 5 to 7 Below Standard - less than 5 b. Timeliness of blocked claims completed as tracked through the Access Data Tracking System. Above Standard - completed in less than 9 days Standard - more than 9 days but less than 11 days Below Standard - more than 11 days c. Quality of blocked claims completed per year. Above Standard - 97% or more block claims completed without rejection Standard - 91% to 96%

		Below Standard - 90% (ss
Job Element #4: In-State and Out-of-State Requests: Investigate difficult request assignments from other states or agencies as outlined in Job Element #3. When necessary, apply the laws of other states to accomplish the assigned task.	4%	Timeliness of request (a resolution must be achieved or a progress report submitted within forty-five (45) days of the assignment or the due date of the assignment, whichever is sooner. Above Standard - 1 deviation or less Standard - 2 deviations Below Standard - 3 or more deviations
Job Element #5: Difficult Collections and Legal Action: Locate employers to demand filing of delinquent reports and payment of any liability owed to the department. Arrange for payment of debt by analyzing the financial condition of the business and negotiating a payment agreement. If collection of debt and/or obtainment of delinquent reports are not possible, identify appropriate legal action by computing adequate levy amounts to be assessed using facts obtained during the investigation. Recommend levy or jeopardy assessments, demand of payment, filing of judgments, and notices to withhold to secure the debt and protect the Division's interests.	4%	Timeliness - Collections actions and obtainment of delinquent reports are to be performed within sixty (60) days from receipt of assignment. From a sample of twenty (20) assigned collection actions and/or request for delinquent reports: Above Standard - 17 or more cleared in 60 days Standard - 15 to 16 Below Standard - 14 or less
Job Element #6: Determination Letters: At journey level investigate and prepare final determination letters; present the Division's cases to the Appeals and Board of Review; monitor the auditors' prepartation of determination letters and presentation at administrative hearings.	3%	Above Standard - 0 unacceptable letters/presentations Standard - 1 unacceptable letter/presentation Below Standard - 2 or more unacceptable letters/presentations
Job Element #7: Training: Train new investigators consistent with the training plan and conduct ongoing training on at least a quarterly basis.	3%	Above Standard - 0 exceptions Standard - 1 to 2 exceptions Below Standard - 3 or more exceptions
Job Element #8: Conduct evaluations: Perform investigator evaluations timely, consistently and fairly against established work performance standards.	3%	Above Standard - 0 exceptions Standard - 1 to 2 exceptions Below Standard - 3 or more exceptions
Job Element #9: Supervise Auditor I/II: Supervise the audit staff's workflow and production in the absence of the Supervising Auditor I and Auditor III to ensure office guidelines are maintained.	2%	Above Standard - 0 exceptions Standard - 1 exception Below Standard - 2 or more exceptions
Job Element #10: Customer Satisfaction and Professional Conduct: Provide quality customer service internally and externally. Exhibit professional and respectful behavior to staff, customers, and the general public. This includes exhibiting a positive attitude, being dependable, and maintaining cooperative and productive relationships with co-workers, supervisors, and subordinates.	25%	All employees are required to perform their duties in a professional and respectful manner while focusing their efforts, within the context of their position, on meeting the goals and objectives of the organization as defined and measured in the performance indicators. (Special note: rater takes into consideration any extenuating circumstances as well as ensuring adequate documentation is included to justify the rating given. An Exceeds Standards rating must be documented with specific examples that were well above and beyond the expectations of the position). Meets Standards: No more than two exceptions per year. Examples of exceptions include - Employee exhibited one or more of the following: poor attitude; lack of dependability; uncooperative with co-workers, supervisors and subordinates; and/or validated customer complaints. Does Not Meet Standards: Three or more exceptions. Examples of exceptions include - Employee exhibited one or more of the

		following: poor attitude; lack of dependability; uncooperative with co-workers, supervisors and subordinates; and/or validated customer complaints.
Job Element #11 Safety Program: Every employee must comply with the State's workplace safety requirements.	1%	Performance Standard Follow all safety rules, immediately report injuries and hazards to supervisor. Cooperate fully with the office safety committee in such a manner to ensure personal protection for everyone

*If a weighted value is not designated, each job element has an equal weight.

Distribution: Original to Agency; Copy to Employee; Copy to Supervisor

POSITION DESCRIPTION QUESTIONNAIRE

AUDITOR SERIES
OCCUPATIONAL GROUP STUDY

RECEIVED
SEP 21 2007

RECEIVED
NEVADA DEPT. OF PERSONNEL
TECHNICAL SERVICES
CARSON CITY, NV

DATE DUE TO SUPERVISOR: **JULY 27, 2007**

DATE DUE TO DEPT. OF PERSONNEL: **AUGUST 3, 2007**

1. NAME	2. CURRENT CLASS TITLE	3. CLASS CODE	4. GRADE	5. TIME IN CLASS
TERRY W. SIMONTON	SUPERVISING AUDITOR I	7.145	37	1 Yrs 5 Mos

6. DEPARTMENT	7. DIVISION	8. BUDGET ACCT #	9. POSITION CONTROL #
EMPLOYMENT, TRAINING & REHABILITATION	EMPLOYMENT SECURITY	4770	4415

10. PHONE #	11. WORK LOCATION (physical address & city)	12. BUDGETED CLASS TITLE *(If different from #2)*	13. BUDGETED CLASS CODE *(If different from #3)*
702-486-0262	2800 E. ST. LOUIS AVE, LAS VEGAS NV 89104		

14. ARE YOU CURRENTLY RECEIVING A +5% IN SALARY FOR OUT-OF-CLASS DUTIES? ☐ YES ☒ NO

15. SUPERVISOR'S NAME	16. SUPVR'S CLASS TITLE	17. SUPVR'S PHONE NUMBER	18. SUPVR'S CLASS CODE	19. SUPVR'S GRADE
EDWARD LAGOMARSINO	SUPERVISING AUDITOR II	775-684-6391	7.139	38

20. NAME OF PERSON WHO ASSIGNS WORK (if different from #15)	21. CLASS TITLE OF #20	22. PHONE NUMBER OF #20	23. CLASS CODE OF #20	24. GRADE OF #20

25. SIGNATURES:

EMPLOYEE	IMMEDIATE SUPERVISOR	DEPARTMENT/DIVISION HEAD (Appointing Authority)
I certify that the statements in this description are accurate and complete to the best of my knowledge.	I have reviewed the employee's statements in this description, and certify that they accurately represent this position, except as noted in my comments on the last page.	I have reviewed the employee's statements in this description and the supervisor's comments on the last page, and certify that they accurately represent this position.
Signature [signature]	Signature [signature]	Signature [signature]
Date 7/24/07	Date 7/27/07	Date 7/31/07

NATURE AND COMPLEXITY OF WORK PERFORMED

26. BASIC FUNCTION.

Describe the major purpose(s) of the audits you conduct. AN AUDIT IS A SYSTEMATIC EXAMINATION AND VERIFICATION BY GENERALLY ACCEPTED AUDITING STANDARDS OF AN EMPLOYER'S BOOKS FOR A SPECIFIC PERIOD OF TIME. AN AUDIT WILL ESTABLISH, BY QUARTERS, THE AMOUNT OF WAGES PAID AND THE CONTRIBUTIONS, INTEREST AND PENALTIES DUE AND WILL ALSO VERIFY THE CONTRIBUTION REPORTS AND WAGE INFORMATION PREVIOUSLY REPORTED. THE PURPOSE OF THE AUDIT PROGRAM IS TO SUPPORT THE UNEMPLOYMENT INSURANCE (UI) TAX PROGRAM IN A PRECISE AND DETAILED MANNER. THE AUDIT PROGRAM IS A MEANS OF SUPPORTING AND VERIFYING EMPLOYER COMPLIANCE WITH THE UI TAX LAWS, AGENCY REGULATIONS AND THE BASIC FUNCTIONS OF THE EMPLOYMENT SECURITY DIVISION.

27. DUTIES AND TASKS.

Below is a list of duties that are frequently performed by Auditors and Supervisory Auditors. Please indicate the approximate percentage (%) of time you spend on Pre-Audit, Audit, Post-Audit and Audit Outcome duties. Also put a checkmark in the box to the left if you perform that task. You may add duties and tasks in the space provided below or attach additional pages if necessary. **The percentages listed must total 100%.**

	DUTIES AND TASKS	APPROX % OF TIME
A. PRE-AUDIT		%
	Establish audit objectives and scope.	
	Obtain background information. Research past audit history of individuals, organizations or agencies and develop an audit plan.	
	Determine risk assessment.	
	Write audit program.	
	Schedule audit, prepare notification letter and make necessary arrangements.	

DUTIES AND TASKS	APPROX % OF TIME
B. AUDIT	%
Conduct entrance briefs/interviews with individuals, organization representatives or agency division heads to explain the purpose and scope of the audit, and answer questions regarding the audit.	
Collect and analyze data to detect errors, fraud, or non-compliance with laws, regulations, and management policies.	
Review accounts and records, examine narrative and flowchart documentation and interview personnel involved to determine compliance with a specific set of governing laws, regulations, policies, procedures and contracts.	
Analyze financial data, conduct financial investigations, determine tax liability according to prescribed laws, and perform general financial analysis.	
Review expenditures and/or revenue to ensure payments made or received comply with legal and contractual requirements.	
Conduct internal audits on account books and accounting systems and make recommendations to management.	
B. AUDIT (cont'd)	
Review data related to material assets, net worth, liabilities, capital stock, surplus, income, and expenditures.	
Examine, review and evaluate financial and information systems and recommend controls to ensure system reliability and data integrity.	
Document all findings and prepare work papers and reports that summarize audit findings and recommendations regarding controls and operational procedures, improvements and modifications in order to standardize systems and/or practices, strengthen the integrity of the system, and ensure compliance with regulations and policies.	
Compile, code, categorize, calculate, tabulate, or verify information or data contained in financial reports and records.	
Compute financial data, note discrepancies in financial records, and verify accuracy and appropriateness of bank or financial transactions.	
Re-calculate data on claims, reports, contracts and/or other documents to ensure accuracy.	
Use accounting and spreadsheet software and computers to enter, access and retrieve financial data.	
Investigate activities and practices of individuals, organizations or agencies which may not be readily apparent from examining business records, but which may have to be obtained from a variety of other sources.	
Determine the best sampling techniques.	

	DUTIES AND TASKS	APPROX % OF TIME
C. POST-AUDIT		%
	Conduct exit interviews with individuals, organization representatives or agency division heads to discuss findings, verify facts and answer questions regarding the audit.	
	Prepare and send written audit finding reports.	
	Prepare reports and develop audit files to maintain evidence for future actions.	
	Maintain audit timekeeping records.	
D. AUDIT OUTCOMES		100%
X	Present evidence before State governing bodies and/or provide testimony in a court of law in defense of the departmental administrative determinations.	
X	Respond to complaints, settle disputes, and resolve conflicts.	
X	Preserve and utilize evidence to develop final departmental administrative determinations and/or for future litigation.	
X	Monitor the progress and implementation of audit recommendations and the ongoing adherence to procedures and policies established as a result of audit findings.	
X	MAINTAIN OPTIMUM PRODUCTION LEVELS AND ENSURE COMPLIANCE WITH LAWS REGULATIONS, POLICES AND DEPARTMENT DIRECTIVES	
X	EVALUATE THE WORK FLOW, SYSTEMS AND STAFFING FOR THE LVFAO AND MAKE RECOMMENDATIONS TO SUPERVISING AUDITOR II	
X	EVALUATE THE PRODUCTION TASKS WITHIN THE LVFAO. DEVELOP RECOMMENDED PRODUCTION STANDARDS THAT YIELD ESTIMATED COMPLETION TIMES FOR PRINCIPAL FUNCTIONS	
X	ASSIST STAFF WITH DIFFICULT CUSTOMERS OR UNUSUAL ACCCOUNT PROBLEMS. INFORM UPPER MANAGEMENT WHILE RESOLVING CUSTOMER PROBLEMS	
X	ASSESS THE NEEDS OF LVFAO AND SUBMIT REQUISITIONS FOR SUPPLIES, EQUIPMENT AND MATERIALS	
X	TRAINING TO ASSURE SKILL LEVELS FOR PERSONNEL ARE APPROPRIATE FOR PRODUCTION NEEDS	
X	TRAIN NEW STAFF DURING PROBATION PERIOD & EVALUATE PERFORMANCE.	
X	CONDUCT EMPLOYEE APPRAISALS ON TIME AND RECOMMEND PROPER PERSONNNEL ACTIONS.	
X	MANAGE THE AUDIT PROGRAM TO ENSURE AUDITOR III REVIEWS AUDITS IN ACCORDANCE WITH PROCEDURES	
X	MAKE CERTAIN THAT PENETRATION RATES SET BY THE DEPARTMENT ARE MET AND ACCEPTANCE RATE EXCEEDS 90%	
X	VERIFY THAT AUDITORS ARE MEETING THEIR WORK PERFORMANCE STANDARDS AND ACTION IS TAKEN TO CORRECT ANY DEFICIENCIES.	
X	SUPERVISE, ISSUE, TRACK AND PRIORTIZE ALL ASSIGNMENTS TO INCLUDE BLOCKED CLAIMS, SAO AS ASSIGNMENTS AND OTHER ASSIGNMENTS TO THE LVFAO	
X	REVIEW ALL COMPLETED ASSIGNMENTS BEFORE TRANSMISSION TO SAO RETURNING WORK FOR CORRECTION AND APPROVING THE WORK TRANSMITTING IT TO SAO.	

	DUTIES AND TASKS	APPROX % OF TIME
X	SUPERVISE THE INVESTIGATION AND PREPARATION OF DEPARTMENT ADMINISTRATIVE DETERMINATIONS AND BRIEFS REGARDING EMPLOYER SUBJECTIVITY TO UNEMPLOYMENT COMPENSATION LAW. ENSURE UNIFORMITY AND COMPLIANCE WITH FEDERAL AND STATE LAWS, REGULATIONS, POLICY AND PRECEDENTS.	
X	PREPARE AND OVERSEE THE PREPARTATION OF DETERMINATIONS AND CASES TO BE PRESENTED AT APPEALS AND BOARD OF REVIEW HEARINGS.	
X	PROVIDE TRAINING TO THE AUDIT AND INVESTIGATIVE STAFF REGARDING THE PREPARATION OF DETERMINATION LETTERS AND APPEAL HEARINGS.	

28. COMPLEXITY.

What do you consider the most difficult or complex duty (ies) of your position and why?

APPLYING THE UNEMPLOYMENT COMPENSATION LAWS. THE REASON IT IS SO DIFFICULT IS DUE THE VARIED WAYS THE LAWS CAN BE INTERPRETED.

29. KNOWLEDGE, SKILLS, AND ABILITIES.

Below is a preliminary list of critical knowledge, skills and abilities (KSA's) required for the Supervisory Auditor and Auditor series. Please check the boxes by those KSA's applicable to your position. If you believe there are additional critical KSA's that are required by your position which are not listed, please add them in the space provided or attach additional pages if necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

☒ Accounting and financial recordkeeping principles and practices to sufficiently examine and analyze a variety of business records and develop meaningful conclusions based upon that analysis.

☒ Generally Accepted Governmental Auditing Standards.

☒ Generally accepted accounting principles to sufficiently evaluate financial information provided by both private and government entities.

☒ Federal and State regulations, guidelines and statutes governing a particular tax or program of responsibility in order to effectively determine the organization's compliance.

☒ Procedures used to establish facts.

☒ Report writing to delineate audit techniques utilized, facts discovered, and conclusions reached.

☒ Technical documents such as leases, rental agreements, purchase agreements, bids and financial statements.

☒ Methods and practices of auditing computerized accounting systems.

☒ Laws, regulations, court decisions and precedents relevant to your assignment.

☒ Administrative law procedures for administrative hearings as well as the collection and presentation of evidence at administrative hearings.

☒ The analysis and reporting of financial data.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of (cont'd)

☒ Supervisory techniques including selection, motivation, training, work assignment and review, employee evaluation, discipline, and establishing work performance standards.

☒ Audit methodology sufficient to conduct/complete and/or review audits.

☒ Theories and principles of accounting/auditing to carry out well-defined accounting, auditing or examination practices.

☒ Auditing information technology systems used in financial management.

☒ Laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules.

☒ Automated computerized audit program.

☐

☐

☐

☐

☐

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☐

Ability to:

☒ Conduct and complete multiple audit types.

☒ Perform specific audits by applying accounting principles and practices.

☒ Apply accounting principles and concepts to solve problems in varying situations and circumstances.

☒ Use logic to analyze or identify underlying principles, reasons, or facts associated with information or data to draw conclusions.

☒ Assess the operational impact of legislation or audit recommendations on an agency or State service.

☒ Provide consultation and/or expert advice or testimony.

☒ Evaluate information against a set of standards.

☒ Compile, code, categorize, calculate, tabulate, verify, or process information or data.

☒ Review and/or edit documents for accuracy and completeness.

☒ Communicate effectively with others sufficient to explain audit procedures and findings.

☒ Write narrative audit reports and recommendations using proper English grammar, spelling, vocabulary and punctuation.

☒ Read and understand technical materials such as contracts and State and federal regulations.

☒ Determine the correct mathematical methods or formulas to solve problems.

☒ Develop creative ways to solve problems encountered during an audit.

☒ Organize audits by type and size to maintain a high level of productivity.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to (cont'd)

☒ Train new Auditors.

☒ Write and maintain technical/users manuals.

☒ Monitor and resolve problems with the audit program.

☒ Test and make recommendations for improvements to audit program.

☐

30. JOB-RELATED EDUCATION AND REQUIREMENTS.

A. List any certificates, degrees or credentials you have. How many college credits do you have in Accounting or Auditing?

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION. MAJOR IN ACCOUNTANCY.

24 ACCOUNTING

6 AUDITING

B. What level of education do you believe should be required to perform the duties assigned to your position?

GRADUATION FROM AN ACCREDITED 4 YEAR COLLEGE OR UNIVERSITY IN ACCOUNTING OR RELATED FIELD AND THREE YEARS OF PROFESSIONAL LEVEL AUDITING OR ACCOUNTING EXPERIENCE INVOLVING ANALYZING FINANCIAL INFORMATION AND MAKING RECOMMENDATIONS BASED UPON THAT ANALYSIS; OR

GRADUATION FROM AN ACCREDITED INSTITUTION WITH AN ASSOCIATES DEGREE IN ACCOUNTING OR RELATED FIELD AND 4 YEARS OF PROFESSIONAL LEVEL AUDITING OR ACCOUNTING EXPERIENCE INVOLVING ANALYZING FINANCIAL INFORMATION AND MAKING RECOMMENDATIONS BASE UPON THAT ANALYSIS; OR

ONE YEAR OF EXPERIENCE COMPARABLE TO AN AUDITOR II IN NEVADA STATE SERVICE.

SUPERVISORY/MANAGERIAL RESPONSIBILITY

31. SUPERVISION EXERCISED.

☒ Check here if not applicable to your job.

A. DIRECT SUPERVISION – In the table below, please provide information for each position you supervise. Please list only permanent State positions. Use check marks to indicate whether the position is full-time (F/T), part-time (P/T), or intermittent (INT). Using the codes designated below, list the types of supervisory responsibility you exercise.

AW = Assign Work
RW = Review Work
T = Provide Training
AS = Assist with Final Selection
FS = Final Selection
D = Disciplinary Action
CP = Contribute to Performance Appraisal
PA = Performance Appraisal (signature authority)
C = Performance Counseling

CLASS CODE	CLASS TITLE	GRADE	POSITION CONTROL #	F/T	P/T	INT	SUPERVISORY CODES
7.148	AUDITOR III	36	3340	X	☐	☐	AW-RW-T-FS-D-PA-C
11.363	COMPLIANCE/AUDIT INVESTIGATOR III	35	4417	X	☐	☐	AW-RW-T-FS-D-PA-C
2.212	ADMINSTRATIVE ASSISTANT II	25	2065	X	☐	☐	AW-RW-T-FS-D-PA-C
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	

31. SUPERVISION EXERCISED (cont'd)

B. INDIRECT SUPERVISION – If you are a manager or second-line supervisor, how many employees report to you indirectly through subordinate supervisors? Do not include the positions listed in the table above.

6 AUDITOR II'S

6 COMPLIANCE/AUDIT INVESTIGATOR II'S

C. SUPERVISION OF NON-EMPLOYEES – Indicate the number and type of non-State employees you supervise (i.e., contractors, temporary employees, students, interns, inmates, volunteers, or others). Also, what is the purpose of this supervision?

NONE

INDEPENDENCE/SUPERVISION RECEIVED

32. SUPERVISION RECEIVED.

A. How is your work assigned? THROUGH DIRECT CONTACT, E-MAILS, FAXES, TELEPHONE, MAIL, MEMOS & VOICE MAIL.

B. How and when is your work reviewed? THROUGH DIRECT CONTACT, E-MAILS, FAXES, TELEPHONE, MAIL, MEMOS & VOICE MAIL. DURING AND UPON COMPLETION OF ASSIGNMENT

32. **SUPERVISION RECEIVED** (cont'd)

C. What manuals, guidelines, regulations, laws, policies, and procedures do you regularly use in your job?

AUDIT, UCAT, LAPTOP AUDIT, CONTRIBUTIONS HANDBOOK MANUALS, NEVADA REVISED STATUTES, NEVADA ADMINISTRATIVE CODE, STATE ADMINISTRATIVE CODE, PERSONNEL POLICIES, NRS 612 GUIDELINES, UNEMPLOYMENT INSURANCE MEMORANDUMS, IRS CODE, CITY & COUNTY ORDANCES, INTERNET, AND EMPLOYER'S HANDBOOK FOR UNEMPLOYMENT. INSURANCE

SCOPE OF RESPONSIBILITY/CONSEQUENCE OF ERROR

33. **SCOPE AND EFFECT OF DECISIONS AND ACTIONS.**

What would an error in judgment, a poor decision, or a mistaken action by an employee in your position result in? Do not include errors that occur through gross negligence or failure to follow directions, established rules, procedures, or laws.

COULD LEAD TO AN ADVERSE PRECEDENT.

CREATE AN UNFAVORABLE IMAGE FOR THE DEPARTMENT.

RESULT IN A GRIEVANCE.

UI CONTRIBUTIONS MAY NOT BE PAID ACCURATELY ON REPORTED WAGES RESULTING IN LOSS OF REVENUE TO THE UI TRUST FUND.

UI CLAIMS MAY NOT BE PAID PROPERLY.

NOT BEING ABLE TO COMPLETE A JOB ON TIME.

AUTHORITY TO TAKE ACTION/DECISION-MAKING

34. DECISION-MAKING.

A. Briefly describe the most important decision(s) you make on a regular basis.

HIRING OF STAFF

ISSUING UNEMPLOYMENT INSURANCE DETERMINATIONS

PERSONNEL ISSUES

GIVING CUSTOMERS ACCURATE AND PROPER INFORMATION.

B. Who or what (regulations, policies and procedures, etc.) gives you authority to make important decisions?

NEVADA REVISED STATUTES, NEVADA ADMINISTRATIVE CODE, STATE ADMINISTRATIVE MANUAL.

UI POLICIES AND GUIDELINES. UCAT (UNEMPLOYMENT COMPENSATION AUDITOR TRAINING) FROM THE US DEPARTMENT OF LABOR.

DEPARTMENT PROCEDURES & UNEMPLOYMENT INSURANCE MEMORANDUMS.

UPPER LEVEL MANAGEMENT DELEGATION OF AUTHORITY.

C. Who do you consult with prior to making the decision(s) in 34A? Indicate if you are required to seek this consultation.

MY IMMEDIATE SUPERVISOR, ESD MANAGER IV (CHIEF OF CONTRIBUTIONS), MY SUBORDINATE SUPERVISORS, HUMAN RESOURCES.

REQUIREMENT TO SEEK THIS CONSULTATION DEPENDS ON THE COMPLEXITY OF THE ISSUES.

D. How do the decisions you make impact the results of co-workers, clients or the State?

CO-WORKERS—HOW WELL THEY WILL BE ABLE TO GET THEIR ASSIGNMENTS COMPLETED.

CLIENTS—WHETHER OR NOT THE SERVICES PROVIDED ARE TO THEIR SATISFACTION.

STATE—THE IMAGE OF HOW WELL THE STATE WORKERS ARE PERFORMING THEIR JOBS FOR THE COMPENSATION THEY ARE BEING PAID AND PROTRAYING A FAVORABLE/COMPENTENT IMAGE TO. THE PUBLIC.

PERSONAL CONTACTS NECESSARY TO COMPLETE WORK

35. PERSONAL CONTACTS.

List the title of persons you contact in the course of business and the major purpose for these contacts.

CONTACT'S TITLE/AGENCY	MAJOR PURPOSE FOR CONTACT
SUPERVISING AUDITOR II/ESD	ASSIGNMENTS, STRATEGY, GUIDANCE, POLICY, PROCEDURES
ESD MANAGER IV (CHIEF OF CONTRIBUTIONS)/ESD	ASSIGNMENTS, STRAGEGY, GUIDANCE, POLICY, PROCEDURRES IN ABSENCE OF IMMEDIATE SUPERVISOR
CHIEF OF FIELD DIRECTIONS SOUTH/ESD	PARTICIPATION ON CITY OF LAS VEGAS TASK FORCE
MANAGEMENT ANALYST III/ESD	INTERPRETATION OF STATUTES AND POLICIES
DEPUTY ATTORNEY GENERAL/AG'S OFFICE	TO DISCUSS CRIMINAL COMPLAINTS AND FOLLOW-UP
PERSONNEL TECHNICIAN III/ESD	PERSONNEL ISSUES
EEO OFFICER/ESD	PERSONNEL ISSUES
CHIEF, SENIOR & APPEAL REFEREES/ESD	APPEAL HEARINGS & DECISIONS
EMPLOYERS	UNEMPLOYMENT STATUTE COMPLIANCE
CITY, COUNTY DEPARTMENTS	BUSINESS LICENSES & ORDINANCES
CONTRIBUTIONS SUPERVISOR/ESD	COLLECTION ACTIONS AND ISSUANCE OF NTW'S
CONTRIBUTIONS SUPERVISOR/EDS	EMPLOYER ACCOUNT ISSUES
CONTRIBUTIONS EXAMINER III/ESD	BUSINESS REGISTRATIONS AND UI RATES
SECRETARY OF STATE	BUSINESS REGISTRATIONS
LABOR COMMISSION	WAGE DISPUTES
CONTRACTOR'S BOARD	BUSINESS REGISTRATIONS & LICENSE TYPE

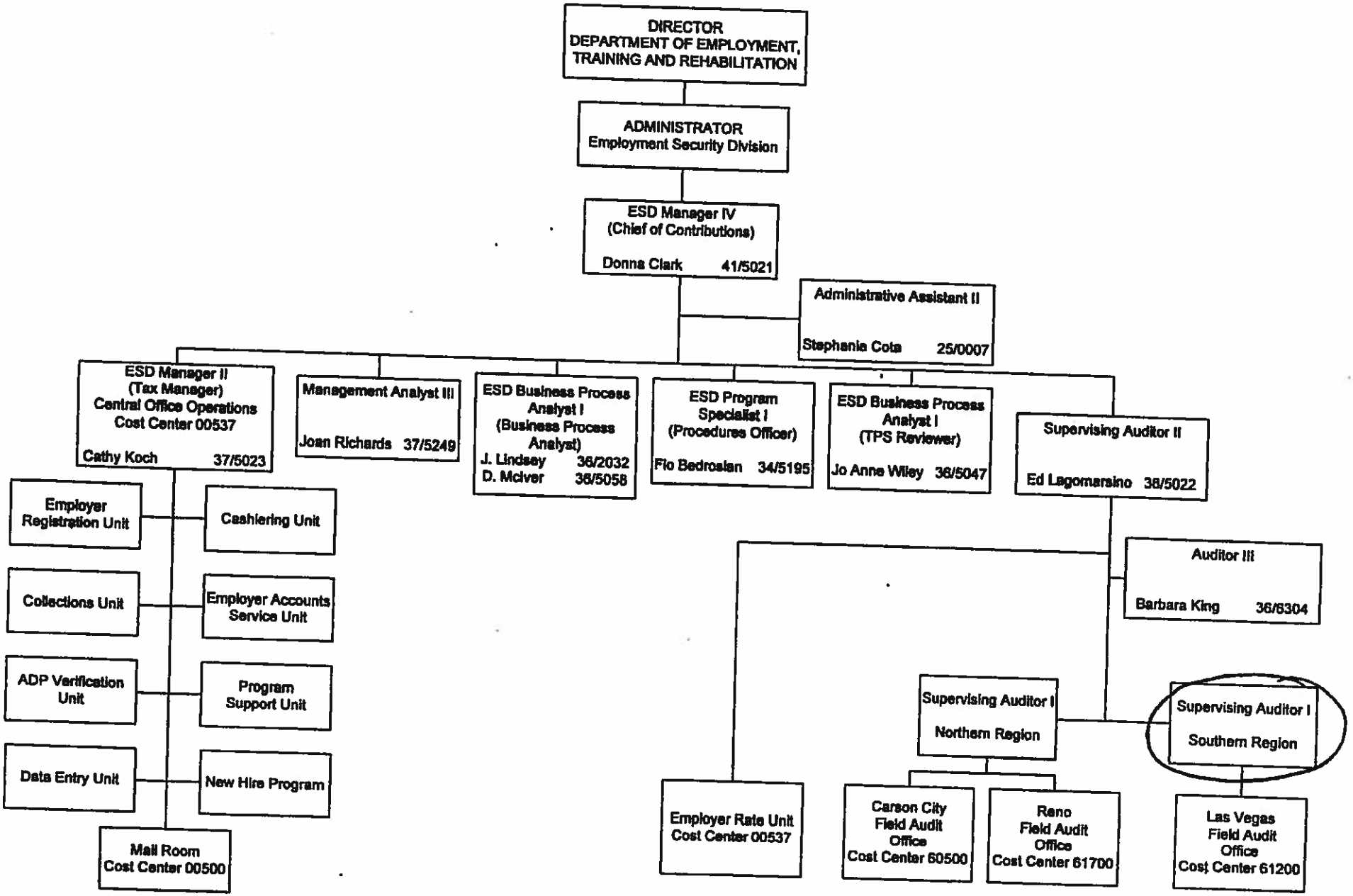
OTHER

36. ORGANIZATIONAL STRUCTURE.

Please attach a current organization chart of your unit, section, or division and CIRCLE your position.

DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION
EMPLOYMENT SECURITY DIVISION
CONTRIBUTIONS SECTION
Budget Account 205-4770

Rev. (07/11/07)
[CHFSORG2]

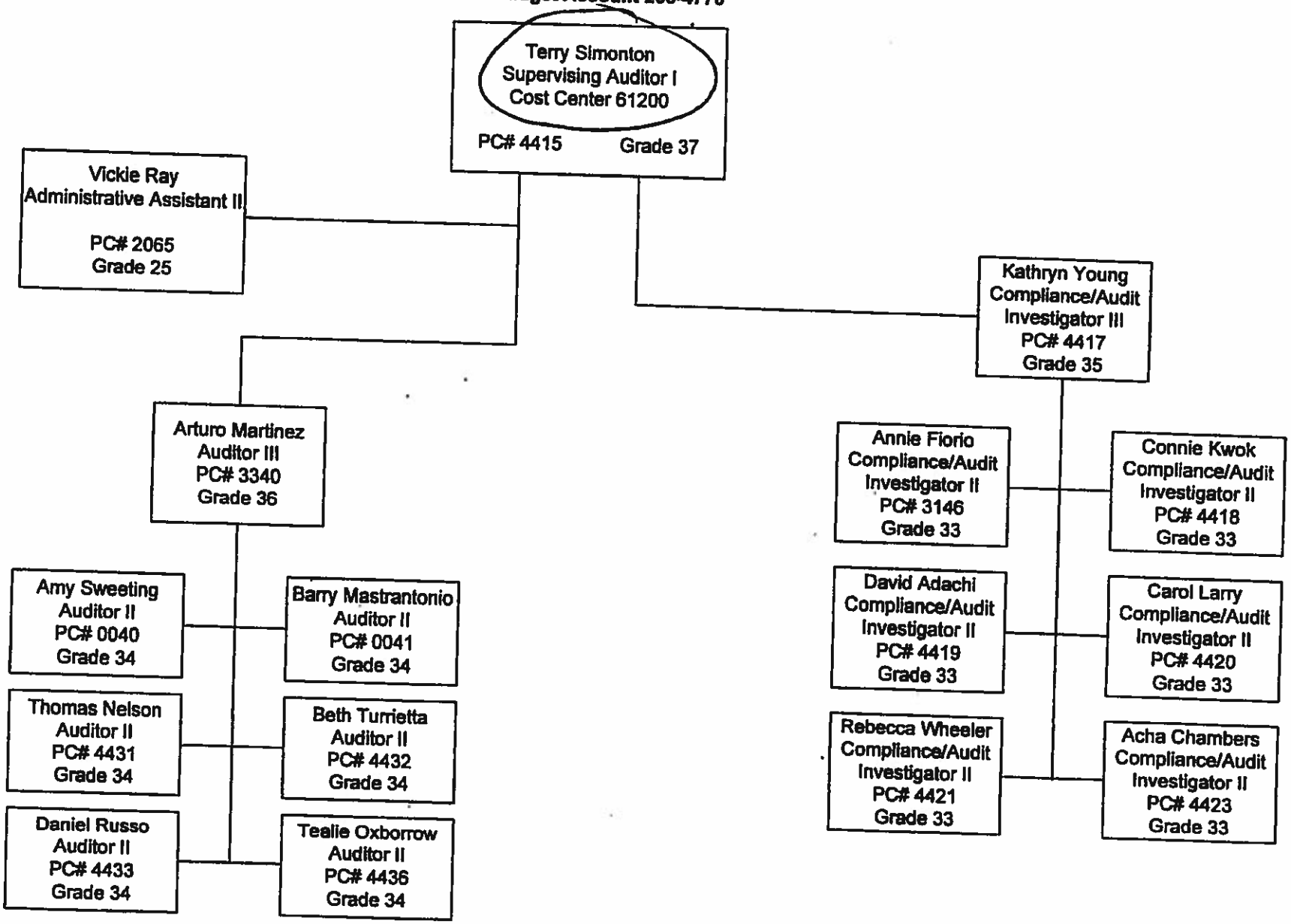


DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION
Employment Security Division

Rev. (07/11/07)
[LVORG2]

Las Vegas Field Audit Office

Budget Account 205-4770



THIS SECTION IS TO BE COMPLETED BY YOUR SUPERVISOR

37. COMMENTS.

It is important that you review this questionnaire for accuracy and completeness. If you disagree with any information on this questionnaire, or if you feel pertinent information is missing, please indicate the area(s) in question and provide your comments below.

Please do not change the incumbent's description of the job in the questionnaire itself.

QUESTION NO.	COMMENTS

Please check the appropriate statement below:

- ☒ I agree with the incumbent's position description questionnaire as written.
- ☐ The above comments have been discussed with the incumbent and the incumbent agrees with these comments.
- ☐ I was unable to discuss my comments with the incumbent.
- ☐ The above comments have been discussed with the incumbent and the incumbent disagrees with these comments.

Explain any disagreement in the space below:

Employee's Signature: Date:

Supervisor's Signature: Edward J Fyromonsin Date: 7/27/07

H:\OGS\2009 OGS\Fiscal Mgmt & Staff Svcs\PDQ - Auditor.doc
7/10/07

POSITION DESCRIPTION QUESTIONNAIRE

AUDITOR SERIES
OCCUPATIONAL GROUP STUDY

RECEIVED
AUG 0 2007
NEVADA DEPT. OF PERSONNEL
TECHNICAL SERVICES
CARSON CITY, NV

DATE DUE TO SUPERVISOR: **JULY 27, 2007**

DATE DUE TO DEPT. OF PERSONNEL: **AUGUST 3, 2007**

1. NAME	2. CURRENT CLASS TITLE	3. CLASS CODE	4. GRADE	5. TIME IN CLASS
Edward J. Lagomarsino	Supervising Auditor II	7.139	38	4 Yrs 8 Mos

6. DEPARTMENT	7. DIVISION	8. BUDGET ACCT #	4770
Employment, Training & Rehabilitation	Employment Security	9. POSITION CONTROL #	5022

10. PHONE #	11. WORK LOCATION (physical address & city)	12. BUDGETED CLASS TITLE *(If different from #2)*	13. BUDGETED CLASS CODE *(If different from #3)*
775- 684-6391	1320 South Curry Street Carson City, NV		

14. ARE YOU CURRENTLY RECEIVING A +5% IN SALARY FOR OUT-OF-CLASS DUTIES? ☐ YES ☐ NO

15. SUPERVISOR'S NAME	16. SUPVR'S CLASS TITLE	17. SUPVR'S PHONE NUMBER	18. SUPVR'S CLASS CODE	19. SUPVR'S GRADE
Donna Clark	ESD Manager IV	775- 684-6396	12.136	41

20. NAME OF PERSON WHO ASSIGNS WORK (if different from #15)	21. CLASS TITLE OF #20	22. PHONE NUMBER OF #20	23. CLASS CODE OF #20	24. GRADE OF #20

25. SIGNATURES:

EMPLOYEE	IMMEDIATE SUPERVISOR	DEPARTMENT/DIVISION HEAD (Appointing Authority)
I certify that the statements in this description are accurate and complete to the best of my knowledge.	I have reviewed the employee's statements in this description, and certify that they accurately represent this position, except as noted in my comments on the last page.	I have reviewed the employee's statements in this description and the supervisor's comments on the last page, and certify that they accurately represent this position.
Signature [signature]	Signature Donna Clark	Signature [signature]
Date 7/27/07	Date 7/30/07	Date 7/31/07

NATURE AND COMPLEXITY OF WORK PERFORMED

26. BASIC FUNCTION.

Describe the major purpose(s) of the audits you conduct.

An audit is a systematic examination and verification by Generally Accepted Auditing Standards of and employer's books for a specific period of time. An audit will establish, by quarters, the amount of wages paid and the contributions, interest and penalties due and will also verify the contribution reports and wage information previously reported. The purpose of the audit program is to support the Unemployment Insurance (UI) Tax Program in a precise and detailed manner. The audit program is a means of supporting and verifying employer compliance with the UI Tax Laws, agency regulations and the basic functions of the Employment Security Division. The audit function determines all reportable wages and taxes due. Obtains compliance of employers with state requirements for maintenance of books and records. Verifies that subject employers are conducting a bona fide business. Analyzes the financial status of employers for collection purposes. Obtains claimant wages separation data where there is a compliance problem. Explains to employers their rights, obligations and the legal requirements under the taxing and benefit provisions of the UI Law.

27. DUTIES AND TASKS.

Below is a list of duties that are frequently performed by Auditors and Supervisory Auditors. Please indicate the approximate percentage (%) of time you spend on Pre-Audit, Audit, Post-Audit and Audit Outcome duties. Also put a checkmark in the box to the left if you perform that task. You may add duties and tasks in the space provided below or attach additional pages if necessary. **The percentages listed must total 100%.**

	DUTIES AND TASKS	APPROX % OF TIME
A. PRE-AUDIT		%
	Establish audit objectives and scope.	
	Obtain background information. Research past audit history of individuals, organizations or agencies and develop an audit plan.	
	Determine risk assessment.	
	Write audit program.	
	Schedule audit, prepare notification letter and make necessary arrangements.	
B. AUDIT		%
	Conduct entrance briefs/interviews with individuals, organization representatives or agency division heads to explain the purpose and scope of the audit, and answer questions regarding the audit.	
	Collect and analyze data to detect errors, fraud, or non-compliance with laws, regulations, and management policies.	

	DUTIES AND TASKS	APPROX % OF TIME
	Review accounts and records, examine narrative and flowchart documentation and interview personnel involved to determine compliance with a specific set of governing laws, regulations, policies, procedures and contracts.	
	Analyze financial data, conduct financial investigations, determine tax liability according to prescribed laws, and perform general financial analysis.	
	Review expenditures and/or revenue to ensure payments made or received comply with legal and contractual requirements.	
	Conduct internal audits on account books and accounting systems and make recommendations to management.	
B. AUDIT (cont'd)		
	Review data related to material assets, net worth, liabilities, capital stock, surplus, income, and expenditures.	
	Examine, review and evaluate financial and information systems and recommend controls to ensure system reliability and data integrity.	
	Document all findings and prepare work papers and reports that summarize audit findings and recommendations regarding controls and operational procedures, improvements and modifications in order to standardize systems and/or practices, strengthen the integrity of the system, and ensure compliance with regulations and policies.	
	Compile, code, categorize, calculate, tabulate, or verify information or data contained in financial reports and records.	
	Compute financial data, note discrepancies in financial records, and verify accuracy and appropriateness of bank or financial transactions.	
	Re-calculate data on claims, reports, contracts and/or other documents to ensure accuracy.	
	Use accounting and spreadsheet software and computers to enter, access and retrieve financial data.	
	Investigate activities and practices of individuals, organizations or agencies which may not be readily apparent from examining business records, but which may have to be obtained from a variety of other sources.	
	Determine the best sampling techniques.	
C. POST-AUDIT		%
	Conduct exit interviews with individuals, organization representatives or agency division heads to discuss findings, verify facts and answer questions regarding the audit.	
	Prepare and send written audit finding reports.	
	Prepare reports and develop audit files to maintain evidence for future actions.	
	Maintain audit timekeeping records.	

	DUTIES AND TASKS	APPROX % OF TIME
D. AUDIT OUTCOMES		**100%**
	Present evidence before State governing bodies and/or provide testimony in a court of law in defense of the departmental administrative determinations.	
	Respond to complaints, settle disputes, and resolve conflicts.	
	Preserve and utilize evidence to develop final departmental administrative determinations and/or for future litigation.	
D. AUDIT OUTCOMES (cont'd)		
	Monitor the progress and implementation of audit recommendations and the ongoing adherence to procedures and policies established as a result of audit findings.	
X	Maintain optimum production rates and efficiency in Contribution field audit office operations.	
X	Evaluate the workflow, systems and staffing of the field audit offices.	
X	Maintain staffing and organizational schemes, which are responsive to operational needs.	
X	Develop workload standards for audit production tasks.	
X	Authorize procurement of supplies, equipment, and materials for field audit offices.	
X	Evaluate audit report to assure that an equitable sample of industry classes and employer numbers is selected in order to meet appropriate field audit goals.	
X	Assure that skill levels for personnel are appropriate to meet production needs by recommending personnel for education and training, assisting in designing and conducting training sessions, and assisting in developing, writing, and updating standard practices included in manuals of instruction.	
X	Provide leadership, direction and control to the Supervising Auditor I's and immediate subordinates within the field audit offices.	
X	Develop budget recommendations for field audit operations and monitor budget expenditures.	
X	Manage the development and preparation of department administrative determinations and briefs regarding employer subjectivity and unemployment compensation law in order to ensure uniformity and compliance with federal and state laws, regulations, policy, and precedent.	
X	Perform Contributions section financial accounting and provide managerial reports.	

28. COMPLEXITY.

What do you consider the most difficult or complex duty(ies) of your position and why?

Applying the Unemployment Insurance Laws given the varied ways the laws can be interpreted.

29. KNOWLEDGE, SKILLS, AND ABILITIES.

Below is a preliminary list of critical knowledge, skills and abilities (KSA's) required for the Supervisory Auditor and Auditor series. Please check the boxes by those KSA's applicable to your position. If you believe there are additional critical KSA's that are required by your position which are not listed, please add them in the space provided or attach additional pages if necessary.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of:
☒ Accounting and financial recordkeeping principles and practices to sufficiently examine and analyze a variety of business records and develop meaningful conclusions based upon that analysis.
☒ Generally Accepted Governmental Auditing Standards.
☒ Generally accepted accounting principles to sufficiently evaluate financial information provided by both private and government entities.
☒ Federal and State regulations, guidelines and statutes governing a particular tax or program of responsibility in order to effectively determine the organization's compliance.
☒ Procedures used to establish facts.
☒ Report writing to delineate audit techniques utilized, facts discovered, and conclusions reached.
☒ Technical documents such as leases, rental agreements, purchase agreements, bids and financial statements.
☒ Methods and practices of auditing computerized accounting systems.
☒ Laws, regulations, court decisions and precedents relevant to your assignment.
☒ Administrative law procedures for administrative hearings as well as the collection and presentation of evidence at administrative hearings.
☒ The analysis and reporting of financial data.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of (cont'd)

- ☒ Supervisory techniques including selection, motivation, training, work assignment and review, employee evaluation, discipline, and establishing work performance standards.
- ☒ Audit methodology sufficient to conduct/complete and/or review audits.
- ☒ Theories and principles of accounting/auditing to carry out well-defined accounting, auditing or examination practices.
- ☒ Auditing information technology systems used in financial management.
- ☒ Laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules.
- ☒ Automated /Computerized audit program
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Ability to:

- ☒ Conduct and complete multiple audit types.
- ☒ Perform specific audits by applying accounting principles and practices.
- ☒ Apply accounting principles and concepts to solve problems in varying situations and circumstances.
- ☒ Use logic to analyze or identify underlying principles, reasons, or facts associated with information or data to draw conclusions.
- ☒ Assess the operational impact of legislation or audit recommendations on an agency or State service.
- ☒ Provide consultation and/or expert advice or testimony.
- ☒ Evaluate information against a set of standards.
- ☒ Compile, code, categorize, calculate, tabulate, verify, or process information or data.
- ☒ Review and/or edit documents for accuracy and completeness.
- ☒ Communicate effectively with others sufficient to explain audit procedures and findings.
- ☒ Write narrative audit reports and recommendations using proper English grammar, spelling, vocabulary and punctuation.
- ☒ Read and understand technical materials such as contracts and State and federal regulations.
- ☒ Determine the correct mathematical methods or formulas to solve problems.
- ☒ Develop creative ways to solve problems encountered during an audit.
- ☒ Organize audits by type and size to maintain a high level of productivity.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to (cont'd)

☒ Train new Auditors.

☒ Monitor and solve problems associated with the computerized audit program

☒ Writing and updating of audit manuals

☐

☐

30. JOB-RELATED EDUCATION AND REQUIREMENTS.

A. List any certificates, degrees or credentials you have. How many college credits do you have in Accounting or Auditing?

Bachelor of Science Degree, Accounting – 26 credits Accounting, 6 credits Auditing

Master of Business Administration, Finance

B. What level of education do you believe should be required to perform the duties assigned to your position?

Graduation from an accredited 4 year college or university in accounting or related field and five years of professional level auditing or accounting experience involving analyzing financial information and making recommendations base upon that analysis.

SUPERVISORY/MANAGERIAL RESPONSIBILITY

31. SUPERVISION EXERCISED.

☐ Check here if not applicable to your job.

A. DIRECT SUPERVISION – In the table below, please provide information for each position you supervise. Please list only permanent State positions. Use check marks to indicate whether the position is full-time (F/T), part-time (P/T), or intermittent (INT). Using the codes designated below, list the types of supervisory responsibility you exercise.

AW =	Assign Work	AS =	Assist with Final Selection	CP =	Contribute to Performance Appraisal
RW =	Review Work	FS =	Final Selection	PA =	Performance Appraisal (signature authority)
T =	Provide Training	D =	Disciplinary Action	C =	Performance Counseling

CLASS CODE	CLASS TITLE	GRADE	POSITION CONTROL #	F/T	P/T	INT	SUPERVISORY CODES
.145	Supervising Auditor I	37	4415 & 4416	☒	☐	☐	AW, RW,T,AS, FS,D,CP,PA,C

CLASS CODE	CLASS TITLE	GRADE	POSITION CONTROL #	F/T	P/T	INT	SUPERVISORY CODES
7.148	Auditor III	36	6304	☒	☐	☐	AW, RW,T,AS, FS,D,CP,PA,C
11.363	Compliance/Audit Investigator III	35	4425	☒	☐	☐	AW, RW,T,AS, FS,D,CP,PA,C
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	

31. SUPERVISION EXERCISED (cont'd)

B. INDIRECT SUPERVISION – If you are a manager or second-line supervisor, how many employees report to you indirectly through subordinate supervisors? Do not include the positions listed in the table above.

One (1) Auditor III

Ten (10) Auditor II

One (1) Compliance/Audit Investigator III

Nine (9) Compliance/Audit Investigator II

Three (3) Contributions Examiner II

One (1) Administrative Assistant II

One (2) Administrative Assistant I

C. SUPERVISION OF NON-EMPLOYEES – Indicate the number and type of non-State employees you supervise (i.e., contractors, temporary employees, students, interns, inmates, volunteers, or others). Also, what is the purpose of this supervision?

None

INDEPENDENCE/SUPERVISION RECEIVED

32. SUPERVISION RECEIVED.

A. How is your work assigned?

Direct assignment from the Department Director, Division Administrator, or ESD Manager IV (Chief of Contributions).

Self-initiated

B. How and when is your work reviewed?

Through periodic status reports, project outcome results, and work performance reviews.

32. SUPERVISION RECEIVED (cont'd)

C. What manuals, guidelines, regulations, laws, policies, and procedures do you regularly use in your job?

Nevada Revised Statutes; Nevada Administrative Code; Nevada Administrative Manual; Unemployment Insurance Program Letters and Manuals; Employment Security Division Manual; DOL Employment & Training Handbooks 410, 407, and Program Letter; Federal Unemployment Tax Act; Social Security Act; Department of Employment, Training and Rehabilitation (DETR) Policies and Procedures Manual; Employment Security manual; Contributions employee handbook; Unemployment Compensation Auditor Training (UCAT); Contributions Laptop Audit Manual; Contributions Investigators Manual; general accepted accounting principles ; IRS Code; City 7 County Directories; Internet; various hardware & software manuals.

SCOPE OF RESPONSIBILITY/CONSEQUENCE OF ERROR

33. SCOPE AND EFFECT OF DECISIONS AND ACTIONS.

What would an error in judgment, a poor decision, or a mistaken action by an employee in your position result in? Do not include errors that occur through gross negligence or failure to follow directions, established rules, procedures, or laws.

Could establish an adverse precedent. UI Contributions may not be remitted accurately and wages reported correctly, which could result in a loss of revenue to the State Unemployment Insurance Trust Fund and obstructed Benefit claims. Could lead to misinformation being conveyed to the public, and create an unfavorable image for the department. Could lead to subordinates not being able to complete tasks in an accurate and timely manner.

AUTHORITY TO TAKE ACTION/DECISION-MAKING

34. DECISION-MAKING.

A. Briefly describe the most important decision(s) you make on a regular basis.

Complex legal actions against employer accounts; court actions pursued by divisional legal counsel; complex personnel issues; hiring of staff; performance indicators at the state and federal level.

B. Who or what (regulations, policies and procedures, etc.) gives you authority to make important decisions?

Nevada Revised Statutes, Chapter 612; Nevada Administrative Code, Chapter 612; Unemployment Policies and Guidelines; Unemployment Compensation Auditor Training (UCAT); GAAP; Upper level management delegation of authority.

C. Who do you consult with prior to making the decision(s) in 34A? Indicate if you are required to seek this consultation.

ESD Manager IV (Chief of Contributions), Management Analyst III, division legal counsel. Requirement to seek consultation depends upon complexity of the issue.

D. How do the decisions you make impact the results of co-workers, clients or the State?

Audit decisions can result in the setting of a precedent for the State. Clients can be affected as to way in which their employer account is to be reported and contributions paid. Co-workers can be impacted as to their ability to and manner in which assigned are to be completed.

PERSONAL CONTACTS NECESSARY TO COMPLETE WORK

35. PERSONAL CONTACTS.

List the title of persons you contact in the course of business and the major purpose for these contacts.

CONTACT'S TITLE/AGENCY	MAJOR PURPOSE FOR CONTACT
ESD Manger IV (Chief of Contributions)	Assignments, policy, procedures, strategy
Supervising Auditor I	Assignments, policy, procedures, strategy
Management Analyst III	Interpretation of statutes and policies
Division Counsel	Legal proceeding and interpretation
DETR Personnel	Personnel issues
Appeal Referees	Appeal hearings and decisions
Employers	Unemployment Insurance statute compliance
UI Contributions staff	Provide support pertaining to employer account issues
Various State Employment Security Agencies	Provide and exchange information
Various Nevada State Departments and Agencies	Provide information or requirements on the Unemployment Insurance Program or exchange information

OTHER

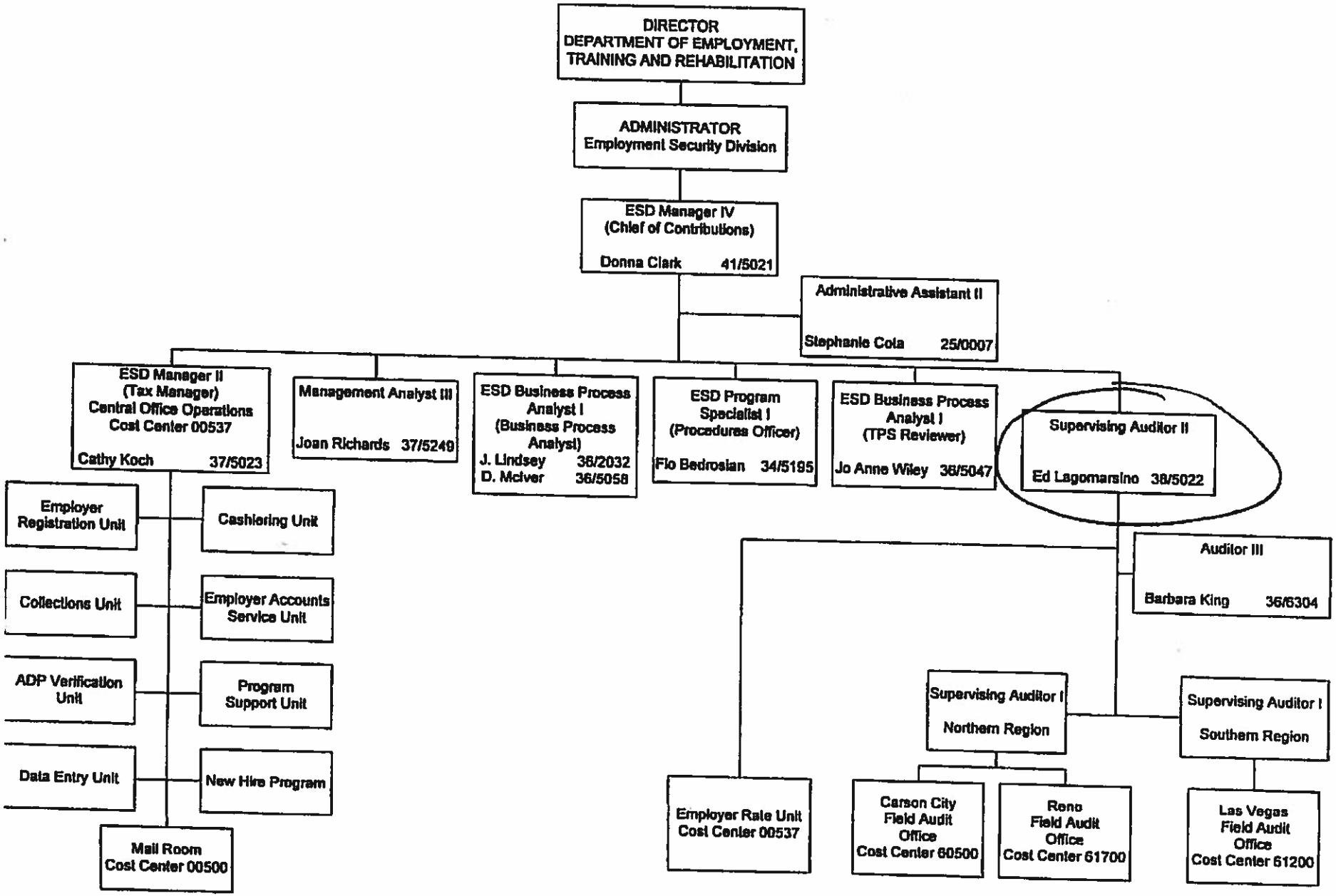
36. ORGANIZATIONAL STRUCTURE.

Please attach a current organization chart of your unit, section, or division and CIRCLE your position.

See attachments

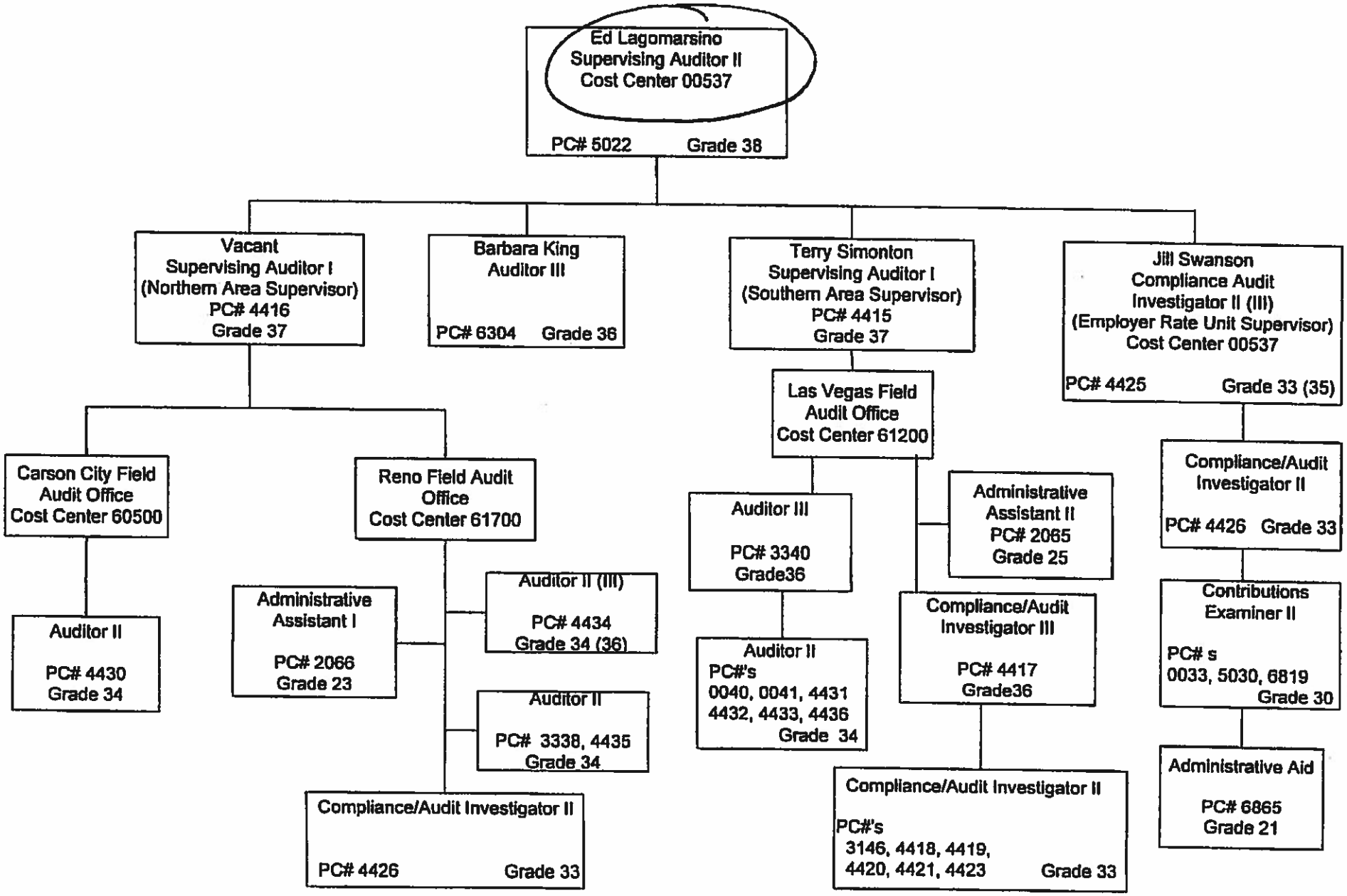
DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION
EMPLOYMENT SECURITY DIVISION
CONTRIBUTIONS SECTION
Budget Account 205-4770

Rev. (07/11/07)
[CHFSORG2]



DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION
Employment Security Division
Contributions
Field Offices
Budget Account 205-4770

Rev. (7/11/07)
[FLDORG2]



THIS SECTION IS TO BE COMPLETED BY YOUR SUPERVISOR

37. COMMENTS.

It is important that you review this questionnaire for accuracy and completeness. If you disagree with any information on this questionnaire, or if you feel pertinent information is missing, please indicate the area(s) in question and provide your comments below.

Please do not change the incumbent's description of the job in the questionnaire itself.

QUESTION NO.	COMMENTS

Please check the appropriate statement below:

- [x] I agree with the incumbent's position description questionnaire as written.
- [ ] The above comments have been discussed with the incumbent and the incumbent agrees with these comments.
- [ ] I was unable to discuss my comments with the incumbent.
- [ ] The above comments have been discussed with the incumbent and the incumbent disagrees with these comments.

Explain any disagreement in the space below:

Employee's Signature: Date:

Supervisor's Signature: Donna Clark Date: 7/30/07

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CHIEF COMPLIANCE/AUDIT INVESTIGATOR	**37**	**B**	**11.360**
COMPLIANCE/AUDIT INVESTIGATOR III	**35**	**B**	**11.363**
COMPLIANCE/AUDIT INVESTIGATOR II	**33**	**B**	**11.365**
COMPLIANCE/AUDIT INVESTIGATOR I	**30**	**B**	**11.366**

SERIES CONCEPT

Compliance/Audit Investigators perform investigative and auditing functions to monitor compliance and detect violations of State and/or federal laws or regulations pertaining to a specific program or regulatory area such as securities, Medicaid, mortgage lending, or workers' compensation. Investigators allocated to this series do not require P.O.S.T. certification.

Enforcement powers regarding program violations are limited to a specific program area that involves administrative sanctions or penalties imposed by a Hearings Board, State official or the federal government. Criminal violations are referred to the appropriate criminal justice agency for prosecution. This series is distinguished from other investigative classes by the additional audit function which is performed at least 25% of the time. Audit work is performed in a specialized field which requires an extensive knowledge of State and/or federal laws, program rules and regulations; business operations; corporate structure; financial transactions, terminology and recordkeeping; and detecting falsified records and/or program violations. Violations may be elaborately planned and sophisticated in nature requiring extensive research and analysis to detect.

Receive and review formal complaints; make determinations regarding possible program violations and jurisdiction within the specified program area; gather and analyze background information and facts pertaining to the complaint; make determinations regarding the extent of violations, and recommendations to initiate a formal investigation.

Conduct interviews with complainant, witnesses, employers, State and local government agencies and other sources to obtain information regarding violations or noncompliance and develop leads and facts pertaining to the case to prove a violation or criminal intent exists.

Prepare required forms and notices; deliver to appropriate party regarding complaint and/or alleged violations following department policy and procedure; respond, review and discuss with complainant and respondent.

Develop case files and maintain case logs and reports; place evidence in case file along with chronological documentation regarding investigative steps taken and all contact made with complainant, respondent, witnesses and other sources; preserve and utilize evidence to develop final case reports and/or for future litigation.

Gather and review evidence such as business and financial records, service contracts, professional reports, bank statements, billing documents, sales transactions, client account records, personnel files and historical data pertaining to the suspected violation to develop trends, patterns and to support complaint; serve subpoenas or other legal documents as required.

Conduct audits on a periodic basis by either randomly selecting individual firms or business or as required by State law and reviewing business transactions for completeness, accuracy, and compliance with State and/or federal laws and regulations; evaluate internal procedures, operating methods, fiscal controls, and verify validity

SERIES CONCEPT (cont'd)

of financial statements and records; explain provisions and application of State and/or federal guidelines and discuss assessments, audit findings and recommendations.

Prepare required forms and notices and send to appropriate parties regarding complaint and alleged violations; review and discuss responses with supervisor and/or Attorney General.

Conduct research regarding program rules, court decisions, industry practices and standards, procedures and techniques to ensure compliance, and to develop or revise program regulations or policies; plan and coordinate investigations and audits to determine whether administrative and/or criminal action should be taken.

Prepare investigative and audit reports encompassing results of examination of accounting records, known violations, statement of facts, case summary, and exhibits of evidence, statements obtained from witnesses, conclusions and recommendations; review and submit reports for hearing or prosecution, and to impose fines and penalties; appear before the governing body or in a court of law to provide testimony as required.

Perform related duties as assigned.

****

CLASS CONCEPTS

Chief Compliance/Audit Investigator: Under general direction, incumbents are responsible for the administration of investigative activities on a statewide basis. They establish and direct investigative activities based on department goals and objectives; review and evaluate operational efficiency and compliance with program policy and procedures; and directly supervise a staff of subordinate Compliance/Audit Investigators performing Medicaid, securities, real estate, mortgage lending, insurance, prevailing wage or workers' compensation investigations and audits. Incumbents assist in the planning and development of the program budget, internal policy and procedure, and the implementation or introduction of State legislation. In addition, they work directly with the Program Administrator, agency heads, business representatives, violators, the complainant and judicial system regarding complaint resolution, regaining compliance, pursuing criminal prosecution, imposing administrative sanctions or penalties or addressing a hearings board or commission.

Oversee the training of staff based on projected or identified needs in the area of investigations, audit, inspection, community relations, program rules and regulations and related laws; review and approve training programs to ensure compliance with program goals and objectives.

Prepare and approve work schedules which involves assigning days off, duty hours or compensatory leave; allocate investigators to shifts based on assessed needs; maintain reporting procedures and review status reports to determine achievement of objectives and compliance with applicable laws and regulations.

Oversee the use and repair of property and equipment by inspecting and ascertaining repairs or replacement; analyze equipment requests, determine needs and prepare requests or recommendations.

Identify program needs, research and develop policy and procedures, and develop written proposals for presentation to management; submit requests for procedural changes in order to improve compliance, audit and enforcement activities to the agency head.

CLASS CONCEPTS (cont'd)

Compliance/Audit Investigator III: Under limited supervision, incumbents act as a leadworker on a regular reoccurring basis and perform specialized investigative/audit functions dealing with complex and/or multiple program violations and/or criminal activity. Extensive knowledge of State and/or federal laws, case law, program regulations, industry standards, concepts and practices is required to conduct detailed investigations and audits. Final reports and recommendations are reviewed and approved by the Chief Investigator or Program Administrator.

This level in the class series is distinguished from the lower level by responsibility for making determinations on the level and intent of investigations, and acting as a leadworker by providing training or coordinating the work of Compliance/Audit Investigator II's and I's while conducting investigative and/or audit functions. Incumbents review final investigative or audit reports for accuracy, clarity, format, and to ensure policy and procedure was followed, and provide assistance to lower level investigators regarding case preparation and presentation in a court of law.

Compliance/Audit Investigator III's recommend or develop new and/or revised policy, procedure and proposed legislation to aid in the compliance and control of program areas.

Compliance/Audit Investigator II: Under general supervision, incumbents perform the duties outlined in the series concept and work independently utilizing generally accepted investigative and auditing principles and practices. This is the journey level in the series.

Compliance/Audit Investigator I: Under close supervision, incumbents receive on-the-job and/or formal training in the areas of compliance investigation and auditing. Incumbents also receive training in the laws, regulations, policies and procedures associated with the assigned program area. Incumbents perform all or part of the duties described in the series concept.

This is the entry level class which provides for progression to the next level upon meeting the minimum qualifications, satisfactory performance and with the recommendation of the appointing authority.

****

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must first submit to a pre-employment screening test for controlled substances.
* Some positions may be required to submit to a background investigation.
* A valid driver's license is required at the time of appointment and as a condition of continuing employment.

CHIEF COMPLIANCE/AUDIT INVESTIGATOR:

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, business management, accounting, or related field and four years of professional experience in an investigative, auditing or professional program-related position which required the application of state and/or federal laws, policy and procedure in making program compliance determinations; preparing detailed reports for the purpose of justifying administrative sanction penalties or changes in management practices, policy and procedure; or recommending criminal prosecution; **OR** graduation from high school or equivalent education and six years of experience, four of which were in a professional investigative,

MINIMUM QUALIFICATIONS (cont'd)

CHIEF COMPLIANCE/AUDIT INVESTIGATOR: (cont'd)

EDUCATION AND EXPERIENCE (cont'd)
auditing or professional program-related position which required the application of state and/or federal laws, policy and procedure in making program compliance determinations; preparing detailed reports for the purpose of justifying administrative sanctions, penalties or changes in management practices, policy and procedure; or recommending criminal prosecution; **OR** an equivalent combination of education and experience; **OR** two years of experience as a Compliance/Audit Investigator III in Nevada State service. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: the purpose, activities and functions of the program area as applied to administering audit/compliance activities. **Working knowledge of:** rules of evidence, rights of citizens and court procedures. **Ability to:** oversee audit/investigative activities on a statewide basis; supervise and evaluate the performance of a large staff; plan, organize and assign work to subordinate staff; gain the respect of others; negotiate and formulate complaint resolution; explain methods and requirements for compliance with agency policy; provide presentations to senior managers, commission and formal business meetings/groups, simplifying complex ideas and information; assist in the development of agency goals, objectives, operating policy and procedure; and testify in a court of law.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: Nevada Revised Statutes, agency policy and procedure and federal laws that pertain to the supervision of audit/investigative activities. **Working knowledge of:** supervisory principles and practices as well as State personnel policy necessary to supervise subordinate personnel. **Ability to:** motivate others to take appropriate action; provide in-service training to subordinates on program rules and regulations, audit/investigative techniques and courtroom procedures; analyze information, problems, situations, practices or procedures to define problems or objectives; communicate program goals, policy and procedures to subordinate staff, agencies, the judicial system and the general public; supervise a staff of investigators performing program audit/compliance investigations; *and all knowledge, skills and abilities required at the lower levels.*

COMPLIANCE/AUDIT INVESTIGATOR III:

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, business management, accounting, or related field and three years of professional experience in an investigative, auditing or program-related position which required the application of state and/or federal laws, policy and procedure in making program compliance determinations; preparing detailed reports for the purpose of justifying administrative sanctions or penalties or changes in management practices, policy and procedure; or recommending criminal prosecution; **OR** graduation from high school or equivalent education and five years of experience, three of which were in a professional investigative, auditing or professional program-related position which required the application of state and/or federal laws, policy and procedure in making program compliance determinations; preparing detailed reports for the purpose of justifying administrative sanctions or penalties or changes in management practices, policy and procedure; or recommending criminal prosecution; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Compliance/Audit Investigator II in Nevada State service. *(See Special Requirements)*

MINIMUM QUALIFICATIONS (cont'd)

COMPLIANCE/AUDIT INVESTIGATOR III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: civil law and related criminal law to enforce program regulations as well as to ensure State and federal compliance; methods and practices of effective investigations and what constitutes legal evidence; recordkeeping practices to obtain and store needed investigative reports and documents; computer usage and program-related terminology to access and input required data. **Ability to:** prioritize numerous assignments and make needed adjustments; work independently with minimal supervision; maintain equanimity in the face of resistance, indifference and hostility; resolve complaints from consumers, business representatives and other State and local agencies; delegate responsibility.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: complex auditing procedures and investigative techniques involving falsified, altered or misleading documents, transactions, accounting or business records; corporate structure and business operations; policy and procedure related to conducting business as it relates to the program area. **Working knowledge of:** program laws and regulations at the State, federal and/or national level. **Ability to:** plan and direct the activities of subordinates regarding investigative and auditing functions; present meaningful solutions toward improvement and/or resolution of operational procedures; gain and maintain the confidence and cooperation of a variety of business and management officials contacted in the course of work; effectively present complicated and technical information to management, employees and public officials; *and all knowledge, skills and abilities required at the lower levels.*

COMPLIANCE/AUDIT INVESTIGATOR II:

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university business or public administration, business management, accounting, or related field and two years of professional experience in an investigative, auditing or professional program-related position which required the application of state and federal laws, policy and procedure in making program compliance determinations; preparing detailed reports for the purpose of justifying administrative sanctions or penalties or changes in management practices, policy and procedure; or recommending criminal prosecution; **OR** graduation from high school or equivalent education and four years of experience, two of which were in a professional investigative, auditing or professional program-related position which required the application of state and/or federal laws, policy and procedure in making program compliance determinations; preparing detailed reports for the purpose of justifying administrative sanctions or penalties or changes in management practices, policy and procedure; or recommending criminal prosecution; **OR** an equivalent combination of education and experience; **OR** two years of experience as a Compliance/Audit Investigator I in Nevada State service. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: general accounting procedures and rules; business practices and procedures; investigative principles and practices; office procedures, methods and equipment. **Ability to:** analyze statutes, rules, and regulations and apply to investigative or audit findings; make oral group presentations to provide information and explain procedures, policies, and laws pertaining to the program area; read and interpret contracts and legal documents in relation to the program area; review and analyze information received from business, complainant and governmental agencies; conduct interviews both in person and by phone to ascertain factual information; mediate and negotiate resolution between contending parties.

MINIMUM QUALIFICATIONS (cont'd)

COMPLIANCE/AUDIT INVESTIGATOR II: (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Working knowledge of:** the scope and purpose of program laws, rules and regulations on a State, federal or national level; accounting practices of various types of program related areas; corporate law governing ownership and conflict of interest. **Ability to:** conduct independent investigations and audits with minimal supervision; make independent judgments and recommendations; plan and organize workload; develop cooperative working relationships with State, federal and local agencies; *and all knowledge, skills and abilities required at the lower level.*

COMPLIANCE/AUDIT INVESTIGATOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, business management, accounting, or related field; **OR** graduation from high school or equivalent education and two years of experience in an auditing or program-related position equivalent to an Administrative Assistant III or Accounting Assistant III in Nevada State service which required the application of state and/or federal laws, policy and procedures; reviewing documents prepared by others for program compliance determinations; preparing reports which summarize financial and statistical information; or maintaining financial records related to revenues and expenses, grants, budgets, purchases, and/or accounts; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **General knowledge of:** research techniques and application; basic investigative and auditing techniques. **Ability to:** write concise, logical and grammatically correct reports; speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information and to explain policies; record information quickly and accurately; convey accurate and precise data in a timely manner within established time frames; read and interpret statutes related to the program area to determine compliance; speak with individuals of various social, cultural, economic and educational backgrounds; maintain cooperative working relationships with staff members; work independently and as part of a team; complete required forms and documents.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Working knowledge of:** agency recordkeeping practices to obtain needed information for investigations, auditing, and special projects; the functions of other State agencies to refer complaints to the appropriate jurisdiction; program rules and regulations; State and federal laws pertaining to the program area. **Ability to:** review and analyze complaints for possible program or statutory violations; conduct interviews to obtain needed information; detect falsified records.

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.

	11.360	11.363	11.365	11.366
ESTABLISHED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
	10/19/90PC	10/19/90PC	10/19/90PC	10/19/90PC
REVISED:			11/15/91PC	11/15/91PC
REVISED:		12/10/10PC	12/10/10PC	12/10/10PC
REVISED:	5/06/11PC	5/06/11PC	5/06/11PC	5/06/11PC

STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
COMPLIANCE/AUDIT INVESTIGATOR III	35	B	11.363
COMPLIANCE/AUDIT INVESTIGATOR II	33	B	11.365
COMPLIANCE/AUDIT INVESTIGATOR I	30	B	11.366

SERIES CONCEPT

Compliance/Audit Investigators perform investigative and auditing functions to monitor compliance and detect violations of State and/or federal laws or regulations pertaining to a specific program or regulatory area such as securities, Medicaid, or workers' compensation. Investigators allocated to this series do not require P.O.S.T. certification.

Enforcement powers regarding program violations are limited to a specific program area that involve administrative sanctions or penalties imposed by a Hearings Board, State official or the federal government. Criminal violations are referred to the appropriate criminal justice agency for prosecution. This series is distinguished from other investigative classes by the additional audit function which is performed at least 25% of the time. Audit work is performed in a specialized field which requires an extensive knowledge of State and/or federal laws, program rules and regulations; business operations; corporate structure; financial transactions, terminology and recordkeeping; and detecting falsified records and/or program violations. Violations may be elaborately planned and sophisticated in nature requiring extensive research and analysis to detect.

Receive and review formal complaints; make determinations regarding possible program violations and jurisdiction within the specified program area; gather and analyze background information and facts pertaining to the complaint; make determinations regarding the extent of violations, and recommendations to initiate a formal investigation.

Conduct interviews with complainant, witnesses, employers, State and local government agencies and other sources to obtain information regarding violations or noncompliance and develop leads and facts pertaining to the case to prove a violation or criminal intent exists.

Prepare required forms and notices; deliver to appropriate party regarding complaint and/or alleged violations following department policy and procedure; respond, review and discuss with complainant and respondent.

Develop case files and maintain case logs and reports; place evidence in case file along with chronological documentation regarding investigative steps taken and all contact made with complainant, respondent, witnesses and other sources; preserve and utilize evidence to develop final case reports and/or for future litigation.

Gather and review evidence such as business and financial records, service contracts, professional reports, bank statements, billing documents, sales transactions, client account records, personnel files and historical data pertaining to the suspected violation to develop trends, patterns and to support complaint; serve subpoenas or other legal documents as required.

Conduct audits on a periodic basis by randomly selecting individual firms or business and reviewing business transactions for completeness, accuracy, and compliance with State and/or federal laws and regulations; evaluate internal procedures, operating methods, fiscal controls, and verify validity of financial statements and records; explain provisions and application of State and/or federal guidelines and discuss assessments, audit findings and recommendations.

SERIES CONCEPT (cont'd)

Prepare required forms and notices and send to appropriate parties regarding complaint and alleged violations; review and discuss responses with supervisor and/or Attorney General.

Conduct research regarding program rules, court decisions, industry practices and standards, procedures and techniques to ensure compliance, and to develop or revise program regulations or policies; plan and coordinate investigations and audits to determine whether administrative and/or criminal action should be taken.

Prepare investigative and audit reports encompassing results of examination of accounting records, known violations, statement of facts, case summary, and exhibits of evidence, statements obtained from witnesses, conclusions and recommendations; review and submit reports for hearing or prosecution, and to impose fines and penalties; appear before the governing body or in a court of law to provide testimony as required.

Perform related duties as assigned.

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CLASS CONCEPTS

Compliance/Audit Investigator III: Under limited supervision, incumbents act as a leadworker on a regular reoccurring basis and perform specialized investigative/audit functions dealing with complex and/or multiple program violations and/or criminal activity. Extensive knowledge of State and/or federal laws, case law, program regulations, industry standards, concepts and practices is required to conduct detailed investigations and audits. Final reports and recommendations are reviewed and approved by the Chief Investigator or Program Administrator.

This level in the class series is distinguished from the lower level by responsibility for making determinations on the level and intent of investigations, and acting as a leadworker by providing training or coordinating the work of Compliance/Audit Investigator II's and I's while conducting investigative and/or audit functions. Incumbents review final investigative or audit reports for accuracy, clarity, format, and to ensure policy and procedure is followed, and provide assistance to lower level investigators regarding case preparation and presentation in a court of law.

Compliance/Audit Investigator III's recommend or develop new and/or revised policy, procedure and proposed legislation to aid in the compliance and control of program areas.

Compliance/Audit Investigator II: Under general supervision, incumbents perform the duties outlined in the series concept and work independently utilizing generally accepted investigative and auditing principles and practices. This is the journey level in the series.

Compliance/Audit Investigator I: Under close supervision, incumbents receive on-the-job and/or formal training in the areas of compliance investigation and auditing. Incumbents also receive training in the laws, regulations policies and procedures associated with the assigned program area. Incumbents perform all or part of the duties described in the series concept.

This is the entry level class which provides for progression to the next level in the series upon meeting the minimum qualifications, satisfactory performance and with the recommendation of the appointing authority.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

* Pursuant to NRS 284.4066, some positions in this class have been identified as affecting public safety. Persons offered employment in this class, in these positions, must first submit to a pre-employment screening test for controlled substances.
* Some positions may be required to submit to a background investigation.
* A valid driver's license is required at the time of appointment and as a condition of continuing employment.

COMPLIANCE/AUDIT INVESTIGATOR III:

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, business management, accounting or related field and two years of professional experience in an investigative, auditing or professional program-related position which required the application of State and/or federal laws, policy and procedure in making program compliance determinations; preparing detailed reports for the purpose of justifying administrative sanctions or penalties or changes in management practices, policy, and procedure; or recommending criminal prosecution; **OR** graduation from high school or equivalent education and four years of professional experience in an investigative, auditing or professional program-related capacity which required the application of State and/or federal laws, policy and procedure; in making program compliance determinations; preparing detailed reports for the purpose of justifying administrative sanctions or penalties or changes in management practices, policy, and procedure or recommending criminal prosecution; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Compliance/Audit Investigator II in Nevada State service. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: civil law and related criminal law to enforce program regulations as well as to ensure State and federal compliance; methods and practices of effective investigations and what constitutes legal evidence; recordkeeping practices to obtain and store needed investigative reports and documents; computer usage and program-related terminology to access and input required data. **Ability to:** prioritize numerous assignments and make needed adjustments; work independently with minimal supervision; maintain equanimity in the face of resistance, indifference and hostility; resolve complaints from consumers, business representatives and other State and local agencies; delegate responsibility.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: complex auditing procedures and investigative techniques involving falsified, altered or misleading documents, transactions, accounting or business records; corporate structure and business operations; policy and procedure related to conducting business as it relates to the program area. **Working knowledge of:** program laws and regulations at the State, federal and/or national level. **Ability to:** plan and direct the activities of subordinates regarding investigative and auditing functions; present meaningful solutions toward improvement and/or resolution of operational procedures; gain and maintain the confidence and cooperation of a variety of business and management officials contacted in the course of work; effectively present complicated and technical information to management, employees and public officials; *and all the knowledge, skills and abilities required of the lower levels.*

COMPLIANCE/AUDIT INVESTIGATOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university business administration, business management, accounting or related field and one year of professional experience in an investigative, auditing or professional program-related position which required the application of State and federal laws, policy and procedure in making program compliance determinations; preparing detailed reports for the purpose of justifying administrative sanctions or penalties or changes in management practices, policy and procedure; or recommending criminal prosecution; **OR** graduation from high school or equivalent

MINIMUM QUALIFICATIONS (cont'd)

education and three years of professional experience in an investigative, auditing or professional program-related position which required the application of State and/or federal laws, policy and procedure in making program compliance determinations; preparing detailed reports for the purpose of justifying administrative sanctions or penalties or changes in management practices, policy, and procedure; or recommending criminal prosecution; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Compliance/Audit Investigator I in Nevada State service. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: general accounting procedures and rules; business practices and procedures; investigative principles and practices; office procedures, methods and equipment. **Ability to:** analyze statutes, rules, and regulations and apply to investigative or audit findings; make oral group presentations to provide information and explain procedures, policies, and laws pertaining to the program area; read and interpret contracts and legal documents in relation to the program area; review and analyze information received from business, complainant and governmental agencies; conduct interviews both in person and by phone to ascertain factual information; mediate and negotiate resolution between contending parties.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: the scope and purpose of program laws, rules and regulations on a State, federal or national level; accounting practices of various types of program related areas; corporate law governing ownership and conflict of interest. **Ability to:** conduct independent investigations and audits with minimal supervision; make independent judgments and recommendations; plan and organize workload; develop cooperative working relationships with State, federal and local agencies; *and all other knowledge, skills and abilities required at the lower level.*

COMPLIANCE/AUDIT INVESTIGATOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, business management, accounting or related field; **OR** graduation from high school or equivalent education and two years of paraprofessional experience in an auditing or program-related position which required the application of State and/or federal laws, policy and procedure; making program compliance determinations; preparing detailed reports for the purpose of justifying administrative sanctions, penalties or changes in management practices, policy and procedure; or recommending criminal prosecution; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: research techniques and application. **Working knowledge of:** basic investigative and auditing techniques. **Ability to:** write concise, logical and grammatically correct reports; speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information and to explain policies; record information quickly and accurately; convey accurate and precise data in a timely manner within established time frames; read and interpret statutes related to the program area to determine compliance; speak with individuals of various social, cultural, economic and educational backgrounds; maintain cooperative working relationships with staff members; work independently and as part of a team; complete required forms and documents.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: agency recordkeeping practices to obtain needed information for investigations, auditing, and special projects; the functions of other state agencies to refer complaints to the appropriate jurisdiction. **General knowledge of:** program rules and regulations; State and federal laws pertaining to the program area. **Ability to:** review and analyze complaints for possible program or statutory violations; conduct interviews to obtain needed information; detect falsified records.

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.

	11.363	11.365	11.366
ESTABLISHED:	7/1/91P	7/1/91P	7/1/91P
	10/19/90PC	10/19/90PC	10/19/90PC
REVISED:		11/15/91PC	11/15/91PC
REVISED:	12/10/10PC	12/10/10PC	12/10/10PC

HOME

Home

State of Nevada
Department of Personnel

Serving the citizens of Nevada with a qualified workforce

Class Specification

TITLE	GRADE	EEO-4	CODE
COMPLIANCE/AUDIT INVESTIGATOR III	**35**	**B**	**11.363**
COMPLIANCE/AUDIT INVESTIGATOR II	**33**	**B**	**11.365**
COMPLIANCE/AUDIT INVESTIGATOR I	**30**	**B**	**11.366**

SERIES CONCEPT

This class series encompasses investigative positions that perform investigative and auditing functions to monitor compliance and detect violations of state and/or federal laws, rules, or regulations pertaining to a specific program or regulatory area such as securities, Medicaid, or worker's compensation. The investigative process is initiated following a formal complaint, suspected or confirmed violation utilizing standard investigative techniques. The audit process is a regulatory function utilized to ensure ongoing compliance with state and/or federal regulations and guidelines.

eceives and reviews formal complaints and makes determinations regarding possible program violations and jurisdiction within specified program area. Gathers and analyzes background information and facts pertaining to the complaint. Makes determinations regarding the extent of violations, and recommendations to initiate a formal investigation.

Conducts interviews with complainant, witnesses, employers, state and local government agencies and other sources to obtain information regarding violations or noncompliance and develop leads and facts pertaining to case to prove a violation or criminal intent exists.

Prepares required forms and notices and delivers to appropriate party regarding complaint and/or alleged violations following department policy and procedure. Responses are reviewed and discussed with complainant and respondent.

Develops case file and maintains case logs and reports. Evidence is placed in case file along with chronological documentation regarding investigative steps taken and all contact made with complainant, respondent, witnesses and other sources. Evidence is preserved and utilized to develop final case reports and may be used for future litigation.

Gathers and reviews evidence such as business records, service contracts, professional reports, bank statements, billing documents, sales transactions, client account records, personnel files and historical data pertaining to the suspected violation to develop trends, patterns and to support complaint. May serve subpoenas or other legal documents and participate in the execution of search warrants to tain evidence and expedite case.

Conducts audits on a periodic basis by randomly selecting individual firms or business and reviewing

business transactions for completeness, accuracy, and compliance with state and federal laws, rules and regulations. Evaluates internal procedures, operating methods, fiscal controls, and verifies validity of financial statements and records. Explains provisions and application of state and federal guidelines and discusses assessments, audit findings and recommendations.

Prepares required forms and notices and sends to appropriate parties regarding complaint and alleged violations. Responses are reviewed and discussed with supervisor and/or Attorney General.

Conducts research regarding program rules, court decisions, industry practices and standards, procedures and techniques to ensure compliance, and to develop or revise program regulations or policies. Plans and coordinates investigations and audits to determine whether administrative and/or criminal action should be taken.

Prepares investigative and audit reports encompassing results of examination of accounting records, known violations, statement of facts, case summary, exhibits of evidence, statements obtained from witnesses, conclusions and recommendations. Reports are reviewed and submitted for hearing or prosecution, and to impose fines and penalties. The investigator may appear before the governing body or in a court of law to provide testimony.

DISTINGUISHING CHARACTERISTICS:

Enforcement powers regarding program violations are limited to a specific program area that involve administrative sanctions or penalties imposed by a Hearings Board, state official or the federal government. Criminal violations are referred to the appropriate criminal justice agency for prosecution. This series is distinguished from other Investigative classes by the additional audit function which is performed as a separate duty area encompassing at least 25% of the investigative responsibility. Audit work is performed in a specialized field which requires an extensive knowledge of federal and state laws, program rules and regulations, business operations, corporate structure, financial transactions, terminology and record keeping to detect falsified records and/or program violations. Violations may be elaborately planned and sophisticated in nature requiring extensive research and analysis to detect.

Investigators allocated to this series do not require P.O.S.T. certification.

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CLASS CONCEPTS

COMPLIANCE/AUDIT INVESTIGATOR III:

Performs the full range of duties in the series concept, in addition, under limited direction of the Chief Investigator, Program Administrator or designee, acts as a lead worker on a regular reoccurring basis and performs specialized investigative/audit functions dealing with complex and/or multiple program violations and/or criminal activity. Requires an extensive knowledge of state and federal laws, case law, program regulations, industry standards, concepts and practices to conduct detailed investigations and audits. Final reports and recommendations are reviewed and approved by the Chief Investigator or Program Administrator.

This is the lead worker/advanced journey level in the class series and is distinguished from the lower level investigators by making determinations on the level and intent of investigations, and acting as a

leadworker by providing training, supervision, or coordinating the work of Investigator II's and I's while conducting investigative and/or audit functions. May review final investigative or audit reports for accuracy, clarity, format, and to insure policy and procedure is followed. May provide assistance to lower level investigators regarding case preparation and presentation in a court of law.

The Investigator III's utilize their extensive knowledge of industry standards and case history to recommend or develop new and/or revised policy, procedure and proposed legislation to aid in the compliance and control of program areas.

COMPLIANCE/AUDIT INVESTIGATOR II:

This is the journey level in the class series. Positions in this class are required to perform the duties outlined in the series concept and work independently utilizing generally accepted investigative and auditing principles and practices under general supervision of the Chief or level III Investigator.

COMPLIANCE/AUDIT INVESTIGATOR I:

Incumbents in this class receive on-the-job and/or formal training in the areas of compliance investigation and auditing. Incumbents also receive training in the laws, rules, policies and procedures associated with the program area. Incumbents perform all or part of the duties described in the series concept under direct supervision.

This is the entry level trainee class which provides for progression to the next higher level in the series upon meeting the minimum qualifications for the higher class and with the recommendation of the appointing authority.

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MINIMUM QUALIFICATIONS

COMPLIANCE/AUDIT INVESTIGATOR III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in criminal justice, police science, psychology, business administration or closely related field and two years experience in an investigative, auditing or professional program related experience which required the application of state and federal laws, policy and procedure in making program compliance determinations, preparing detailed reports for the purpose of justifying administrative sanctions or penalties; changes in management practices, policy, and procedure or recommending criminal prosecution. Determinations are based on evidence collected, applying applicable laws, rules or regulations and thorough analysis and verification of data. Work experience may be obtained in a law enforcement, investigative, regulatory, related program area or comparable setting; OR

II

High school graduation and four years experience as outlined in option I; OR

III

Two years as a Compliance/Audit Investigator I in Nevada state service; OR

IV

An equivalent combination of education and experience in which the applicant demonstrated possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of supervisory principles and practices. Extensive knowledge of program laws, regulations and rules at the state, federal and/or national level. Knowledge of complex auditing procedures and investigative techniques involving falsified, altered or misleading documents, transactions, accounting or business records. Knowledge of corporate structure and business operations. Knowledge of policy and procedure as it relates to conducting business as it relates to the program area.

Ability to plan and direct the activities of subordinates regarding investigative and auditing functions. Ability to summarize complicated factual data and present recommendations clearly. Ability to present meaningful solutions toward improvement and/or resolution of operational procedures. Ability to gain and maintain the confidence and cooperation of a variety of business and management officials contacted in the course of work. Ability to effectively present complicated and technical information to management, employees and public officials.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of civil law and related criminal law to enforce program regulations as well as to ensure state and federal compliance through knowledge of the methods and practices of effective investigations and what constitutes legal evidence. Knowledge of where to go within the organization for needed information. Knowledge of record keeping practices to obtain and store needed investigative reports and documents. Knowledge of computer usage and program related terminology to access and input required data.

Ability to prioritize numerous assignments and make needed adjustments. Ability to work independently with minimal supervision. Ability to maintain equanimity in the face of resistance, indifference and hostility. Ability to handle and resolve complaints from consumers, business representatives and other state and local agencies. Ability to delegate responsibility.

In addition, all the knowledge, skills and abilities required of the lower levels of this series.

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COMPLIANCE/AUDIT INVESTIGATOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in criminal justice, police science, psychology, business administration or closely related field and one year of investigative, auditing or professional program related experience which required the application of state and federal laws, policy and procedure in making program

compliance determinations, preparing detailed reports for the purpose of justifying administrative sanctions or penalties, changes in management practices, policy and procedure, or recommending criminal prosecution. Determinations are based on evidence collected, applying applicable laws, rules or regulations and thorough analysis and verification of data. Work experience may be obtained in a law enforcement, investigative, regulatory, related program area or comparable setting; OR

II

High school graduation and three years of experience as outlined in option I; OR

III

One year as a Compliance/Audit Investigator I in Nevada State service.

IV

An equivalent combination of education and experience in which the applicant demonstrated possession of the entry level knowledge, skills and abilities.

Condition of Employment: Pursuant to NRS 284.4066, some positions in this class have been identified as affecting public safety. Persons offered employment in this class, in these positions, must first submit to a pre-employment screening test for controlled substances.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of the scope and purpose of program laws, rules and regulations on a state, federal or national level. Knowledge of accounting practices of various types of program related areas. General knowledge of corporate law governing ownership and conflict of interest.

Ability to conduct independent investigations and audits with minimal supervision. Ability to make independent judgments and recommendations. Ability to plan and organize workload. Ability to develop cooperative working relationship with state, federal and local agencies.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of general accounting procedures and rules. Knowledge of business practices and procedures. Knowledge of investigative principles and practices. Knowledge of rules of evidence and the rights of citizens. Knowledge of office procedures, methods and equipment.

Ability to analyze statutes, rules, regulations and apply to investigative or audit findings. Ability to make oral group presentations to provide information and explain procedures, policies, and laws pertaining to the program area. Ability to read and interpret contracts and legal documents in relation to the program area. Ability to work as part of a team. Ability to review and analyze information received from business, complainant and governmental agencies. Ability to conduct interviews both in person and by phone to ascertain factual information. Ability to mediate and negotiate resolution between contending parties.

In addition, all other knowledge, skills and abilities required at the lower level of this series.

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COMPLIANCE/AUDIT INVESTIGATOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in criminal justice, police science, psychology, business administration or closely related field; OR

II

High school graduation and two years of investigative, auditing or professional program related experience which required the application of state and federal laws, policy and procedure, in making program compliance determinations, preparing detailed reports for the purpose of justifying administrative sanctions, penalties, changes in management practices, policy and procedure, or to recommend criminal prosecution. Determinations are based on evidence collected, applying applicable laws, rules or regulations and thorough analysis and verification of data. Work experience may be obtained in a law enforcement, investigative, regulatory, related program area or comparable setting; OR

III

An equivalent combination of education and experience in which the applicant demonstrated possession of the entry level knowledge, skills and abilities.

Condition of Employment: Pursuant to NRS 284.4066, some positions in this class have been identified as affecting public safety. Persons offered employment in this class, in these positions, must first submit to a pre-employment screening test for controlled substances.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of program rules and regulations. General knowledge of state and federal laws pertaining to the program area. Knowledge of agency record keeping practices to obtain needed information for investigations, auditing, and special projects. Knowledge of the functions of other state agencies to refer complaints to the appropriate jurisdiction.

Ability to maintain cooperative working relationships with staff members. Ability to discuss and explain program rules and regulations to persons of various backgrounds. Ability to work independently. Ability to work as part of a team. Ability to complete required forms and documents. Ability to review and analyze complaints for possible program or statutory violations. Ability to conduct interviews to obtain needed information. Ability to detect falsified records.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of research techniques and application. Basic knowledge of the theories of criminal behavior and psychology. Knowledge of basic investigative and auditing techniques.

Ability to write concise, logical and grammatically correct reports. Ability to speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information and to explain policies. Ability to record information quickly and accurately. Ability to convey accurate and precise data in a timely manner within established time frames. Ability to read and interpret statutes related to program area to determine compliance. Ability to speak with individuals of various social, cultural, economic and educational backgrounds.

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.

	11.363	11.365	11.366
ESTABLISHED:	7/1/91P	7/1/91P	7/1/91P
	10/19/90PC	10/19/90PC	10/19/90PC
REVISED:		11/15/91PC	11/15/91PC

HOME SITEMAP
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Federal Rehabilitation Act (Section 508
Last Updated: 01/27/05 01:00:37 PM
Webmaster

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
AUDIT MANAGER	**38**	**B**	**7.139**
AUDIT SUPERVISOR	**37**	**B**	**7.145**
AUDITOR III	**36**	**B**	**7.148**
AUDITOR II	**34**	**B**	**7.154**
AUDITOR I	**32**	**B**	**7.161**

SERIES CONCEPT

Auditors conduct audits on financial and/or tax accounts, records, activities, operations and/or internal controls of individuals, business organizations, state agencies or other government jurisdictions subject to State taxation or regulation to ensure compliance with State and Federal rules and regulations and legal requirements and/or proper safeguarding of agency funds.

Research the past audit history of individuals, organizations or agencies and develop and/or perform audit steps as defined in an approved audit program.

Review financial and/or tax accounts and records, examine narrative and flowchart documentation and interview personnel involved to determine compliance with a specific set of governing laws, rules, regulations, policies, procedures, agreements and contracts; investigate past activities and practices of the individual or organization by examining business records which may have to be obtained from a variety of sources.

Conduct audits in accordance with generally accepted government auditing standards, generally accepted auditing standard, and/or standards for the professional practice of internal auditing as adopted by the work unit.

Document all findings and prepare work papers and reports that summarize audit findings and recommendations regarding adequacy of controls, operational procedures and/or determination of financial adjustments/deficiencies; improve and modify controls and procedures in order to standardize systems and/or practices, to strengthen the integrity of the system and to ensure compliance with applicable regulations and policies.

Conduct entrance and exit interviews with individuals, organization representatives or agency division heads to explain the purpose and scope of the audit, to discuss findings, verify facts and answer questions regarding the audit.

Monitor the progress of implementation and the ongoing adherence to procedures and policies established as a result of audit findings.

Conduct special investigations and specific audits in areas determined to be "at risk" by the supervisor; investigate suspected instances of fraudulent activity conducted by either employees, contractors and/or vendors as necessary.

Prepare reports, conduct research, and develop case files for maintaining evidence in each case; develop final departmental administrative determinations; preserve evidence for future litigation.

May represent evidence before state governing bodies and/or provide testimony in a court of law in defense of the departmental administrative determinations.

Effect the collection of delinquent contributions including recommending possible legal action against delinquent entities; prepare and serve legal documents on tax assessments to organizations and individuals; may serve legal documents to execute on judgment liens and may instruct law enforcement to seize assets.

SERIES CONCEPT (cont'd)

Perform related duties as assigned.

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CLASS CONCEPTS

AUDIT MANAGER: Under general direction, incumbents must have in-depth knowledge of the full range of duties described in the series concept and are responsible for the development, implementation and review of audit plans, programs, work papers, and reports; assist management in the development of rules, regulations, policies and procedures for the work unit; and may assist management in the development of the work unit's budget. Incumbents must supervise a staff consisting of one or more Audit Supervisors or have responsibility for managing an audit unit of lower level Auditor III and/or Auditor II positions. Supervision includes performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline. Work is assigned through adherence to an approved annual audit plan coordinated with agency goals and objectives and is reviewed through goal attainment and as unusual circumstances occur.

AUDIT SUPERVISOR: Under general direction, incumbents either:

1) Act as a Regional Audit Manager in the Employment Security Division of the Department of Employment, Training and Rehabilitation; or
2) Within the Department of Taxation, act as a supervisor over at least four lower level Auditors to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline. In addition to being knowledgeable of and able to perform the full range of duties described in the series concept, incumbents are responsible for the review of all completed audits in their unit; serve as the first level of review in resolving appealed determinations and represent cases before the hearing officer as required; determine audit inventory and select accounts to be audited; and develop and deliver public training workshops. Positions assigned to this level in the series are distinguished from the Auditor III based upon the technical complexity involved in work assignments, broader and more varied audit types, a more in-depth and specialized knowledge required to perform these duties and the number of positions supervised.

AUDITOR III: Under limited supervision, incumbents are expected to perform the full range of duties described in the series concept and either:

1) Supervise a staff of lower level auditors to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline; and conduct the most difficult audits which are sensitive or highly complex in nature as defined by each agency. Incumbents assign and review work for technical accuracy and provide guidance and assistance as needed; or

2) Perform internal audits the preponderance of the time as a permanent assignment. Internal auditing is defined as an independent, objective assurance and consulting activity designed to add value and improve an organization's operations through evaluation of systems and processes. Auditing activities go beyond document review and are aimed at mitigating risks; ensuring effective and efficient operations; ensuring reliability and integrity of financial and operational information; safeguarding of assets; and compliance, by the employing agency, with laws, rules, regulations and established policies and procedures.

AUDITOR II: Under general supervision, incumbents perform the full range of duties described in the series concept and perform audits of both a routine and complex nature. Work is assigned through adherence to an approved annual audit plan coordinated with agency goals and objectives and is reviewed and evaluated for technical accuracy to existing audit standards. Incumbents assist in training less experienced or lower level auditors. This is the journey level in the series.

CLASS CONCEPTS (cont'd)

AUDITOR I: Under general supervision, incumbents learn to perform the duties described in the series concept in a training capacity or may be permanently allocated at the sub-journey level performing the most basic auditing assignments as determined by the agency. Work is assigned through specific instructions and is reviewed for technical accuracy to existing audit standards. Incumbents assist higher level auditors in conducting audits of a routine nature. This class represents the trainee level and may provide for progression to the next level in the series upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.
* A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

* Applicants must attach a copy of their college or university transcripts indicating successful completion of required credits in accounting and/or auditing.

AUDIT MANAGER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university, which included 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing, and four years of professional level auditing or accounting experience involving analyzing financial information and making recommendations based upon that analysis; **OR** graduation from high school or an equivalent education, supplemented by 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing, and six years of professional experience as described above; **OR** one year of experience as an Audit Supervisor in Nevada State service; **OR** two years of experience as an Auditor III in Nevada State service which includes an additional 3 college credits in intermediate accounting and/or auditing; **OR** an equivalent combination of education and experience as described above, which must have included 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: audit procedures to sufficiently review complex audits. **Working knowledge of:** supervisory techniques including selection, modification, training, work assignment and review, employee evaluation, setting work performance standards and discipline. **Ability to:** evaluate audit reports against a set of established standards to arrive at a final determination; control and direct multiple audit operations of an assigned unit; develop and implement policies, procedures, standards, rules and regulations; assess the operational impact of legislation or audit recommendations; make independent decisions regarding audit findings and corrective recommendations; provide technical advisement to management, lower level staff and the general public; develop appropriate methodologies to meet objectives; comply with professional standards of conduct. **Skill in:** written English sufficient to review, edit, and enhance formal determination letters regarding non-compliance with applicable regulations and laws; motivating others to effective action; collection and presentation of evidence in

MINIMUM QUALIFICATIONS (cont'd)

AUDIT MANAGER (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)
audit findings to present at hearings; delegating work to others to effectively accomplish goals and objectives within prescribed time frames; and all knowledge, skills and abilities at the lower levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: goals and objectives of the Department and work unit.

AUDIT SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university, which included 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing, and three years of professional level auditing or accounting experience involving analyzing financial information and making recommendations based upon that analysis; **OR** graduation from high school or equivalent education, supplemented by 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing, and five years of professional experience as described above; **OR** one year of experience as an Auditor III in Nevada State service which includes an additional 3 college credits in intermediate accounting and/or auditing; **OR** an equivalent combination of education and experience as described above, which must have included 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):
Detailed knowledge of: Federal and State rules, regulations, guidelines and statutes governing particular tax or program of responsibility in order to effectively determine organizations' compliance. **Working knowledge of:** administrative law procedures for an administrative hearing, as well as the collection and presentation of evidence at administrative hearings; audit methodology to review and approve audit reports of others. **General knowledge of:** supervisory principles and practices to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline. **Ability to:** evaluate complex information against a set of standards; identify professional development needs of others and coach and mentor subordinate staff; use logic to analyze or identify underlying principles, relationships, or facts associated with information to draw logical conclusions; review and/or edit documents for accuracy, completeness and compliance with established laws, regulations and policies; organize audits by type and size to maintain a high level of productivity; apply accounting principles and concepts to audit problems. **Skill in:** written English sufficient to review, edit, and enhance formal determination letters regarding non-compliance with applicable regulations and laws; motivating others to effective action; organizing the activities of others and delegating work to effectively accomplish goals and objectives; determining correct mathematical methods or formulas to solve problems; providing consultation and/or expert advice or testimony; and 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 required for Audit Manager)

AUDITOR III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university, which included 6 college credits in beginning accounting and/or auditing and 3 college credits in intermediate accounting and/or auditing, and two years of professional level auditing or accounting experience involving analyzing financial information and making recommendations based upon that analysis; **OR** graduation from high school or

MINIMUM QUALIFICATIONS (cont'd)

AUDITOR III (cont'd)

EDUCATION AND EXPERIENCE (cont'd)
equivalent education, supplemented by 6 college credits in beginning accounting and/or auditing and 3 college credits in intermediate accounting and/or auditing, and four years of professional experience as described above; **OR** one year of experience as an Auditor II in Nevada State service, which includes an additional 3 college credits in intermediate accounting and/or auditing; **OR** an equivalent combination of education and experience as described above which included 6 college credits in beginning accounting and/or auditing and 3 college credits in intermediate accounting and/or auditing. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):
Detailed Knowledge of: generally accepted accounting principles to sufficiently evaluate financial information provided by both private and government entities; audit techniques and procedures to effectively conduct audits of both private and government entities; accounting and financial record keeping principles and practices to sufficiently examine and analyze a variety of business records and develop meaningful conclusions based upon that analysis in situations involving a high degree of sensitivity and complexity. **Working knowledge of:** Federal and State rules, regulations, guidelines and statutes governing particular tax or program of responsibility in order to effectively determine organizations' compliance; data processing principles and methods of auditing computerized accounting systems; laws, rules, regulations, court decisions and precedents relevant to the area of assignment. **General knowledge of:** administrative law procedures for an administrative hearing, as well as, the collection and presentation of evidence at administrative hearings; audit procedures sufficient to complete complex audits with minimal supervision. **Skill in:** organizing and presenting evidence and documentation; written English sufficient to review, edit and enhance formal determination letters regarding non-compliance with applicable regulations and laws; investigating laws, court cases, hearing officer decisions and/or other relevant research materials; and 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 required for Audit Supervisor.)

AUDITOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university, which included 6 college credits in beginning accounting and/or auditing, and one year of professional level auditing or accounting experience involving analyzing financial information and making recommendations based upon that analysis; **OR** graduation from high school or equivalent education, supplemented by 6 college credits in beginning accounting and/or auditing and three years of professional experience as described above; **OR** one year of experience as an Auditor I in Nevada State service; **OR** an equivalent combination of education and experience as described above, which must have included 6 college credits in beginning accounting and/or auditing. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):
Working knowledge of: generally accepted accounting principles and audit techniques and procedures; investigative procedures used to establish facts; report writing to delineate audit techniques utilized, facts discovered, and conclusions reached. **General knowledge of:** federal and State rules, regulations, guidelines and statutes governing particular tax or program of responsibility in order to effectively determine an organization's compliance. **Skill in:** reading technical documents such as leases, rental agreements, purchase agreements, bids and financial statements; analyzing financial systems and making corrective recommendations; *and all knowledge, skills and abilities required at the lower level.*

MINIMUM QUALIFICATIONS (cont'd)

AUDITOR II (cont'd)

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

AUDITOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university, which included 6 college credits in beginning accounting and/or auditing; **OR** graduation from high school or equivalent education, supplemented by 6 college credits in beginning accounting and/or auditing, and two years of professional or technical level auditing or accounting experience involving analyzing financial information and making recommendations based upon that analysis; **OR** two years of experience as an Accountant Technician I in Nevada State service; **OR** an equivalent combination of education and experience as described above, which must have included 6 college credits in beginning accounting and/or auditing. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):
General knowledge of: accounting and financial record keeping principles and practices to sufficiently examine and analyze a variety of business records and develop meaningful conclusions based upon that analysis; generally accepted accounting principles to sufficiently evaluate financial information provided by both private and government entities; audit techniques and procedures to effectively conduct audits of both private and government entities. **Ability to:** use word processing, database, spreadsheet and other computer software programs. **Skill in:** basic mathematical computation; written English sufficient to compose reports and business correspondence and to communicate with a variety of people to effectively gather and transmit necessary information.

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

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.

	7.139	7.145	7.148	7.154	7.161
ESTABLISHED:	9/60	7/1/93P 3/9/93PC	1/1/61	1/1/62	5/18/78
REVISED:				9/1/64	
REVISED:			9/1/65		
REVISED	4/1/66				
REVISED:			5/18/78	5/18/78	10/25/85
REVISED:				2/9/79-3	2/9/79-3
REVISED:	5/18/79-3				
REVISED:	1/24/84				
REVISED:			10/25/85	10/25/85	
REVISED:	11/13/87-3				
REVISED:			6/9/89-3	6/9/89-3	6/9/89-3
REVISED:	7/1/93P 3/9/93PC		7/1/93P 3/9/93PC	7/1/93P 3/9/93PC	7/1/93P 3/9/93PC
REVISED:	8/11/95UC	8/11/95UC	8/11/95UC	8/11/95UC	8/11/95UC

AUDIT MANAGER	**38**	**B**	**7.139**
AUDIT SUPERVISOR	**37**	**B**	**7.145**
AUDITOR III	**36**	**B**	**7.148**
AUDITOR II	**34**	**B**	**7.154**
AUDITOR I	**32**	**B**	**7.161**

REVISED:	04/11/14PC	04/11/14PC	04/11/14PC	04/11/14PC	04/11/14PC
REVISED:		7/1/15R 11/5/15UC			
REVISED:	9/30/16PC	9/30/16PC	9/30/16PC	9/30/16PC	9/30/16PC
REVISED:					11/17/16UC

Personnel Commission Agenda
March 10, 2017

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:
March 10, 2017.

Item VI-A-1-a

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
10.240	Quality Assurance Specialist IV	39	B	**10.240**	***Quality Assurance Specialist IV***	***39***	***B***
10.241	Quality Assurance Specialist III	38	B	**10.241**	***Quality Assurance Specialist III***	***38***	***B***
10.242	Quality Assurance Specialist II	35	B	**10.242**	***Quality Assurance Specialist II***	***35***	***B***
10.244	Quality Assurance Specialist I	33	B	**10.244**	***Quality Assurance Specialist I***	***33***	***B***

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management has conducted a review of the Quality Assurance Specialist series.

In consultation with Subject Matter Experts from the Department of Health & Human Services, Division of Public & Behavioral Health, and the Division of Child & Family Services, as well as recruitment experts from the Division of Human Resource Management, it is recommended that minor changes be made to the series and class concept to account for changes in verbiage used, duties performed and to maintain consistency with formatting and structure.

It is also recommended that minor changes be made to clarify and expand upon Special Requirements and Informational Notes.

Lastly, changes were made to the Education & Experience and Entry Level Knowledge, Skills and Abilities to account for the above changes, as well as to maintain consistency with formatting and structure.

Quality Assurance Specialists design and implement a comprehensive quality assurance program encompassing clinical and related disciplines at a mental health hospital, residential care facility or community-based program or service for individuals with intellectual disabilities who may have significant physical and/or mental health issues, rehabilitation facility, or a clinic which

provides outpatient medical and psychological services, or the medical system for the Department of Corrections. Incumbents objectively and systematically review and evaluate the quality and appropriateness of client care and services, identify opportunities for improvement, and work with administrators and staff to resolve identified problems and deficiencies.

10.240 – Quality Assurance Specialist IV, Grade 39: Under general direction, the Quality Assurance Specialist IV is assigned to plan, organize and conduct quality assurance and utilization reviews of medical, dental, psychological, pharmacy, and other therapeutic services provided by the Department of Corrections' eight correctional institutions, thirteen honor camps, and two restitution centers. In addition, this position oversees and monitors inmate health care services provided by physicians, laboratories, hospitals, and other providers located in the community. Evaluate department policies, procedures and practices in relation to internal and external rules, regulations, and community standards; identify problems relating to treatment methodology, standards of care, and inmate health services; conduct and serve on committees to formulate solutions to service delivery problems and medical records maintenance; confer with medical staff to assess care provided and make appropriate recommendations. Develop and coordinate the utilization management system to monitor the daily progress of hospitalized inmates; audit medical records of inmates receiving care within the department's health care system to identify patient care problems and variances from accepted standards of practice, and perform specific case reviews and conduct special investigations as requested. Conduct and/or serve on committees related to quality of care; conduct quality improvement studies and summarize results for administrative staff; provide staff training related to quality improvement; respond to the Governor, Legislature, members of the community, and inmate families regarding quality of health care provided. Train, supervise and evaluate the performance of professional, technical and clerical staff as assigned.

10.241 – Quality Assurance Specialist III, Grade 38: Under general direction, incumbents design, implement, and oversee a comprehensive quality assurance program encompassing community-based programs and inpatient services at a mental health hospital or residential facility for individuals with intellectual disabilities who may have significant physical and/or mental health issues; interpret State and federal regulations regarding licensure, certification, health and safety; lead and participate in evaluation of facility, program and/or agency policies, procedures and practices in relation to internal and external rules, regulations, and accreditation standards; identify problems relating to treatment methodology, standards of care, and client services; conduct and serve on committees to formulate solutions to service delivery problems and medical records maintenance; conduct special investigations related to the delivery of health services and prepare reports as requested; serve as liaison to accrediting and regulatory agencies to achieve and maintain facilities licensure/accreditation; supervise professional, technical, and clerical staff as assigned.

10.242 – Quality Assurance Specialist II, Grade 35: Under direction, incumbents at this level either 1) report to a Clinical Program Planner, agency manager or other administrator in an agency's central office, or 2) report to a Quality Assurance Specialist III and assist in performing quality assurance/improvement activities for inpatient services at a mental health hospital, residential facility or for community-based programs and services. Incumbents

participate in the evaluation, design, and implementation of quality assurance/improvement activities for programs and services provided by the agency which may include collecting data to evaluate services, summarize findings, and prepare recommendations for improvement; participate in special analytical studies, research and projects; and assist in monitoring grant funds including researching information for participants, coordinating committee functions, and completing annual reports.

10.244 – Quality Assurance Specialist I, Grade 33: Under close supervision, incumbents receive training in the performance of duties outlined in the series concept. This is the trainee level in the series and provides for progression to the next level upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority.

Throughout the course of the study, management and agency staff participated by offering recommendations and reviewing changes as the process progressed, and they support this recommendation.

Note: Changes, additions and/or deletions on the class specification are noted in red.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
QUALITY ASSURANCE SPECIALIST IV	**39**	**B**	**10.240**
QUALITY ASSURANCE SPECIALIST III	**38**	**B**	**10.241**
QUALITY ASSURANCE SPECIALIST II	**35**	**B**	**10.242**
QUALITY ASSURANCE SPECIALIST I	**33**	**B**	**10.244**

SERIES CONCEPT

Quality Assurance Specialists design and implement a comprehensive quality assurance program encompassing clinical and related disciplines at a mental health hospital, residential care facility ***or community-based program or service*** for individuals with intellectual disabilities who may also have significant physical and/or mental health ***issues*** [~~problems~~], rehabilitation facility, or a clinic which provides outpatient medical and psychological services, or the medical system for the Department of Corrections. Incumbents objectively and systematically review and evaluate the quality and appropriateness of client care and services, identify opportunities for improvement, and work with administrators and staff to resolve identified problems and deficiencies.

Review and evaluate appropriateness of client services including access, outcomes and prevention; conduct case reviews including customer interviews and surveys, medical/clinical and case records, facility inspections, and agency/facility policies and procedures; assist in identification of problem areas; monitor high risk/impact areas and processes vulnerable to litigation, adverse publicity, or involvement of law enforcement.

Evaluate compliance with applicable accreditation, licensing, health and safety, and funding requirements; develop recommendations for corrective actions including serving on committees, providing written reports and summaries, and presenting findings to administrators and department staff; review citations and plans of correction from State, federal, and accreditation reviews; participate in developing corrections and monitor corrections for compliance.

Provide technical guidance to agency staff ***and/or contractors*** regarding quality assurance/improvement activities and requirements; ensure agency/facility staff***, contractors*** and administration are aware of accreditation, licensing, funding, and human rights requirements; provide training to staff, providers, and outside agencies regarding federal and State regulations, program requirements, policies and procedures, accreditation standards, client rights, consent and confidentiality issues, due process, documentation and communication related topics, and other areas as required.

Review reports of incident, abuse and neglect, rights violations, sentinel events, serious incident, treatment appeals and complaints; ensure applicable regulations and reporting requirements are followed; conduct investigations and contact [~~appropriate~~] outside enforcement agencies as appropriate; ensure client confidentiality and privacy as well as the security of documents, reports, and findings.

Coordinate agency efforts to achieve and maintain accreditation; develop quality assurance/improvement criteria and methodology; coordinate self-assessments using accreditation standards; research, develop and collate data for pre-survey information packets; coordinate, write, and organize information incorporated into official corrective action plans submitted by the agency in response to survey or statements of deficiencies and findings.

Prepare narrative and statistical reports***;*** [~~for management;~~] participate in budget preparation***;*** [~~for area of responsibility;~~] monitor and control expenditure of funds for staffing, equipment, supplies and other areas as required.

Perform related duties as assigned.

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CLASS CONCEPTS

Quality Assurance Specialist IV: Under general direction, the Quality Assurance IV is assigned to plan, organize and conduct quality assurance and utilization reviews of medical, dental, psychological, pharmacy, and other therapeutic services provided by the Department of Corrections' eight correctional institutions, thirteen honor camps, and two restitution centers. In addition, this position oversees and monitors inmate health care services provided by physicians, laboratories, hospitals, and other providers located in the community.

Evaluate department policies, procedures and practices in relation to internal and external rules, regulations, and community standards; identify problems relating to treatment methodology, standards of care, and inmate health services; conduct and serve on committees to formulate solutions to service delivery problems and medical records maintenance; confer with medical staff to assess care provided and make appropriate recommendations.

Develop and coordinate the utilization management system to monitor the daily progress of hospitalized inmates; audit medical records of inmates receiving care within the department's health care system to identify patient care problems and variances from accepted standards of practice, and perform specific case reviews and conduct special investigations as requested.

Conduct and/or serve on committees related to quality of care; conduct quality improvement studies and summarize results for administrative staff; provide staff training related to quality improvement; respond to the Governor, Legislature, members of the community, and inmate families regarding quality of health care provided.

Train, supervise and evaluate the performance of professional, technical and clerical staff as assigned.

Quality Assurance Specialist III: Under general direction, incumbents design, implement, and oversee a comprehensive quality assurance program encompassing community-based programs and inpatient services at a mental health hospital or residential facility for individuals with intellectual disabilities who may have significant physical and/or mental health ***issues;*** [~~problems;~~] interpret State and federal regulations regarding licensure, certification***,*** [~~and~~] health and safety; lead and participate in evaluation of facility***, program and/or agency*** policies, procedures and practices in relation to internal and external rules, regulations, and accreditation standards; identify problems relating to treatment methodology, standards of care, and client services; conduct and serve on committees to formulate solutions to service delivery problems and medical records maintenance; conduct special investigations related to the delivery of health services and prepare reports as requested; serve as liaison to accrediting and regulatory agencies to achieve and maintain facilities licensure/accreditation; supervise professional, technical, and clerical staff as assigned.

Quality Assurance Specialist II: Under direction, incumbent***s*** at this level either 1) report to a Clinical Program Planner***, agency manager*** or other administrator in an agency's central office, or 2) ***report to*** [~~assist~~] a Quality Assurance Specialist III ***and assist*** in performing quality assurance/improvement activities for inpatient services at a mental health hospital***,*** [~~or~~] residential facility ***or for*** [~~which includes~~] community-based programs and services. Incumbents participate in the evaluation, design, and implementation of quality assurance/improvement activities for programs and services provided by the agency[~~;~~] ***which may include*** collect***ing*** data to evaluate services, summarize findings, and prepare recommendations for improvement; participate in special analytical studies, research and projects; and assist in monitoring grant funds including researching information for participants, coordinating committee functions, and completing annual reports.

CLASS CONCEPTS (cont'd)

Quality Assurance Specialist I: Under [~~general~~] ***close*** supervision, incumbents receive training ***in the performance of duties outlined in the series concept. This is the trainee level in the series and provides for progression to the next level upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority.*** [~~and gain experience in quality assurance/improvement activities including auditing, service review and statistical analysis techniques. This is the entry level in the series.~~]

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

* Some positions require experience applying and interpreting ***standards including, but not limited to, The*** Joint Commission ***(TJC),*** [~~on Accreditation of Healthcare Organizations (JCAHO) standards,~~] Accreditation Council Outcome Measures, Medicaid guidelines and/or [~~Health Care Finance Administration (HCFA)~~] ***Centers for Medicaid and Medicare Services*** regulations in a health care setting ***or applicable State standards***. Such requirements will be designated at the time of recruitment.
* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

INFORMATIONAL NOTES:

* Some positions require applicants to meet federal guidelines for Qualified Intellectual Disabilities Professional (QIDP) designation ***or have an Early Childhood Special Education teaching endorsement*** at the time of appointment ***and as a condition of continuing employment***. ***Such requirements will be designated at the time of recruitment.***
* Pursuant to NRS 632, a Bachelor's degree from a school of professional nursing approved by the State Board of Nursing is equivalent to a Bachelor's degree from an accredited college or university.

QUALITY ASSURANCE SPECIALIST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in nursing or related field and four years of [~~increasingly responsible~~] ***professional*** experience in an institutional setting reviewing and evaluating health ***care, mental health*** care***, or disability*** services including performing program evaluation, quality assurance/improvement, and/or utilization review activities; **OR** an equivalent combination of experience and education***,*** above the Bachelor's degree level***, as described above***. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: quality assurance and/or utilization review audit and compliance activities including application of community and regulatory standards; application of the nursing process including assessment, diagnosis, planning, intervention and evaluation as applied to quality assurance and utilization review activities; uses, effects, side effects and interactions of commonly prescribed medications for physical ailments and psychological problems; laboratory tests and diagnostic procedures; typical courses of a variety of illnesses, injuries and conditions; physical restraint techniques and procedures appropriate to specific situations in a correctional setting; agency policies and procedures related to healthcare services and standards; principles and practices of supervision and training. **Ability to:** read and interpret court orders and decisions related to inmate health care; assist the Quality Improvement Committee in internal investigations related to quality of care issues; monitor the care of inmates hospitalized outside the correctional system; supervise and evaluate the performance of assigned personnel; solicit cooperation of

MINIMUM QUALIFICATIONS (cont'd)

QUALITY ASSURANCE SPECIALIST IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
staff in identifying needed changes and formulating solutions; prepare each hospital service area for audits; train, supervise and evaluate the performance of assigned personnel; *and all knowledge, skills and abilities required at the lower levels*.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: Department of Corrections policies and procedures related to custody, security and classification; limitations of medical services available at various correctional facilities within the State; outside specialists and facilities in various communities which may provide services to inmates. **General knowledge of:** federal forensic laws. **Ability to:** review medical records and evaluate the appropriateness, timeliness and quality of care provided; conduct special studies and case reviews as requested by department administrators and/or the medical director.

QUALITY ASSURANCE SPECIALIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in nursing, social work, human development, special education, health science, public health, or other behavioral or social science and four years of professional experience[~~, three years of which included increasingly responsible experience~~] performing program evaluation, quality assurance/improvement, and/or utilization review activities for a human services program or agency; [~~**OR** a Bachelor's degree from an accredited college or university in one of the majors listed above and four years of increasingly responsible ***professional*** experience performing program evaluation, quality assurance/improvement and/or utilization review activities for a human services program;~~] ***OR two years of experience as a Quality Assurance Specialist II in Nevada State service;*** **OR** an equivalent combination of education and experience***,*** above the Bachelor's degree level***, as described above***. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: auditing procedures and evaluation techniques for comprehensive services including hospital or residential services and community based programs; OSHA rules and regulations, and principles of workplace safety; quality improvement concepts and processes in organizations; appropriateness and adequacy of psychological, psychiatric and clinical services in residential, inpatient, and community-based services; accepted practices and methods used in designing quality assurance/improvement reviews and audits; professional credentialing requirements. **Ability to:** plan, organize, and direct a quality assurance program for a hospital***,*** [~~or~~] residential care facility***, or community based program***; inspect and audit [~~healthcare~~] services and systems to determine compliance with accreditation and regulatory standards; read and interpret technical reports and documents and reference manuals and apply information in determining compliance with accreditation and regulatory requirements; establish and coordinate an internal review process; provide technical assistance and training to facility ***and/or community-based services*** staff ***and/or contractors*** related to quality assurance/improvement and accreditation standards; organize and lead performance improvement teams; coordinate facility ***and/or agency*** quality assurance/improvement activities with department policies, procedures, and directives; serve as the facility's ***and/or agency's*** liaison with accrediting, regulatory, licensing and other governing bodies; perform statistical computations and comparisons; assist committees in analyzing issues and formulating recommendations consistent with quality assurance goals; solicit cooperation of existing staff in identifying needed changes and formulating solutions; write recommendations which integrate best practices, current research, and professional and national literature; *and all knowledge, skills and abilities required at the lower levels*.

MINIMUM QUALIFICATIONS (cont'd)

QUALITY ASSURANCE SPECIALIST III (con'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): [~~*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Quality Assurance Specialist IV.)*~~] ***Working knowledge of: agency policies and procedures related to services and standards; principles and practices of supervision and training. Ability to: solicit cooperation of staff and/or contractors in identifying needed changes and formulating solutions; prepare each agency service area for audits; train, supervise and evaluate the performance of assigned personnel.***

QUALITY ASSURANCE SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in nursing, social work, human development, special education, health science, public health, or other behavioral or social science and two years of ***professional*** experience, which included one year of experience providing client services in a human services field and one year ***of experience*** [~~of~~] performing program evaluation, quality assurance/improvement, and/or utilization review activities for a human services program; [~~**OR** a Bachelor's degree from an accredited college or university in one of the majors listed above and two years of experience performing program evaluation, quality assurance/improvement, and/or utilization review activities for a human services program;~~] ***OR one year of experience as a Quality Assurance Specialist I in Nevada State Service;*** **OR** an equivalent combination of experience and education***,*** above the Bachelor's degree level***, as described above***. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: accepted practices and methods used in designing quality assurance/improvement reviews and audits; medical/behavioral terminology; data collection methods and statistical analysis techniques; State and federal laws pertaining to inpatient and/or residential practices and procedures; accreditation standards for human services programs; medical/clinical or client records documentation standards and procedures. **Ability to:** locate, analyze, interpret, and apply information, data, and research findings; write narrative and statistical reports, recommendations, correspondence and other materials using computerized graphics and presentation software; provide technical assistance for agencies regarding quality assurance/improvement and accreditation standards; apply accreditation, licensing, and certification standards to specific situations; provide training in quality assurance standards and compliance requirements; evaluate program effectiveness, recognize existing or potential problems, and formulate recommendations for corrective action; develop surveys and questionnaires to produce reliable and valid data; *and 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 required for Quality Assurance Specialist III.)

QUALITY ASSURANCE SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in nursing, social work, human development, special education, health science, public health, or other behavioral or social science and one year of ***professional*** experience providing client services in a human services field ***or*** [~~**OR** a Bachelor's degree from an accredited college or university in one of the majors listed above and~~] one year of ***professional*** experience performing program evaluation, quality assurance/improvement and/or utilization review activities for a human services program; **OR** an equivalent combination of experience and education***,*** above the Bachelor's degree level***, as described above***. *(See Special Requirements and Informational Note)*

MINIMUM QUALIFICATIONS (cont'd)

QUALITY ASSURANCE SPECIALIST I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: mental illness or intellectual disabilities; current community standards in human services and safeguards to protect human rights; psychology, human development, theories of learning, psychotherapy, and behavior analysis; human services delivery systems; medical/behavioral terminology; data collection and analysis techniques. **Ability to:** read and understand clinical and statistical reports; conduct interviews to obtain consumer feedback; make observations and objectively report findings; recognize and evaluate services, planning, and related issues; assist in formulating recommendations for improved services; accurately compile information from various sources; learn, understand, and apply applicable laws, standards and policies; operate a personal computer and word processing, spreadsheet, and relational database software programs; establish positive working relationships with others and work as part of a team.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Quality Assurance Specialist II.)*

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.

	10.240	10.241	10.242	10.244
ESTABLISHED:	7/1/99P	7/1/99P	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC	10/2/98PC	10/2/98PC
REVISED:	7/1/03LG	7/1/03LG	7/1/03LG	7/1/03LG
REVISED:	3/9/16UC	3/9/16UC	3/9/16UC	3/9/16UC
REVISED:	***3/10/17PC***	***3/10/17PC***	***3/10/17PC***	***3/10/17PC***

Personnel Commission Agenda
March 10, 2017

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:
March 10, 2017.

Item VI-A-2-a

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
10.615	Speech Pathologist II	35	B	***10.615***	***Speech Pathologist II***	***35***	***B***
10.619	Speech Pathologist I	33	B	***10.619***	***Speech Pathologist I***	***33***	***B***

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management, conducted a class specification maintenance review for the Speech Pathologist series.

In coordination with subject matter experts from the Department of Health and Human Services (DHHS), Division of Aging and Disability Services, it is recommended that revisions be made to the series concept and minimum qualifications to update occupational language and to reflect current methods and practices being used by DHHS's Division of Aging and Disability Services.

Language was added and/or removed to clarify the scope of the Speech Pathologist within and outside of the Nevada Early Intervention Services program. Also, reference to "Video Fluoroscopic Evaluations" was removed, as this is a procedure that is completed in a medical setting and not individual homes. Additionally, the title of the cited Public Law, and language to clarify all codes that apply to the work of Speech Pathologists, was added.

Under general direction, Speech Pathologists provide specialized therapeutic services involving the measurement, testing, identification, diagnosis, prediction, treatment, case management, counseling, coaching and supporting of individuals with communication needs and disorders; deficiencies in sensory, perceptual, motor, cognitive and social skills necessary for communication; and sensorimotor dysfunctions of the mouth, pharynx and larynx. Therapeutic services may be provided in residential, outpatient, home, childcare, community or clinic settings for children and/or adults with speech and language delays, audiological difficulties, mental illness and/or developmental disabilities.

10.615 – Speech Pathologist II, Grade 35: Under general direction, incumbents perform the full range of duties outlined in the series concept including advanced, specialized evaluations and interventions.

10.619 – Speech Pathologist I, Grade 33: Under direction, incumbents acquire skills and experience in performing the duties outlined in the series concept. Incumbents satisfactorily completing one year as a Speech Pathologist I in a trainee capacity, and with the recommendation of the appointing authority, may progress to Speech Pathologist II. This is the entry level in the series.

Throughout the course of the study, management and agency staff participated by offering recommendations and reviewing changes as the process progressed. Management and agency staff support this recommendation.

Note: Changes, additions and/or deletions on the class specification are noted in red.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EE0-4	CODE
SPEECH PATHOLOGIST II	**35**	**B**	**10.615**
SPEECH PATHOLOGIST I	**33**	**B**	**10.619**

SERIES CONCEPT

Under general direction, Speech Pathologists provide specialized therapeutic services involving the measurement, testing, identification, diagnosis, prediction, treatment, case management [~~and~~]***,*** counseling***, coaching and supporting*** of individuals with communication [~~problems~~]***needs*** and disorders; deficiencies in sensory, perceptual, motor, cognitive and social skills necessary for communication; and sensorimotor dysfunctions of the mouth, pharynx and larynx. Therapeutic services may be provided in residential, outpatient, ***home, childcare,*** community or clinic settings for children and***/or*** adults with speech and language delays, audiological difficulties, mental illness and/or developmental disabilities.

Develop speech pathology goals and objectives to meet the needs of the population served; participate in committees and activities of the facility in developing service delivery needs assessments and evaluations, policies and procedures; and participate in accrediting and quality review programs as assigned.

Evaluate speech, language, communication, and swallowing skills of clients; interview parents or primary caretakers for subjective and objective information; ***may*** utilize questionnaires and child development inventories to obtain developmental histories; review the findings of physicians and other professionals; administer and interpret results of standardized and non-standardized test instruments to determine the patient's***/client's*** current level of functioning; and analyze all data in order to formulate a diagnosis and prepare an evaluation.

Formulate individual treatment plans that outline the goals, strategies and method of treatment; review assessments and diagnostic findings, medical reports and other data; select individual or group therapy and recommend the purchase of communication equipment or assistive devices to improve or augment speech, language, and/or swallowing skills.

Implement treatment plans by conducting individual, group therapy[~~,~~] or staff facilitated therapy to increase the individual's level of functioning; and [~~instruct~~] ***counsel, coach and support*** parents or other caregivers in [~~developmental~~] ***implementing*** activities and intervention techniques to use [~~at home~~] ***in their daily routines*** to enhance the patient's***/client's developmental*** progress.

Maintain current knowledge of technological advancements in communication equipment and assistive devices; research professional literature; attend workshops and seminars; and network with colleagues to keep abreast of developments in the field.

Participate in interdisciplinary team meetings to obtain and provide information concerning treatment and patient***/client*** progress; provide recommendations for speech and language therapy; and coordinate efforts in specific areas of treatment.

Maintain charts and records related to patient***/client*** progress; document information concerning assessments, treatment modifications, and pertinent medical data; write comprehensive evaluation, treatment***, prior authorization requests*** and progress reports.

Establish and maintain professional working relationships with outside agencies, schools, teachers, aides, therapists, community training centers***, early intervention centers*** and others as necessary to coordinate treatment efforts and optimize the speech and language skills of patients***/clients***.

SERIES CONCEPT (cont'd)

Supervise direct care personnel, technical staff, and/or student interns who assist in diagnostic testing and implementation of individual and group therapy; evaluate performance and develop reports as required.

Provide in-service training for residential***, early intervention*** or treatment staff ***and parents*** including training in sign language, augmentative communication systems, dysphagia management techniques, and other speech and language issues as identified; provide instruction and demonstrate specialized techniques to [~~remediate~~] ***improve*** the [~~problems~~] ***outcomes*** of individual patients***/clients***.

Perform related duties as assigned.

****

CLASS CONCEPTS

Speech Pathologist II: Under general direction, incumbents perform the full range of duties outlined in the series concept including advanced, specialized evaluations and interventions.

Speech Pathologist I: Under direction, incumbents acquire skills and experience in performing the duties outlined in the series concept. Employees satisfactorily completing one year as a Speech Pathologist I in a trainee capacity, and with the recommendation of the appointing authority, may progress to Speech Pathologist II. This is the entry level in the series.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

* Some positions require licensure as a speech pathologist by the Nevada Board of Examiners for Audiology and Speech Pathology at the time of appointment and as a condition of continuing employment.

SPEECH PATHOLOGIST II

EDUCATION AND EXPERIENCE: Applicants must possess a Certificate of Clinical Competency from the American Speech-Language-Hearing Association including completion of the Clinical Fellowship Year (CFY). *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: normal and abnormal communication development; oral peripheral examination techniques; speech therapy assessment and intervention techniques; identification, evaluation and diagnosis of communication disorders; treatment modalities for communication disorders; operation, use and care of sophisticated equipment and assistive devices used in speech and language therapy; dysphagia management techniques; prosthetic devices and their application; teaching resource materials and activities that remediate speech and language problems. **Ability to:** provide advanced level therapeutic services specific to the population served; counsel[~~ and instruct~~]***, coach and support*** patients***/clients***, parents and caretakers in specific techniques and activities designed to develop and improve communication; maintain current knowledge of developments in the field including innovative therapeutic methods, equipment and assessment tools; provide work direction to support staff and others as assigned; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
General knowledge of: Public Law 94-142***: Individuals with Disabilities Education Act***, Title XIX regulations, ***diagnostic medical and mental disorders codes, procedural service codes*** and agency policies related to patient***/client*** care and services provided; State purchasing procedures and personnel regulations.

MINIMUM QUALIFICATIONS (cont'd)

SPEECH PATHOLOGIST I

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in speech pathology, speech/language pathology, speech pathology and audiology, language and speech pathology, communication disorders, communication disorders and science, or speech and hearing science and received a passing score on the National Examination for Speech Pathology and Audiology. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: normal and abnormal communication development; oral peripheral examination techniques; communication equipment and assistive devices for individuals with speech, language, communication and swallowing impairments; speech therapy assessment and intervention techniques; identification, evaluation and diagnosis of communication disorders; treatment modalities for communication disorders; operation, use and care of equipment used in speech and language therapy; dysphagia management techniques; prosthetic devices and their application; teaching resource materials and activities that remediate speech and language problems; basic counseling skills; community resources available for treatment; funding sources for augmentative devices; related therapies such as physical and occupational therapy. **Ability to:** select and administer appropriate assessment instruments [~~including Video Fluoroscopic Evaluations~~]; interpret tests and assessment instruments; develop a treatment plan; prepare written reports related to patient***/client*** evaluation, treatment, progress***, strengths*** and [~~problems~~] ***needs***; make presentations to interdisciplinary team members and other health care professionals; counsel***, coach and support*** parents and guardians regarding patient's***/client's*** developmental skill needs and level of functioning; obtain accurate information through interviewing; structure therapy activities to develop and maintain speech, swallowing and communication skills; develop, assign and communicate [~~home practice assignments to~~] ***intervention strategies for*** parents or caretakers through the use of specific behavioral and therapeutic approaches; assess patient***/client*** progress through subjective and objective means; instruct other staff in speech pathology concepts, techniques and objectives; determine the need for referral to other professionals for related services; work both independently and as a member of an interdisciplinary team; maintain and document information in the [~~medical~~] case file; prioritize work assignments and caseload needs.

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

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.

	10.615	10.619
ESTABLISHED:	7/56	10/1/67
REVISED:	10/1/67 4/11/86PC	7/1/87-12P
REVISED:	7/1/87-12P 4/11/86PC	
REVISED:	7/1/99P 10/2/98PC	7/1/99P 10/2/98PC
REVISED:	3/20/15PC	3/20/15PC
REVISED:	***3/10/17PC***	***3/10/17PC***

Personnel Commission Agenda
March 10, 2017

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:
March 10, 2017.

Item VI-B-1-a

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
12.133	DETR Business Process Analyst II	38	B		***ABOLISHED***		
12.132	DETR Business Process Analyst I	36	B		***ABOLISHED***		

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the DETR Business Process Analyst series.

In consultation with Subject Matter Experts from the Department of Employment, Training & Rehabilitation (DETR) it was determined that the series and class concepts and the minimum qualifications are comparable to the Business Process Analyst (7.655) series and that it would be beneficial to reclassify the existing DETR Business Process Analyst positions to the Business Process Analyst series. This change allows for greater recruitment potential as the Business Process Analyst I can be utilized as either a trainee level or a sub-journey level.

As a result of the above, DETR submitted NPD-19's for positions classified at the DETR Business Process Analyst II to be reclassified to the Business Process Analyst III and positions classified at the DETR Business Process Analyst I to be reclassified to the Business Process Analyst II levels. These NPD-19's were approved by DHRM and the Interim Finance Committee on 10-25-2016. These changes were budget neutral.

Due to the series no longer being utilized, it is therefore recommended that the DETR Business Process Analyst series be abolished.

Throughout the course of the study, management and agency staff participated by offering recommendations and reviewing changes as the process progressed, and they support this recommendation.

Note: Changes, additions and/or deletions on the class specification are noted in red.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

~~[TITLE~~	~~GRADE~~	~~EEO-4~~	~~CODE~~
~~**DETR BUSINESS PROCESS ANALYST II**~~	~~**38**~~	~~**B**~~	~~**12.133**~~
~~**DETR BUSINESS PROCESS ANALYST I**~~	~~**36**~~	~~**B**~~	~~**12.132**~~

~~SERIES CONCEPT~~

~~DETR Business Process Analysts are located in a central administrative program staff support section and apply knowledge of the agency's program areas to assist the Department's Information Development and Processing Division with information systems analysis and design. Incumbents provide technical expertise regarding DETR programs and serve as team members and leaders involved in automated system development and enhancement. This series is distinguished from others by the focus on business process analysis in relation to the agency's automated systems. Positions allocated to this series must spend at least fifty percent of the time on information technology projects/systems.~~

~~Serve as a subject matter expert regarding DETR programs and activities; identify work processes that may be automated; define potential benefits of proposed system or deficiencies to be corrected in the existing system; analyze information regarding the impact of changes in State, federal, or departmental policy on automated systems and procedural processes within program area.~~

~~Develop and document business and functional requirements for proposed projects; develop work/data flow diagrams that illustrate and describe functional processes of the system including identification of required interfaces to external systems/entities; define and document data definitions and relationships to be used in the foundation of systems development; and track project progress and costs.~~

~~Prepare automated system test plans; document and review test results to assess the accuracy and completeness of program code; consult with programmers regarding the technical requirements, clarifications and logic, and deficiencies of programs.~~

~~Prepare end user procedures; develop training material and train staff on the use of the system/software either individually or in a classroom setting; monitor quality assurance for a variety of programs.~~

~~Research and evaluate computer hardware and software needs; initiate system work requests and work with programming staff to test and support implementation of system changes; develop transition plans; devise and implement procedure modifications; develop procedural alternatives in the absence of properly operating software; assist data processing staff in developing bridging specifications to program areas that interact with computer processes and output; prepare documentation for the computer system manual.~~

~~Design, develop, manage, and maintain databases, electronic forms, Web applications, and Web site information program areas and special projects/events.~~

~~Analyze and interpret new and revised federal and State laws and regulations; participate in program planning, budgeting, quality assurance, procedure development and evaluation, and training development and presentation for a variety of programs related to unemployment insurance benefits, employer unemployment tax contributions, workforce investment and rehabilitation services.~~

~~Perform related duties as assigned.~~

~~**********~~

CLASS CONCEPTS

DETR Business Process Analyst II: Under general direction, incumbents are distinguished from DETR Business Process Analyst I positions by responsibility for long range, broad based planning for a variety of complex automated programs and policy development affecting major aspects of the work unit's activities/functions. Incumbents serve as project managers on Integrated Project Teams with responsibility for defining and managing the project scope and objectives; managing project funding, resource allocation, timelines, status reports, and implementation plans; preparing project justifications; implementing projects; reviewing work and providing technical and professional guidance to subordinate staff and contractors. This level is also distinguished from the lower level by supervisory authority for subordinate Business Process Analysts and/or ESD Program Specialists.

DETR Business Process Analyst I: Under general direction, incumbents perform the full range of duties described in the series concept for multiple programs and computer applications.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

* A valid driver's license at time of appointment and as a condition of continuing employment.

DETR BUSINESS PROCESS ANALYST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, a field of social science or related field and two years of professional level experience in a related program area analyzing, interpreting, and implementing program laws regulations, policies and procedure, which included one year of experience applying recognized data processing concepts to business process planning and analyses; **OR** graduation from high school and four years of professional level experience in a related program area analyzing, interpreting, and implementing program laws regulations, policies and procedure, which included one year of experience applying recognized data processing concepts to business process planning and analyses; **OR** one year of experience as a DETR Business Process Analyst I; **OR** an equivalent combination of education and experience. *(See Special Requirement*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: system documentation principles; data processing concepts including general database, system security, data communication, and multiple platform strengths and weaknesses; business process planning and analysis. **General knowledge of:** basic principles and practices of training and providing procedural direction to others; project team dynamics. **Ability to:** plan, implement and maintain information systems on an agency-wide basis; perform feasibility studies/cost benefit analysis for information systems; set priorities which accurately reflect the relative importance of department and/or division goals and objectives. **Skill in:** researching, writing and presenting program plans, complex narrative and statistical reports, requests for proposals and speeches; interpreting and applying broad and ambiguous statutes and regulations to specific situations; establishing and maintaining project priorities, timelines and completion dates; providing technical and professional guidance to staff; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Detailed knowledge of: the flow of internal and external information within the organization. **Working knowledge of:** DETR's organizational structure, functions, and business plan; State and federal laws, statutes, policies and procedures pertaining to the organization. **General knowledge of:** State personnel rules for supervision of personnel. **Ability to:** forecast, analyze, and monitor project costs; supervise

MINIMUM QUALIFICATIONS (cont'd)

DETR BUSINESS PROCESS ANALYST II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (cont'd)
subordinate professional staff; evaluate performance, assess training needs, and recommend and document disciplinary actions; develop long range, broad based plans for a variety of complex programs; prepare project justifications. **Skill in:** coordinating various facets of highly complex programs with internal staff, community and business representatives, and political entities by determining the time, place and sequence of actions to be taken based on analysis of data.

DETR BUSINESS PROCESS ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, a field of social science or related field and one year of professional level experience in a related program area analyzing, interpreting, and implementing program laws, regulations, policies and procedures, which included experience applying recognized data processing concepts to business process planning and analyses; **OR** graduation from high school and three years of professional level experience in a related program area analyzing, interpreting, and implementing program laws regulations, policies and procedures, which included experience applying recognized data processing concepts to business process planning and analyses; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: a variety of end-user tools and applications. **General knowledge of:** automated systems logic; data processing concepts including general database, system security, data communication, and multiple platform strengths and weaknesses; accepted practices and methods used in designing program reviews and evaluations. **Ability to:** perceive and define cause and effect relationships in business processes and automated systems; troubleshoot computer operating problems; analyze organizational and administrative programs, policies and procedures and prepare plans for revision; coordinate the exchange of information and opinions with others to formulate policy and procedures; apply multiple, complex program regulations, policies and procedures and select alternative methods that affect the manner and speed with which program activities occur; interpret and apply broad and ambiguous statutes and regulations; compute ratios, rates and percentages. **Skill in:** working with computer programming staff to test and implement computer systems changes; analyzing information, problems or practices to identify relevant concerns, patterns, tendencies, and relationships, and formulate logical conclusions; writing concise, logical, grammatically correct analytical reports; speaking on a one-to-one or group basis using appropriate vocabulary and grammar to obtain information, explain policies, procedures and persuade others to accept or adopt a specific opinion or action; negotiating, exchanging ideas, information, and opinions with others to formulate policies and procedures and reach consensus; organizing materials, information and resources systematically to optimize efficiency; developing, analyzing and interpreting program requirements for management or other agency staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Detailed knowledge of: DETR policies and procedures in relation to other departments, agencies, organizations and business customers. **Working knowledge of:** work processes, laws, regulations and policies related to the assigned program area; information systems planning; automated information systems logic and its application to the program assigned. **General knowledge of:** applications development methodology, documentation standards, and disaster recovery. **Ability to:** interact with various levels of management on an agency-wide basis to resolve problems and make recommendations for improvement or system work requests; research and evaluate computer hardware and software needs; prepare documentation for the computer system manual; coordinate various facets of a highly complex program with internal staff, external clients and service providers by determining the time, place and sequence of actions to be taken based on the analysis of data; develop procedural alternatives to maintain programmatic responsibility in the

MINIMUM QUALIFICATIONS (cont'd)

DETR BUSINESS PROCESS ANALYST I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (cont'd)
absence of properly operating software; modify and/or adapt automated systems procedures or methods to improve business processes. **Skill in:** troubleshooting computer operating problems; analyzing computer user needs and developing appropriate solutions and requirements; researching and evaluating computer hardware and software needs; assisting data processing staff in developing bridging specifications to program areas that interact with computer processes and output; recognizing and assessing the impact of legislative actions on automated systems.

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.

	12.133	12.132
ESTABLISHED:	7/1/03P	7/1/03P
	1/10/03PC	1/10/03PC
	10/1/04PC	10/1/04PC
ABOLISHED:	3/10/17PC	3/10/17PC

Personnel Commission Agenda
March 10, 2017

REPORT OF CLASSIFICATION CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL

Attached is a report of changes made to the classification plan pursuant to NRS 284.160, sections 4 through 6 which reads as follows:

> "4. The classification plan and changes therein are subject to approval by the Commission, except that the Administrator may make a change in the classification plan without the prior approval of the Commission if:
>
> (a) The Administrator deems it necessary for the efficiency of the public service;
>
> (b) The change is not proposed in conjunction with an occupational study; and
>
> (c) The Administrator, at least 20 working days before acting upon the proposed change:
>
> (1) Provides written notice of the proposal to each member of the Commission, to all departments and to any head of an employees' organization who requests notice of such proposals; and
>
> (2) Posts a written notice of the proposal in each of the principal offices of the Division.
>
> Any occupational study conducted by the Division in connection with the preparation, maintenance or revision of the classification plan must be approved by the Commission.
>
> 5. If no written objection to the proposed change to the classification plan is received by the Administrator before the date it is scheduled to be acted upon, the Administrator may effect the change. The Administrator shall report to the Commission any change in the classification plan made without its approval at the Commission's next succeeding regular meeting.
>
> 6. If a written objection is received before the date the proposed change is scheduled to be acted upon, the Administrator shall place the matter on the agenda of the Commission for consideration at its next succeeding regular meeting."

The conditions set forth in these statutes have been met. A copy of the justifications and revised class specifications are on file in the office of the Administrator of the Division of Human Resource Management.

The following changes have been effected:

REPORT OF CLASSIFICATION CHANGES

POSTING#: 06-17
Effective: 10/10/16

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
10.247	Health/Human Services Professional Trainee	30	B	***10.247***	***Health/Human Services Professional Trainee***	***30***	***B***

BASIS FOR RECOMMENDATION

At the request of the Department of Health & Human Services (DHHS), the Division of Human Resource Management has conducted a review of the Health/Human Services Professional Trainee series. Analysts within the Division of Human Resource Management worked with subject matter experts from DHHS, and as a result of this review, it is recommended that the series concept be amended to allow for additional occupational subgroups from the Medical, Health & Related Services and Social Services & Rehabilitation Occupational Groups.

This modification will allow for greater flexibility in the recruitment process, a greatly expanded applicant pool and increase upward mobility for current employees. This change requires no modifications to the minimum qualifications.

Throughout the process, management staff within DHHS and the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 07-17
Effective: 10/21/16

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
12.374	Family Services Specialist III	32	E	***12.374***	***Family Services Specialist III***	***32***	***E***
12.376	Family Services Specialist II	31	E	***12.376***	***Family Services Specialist II***	***31***	***E***
12.379	Family Services Specialist I	28	E	***12.379***	***Family Services Specialist I***	***28***	***E***

BASIS FOR RECOMMENDATION

At the request of the Department of Health and Human Services (DHHS), Division of Welfare & Supportive Services (DWSS), the Division of Human Resource Management has conducted a review of the Family Services Specialist series. Analysts within the Division of Human Resource Management worked with subject matter experts from DWSS, and as a result of this review, it is recommended that minor revisions be made to the Family Services Specialist class specifications Informational Notes and Special Requirements.

The requested changes are in accordance with NRS 293.5045 voter registration requirements. Also, the agency requires that for most positions in this series, applicants meet a minimum typing speed established by the agency at the time of recruitment. These changes require no modification to the Education & Experience, Entry Level or Full Level Knowledge, Skills and Abilities sections of the minimum qualifications. These revisions will help the agency maintain compliance along with assisting in the recruitment process.

Family Services Specialists perform a variety of paraprofessional duties to assist families in achieving self-sufficiency. Incumbents determine eligibility for a variety of public assistance and health related programs; provide coordinated employment and training services including assessment, vocational guidance, support services and education to clients; and/or provide child support enforcement services. Positions in this series may specialize in one service area, or may work in multiple areas depending upon the needs of the agency.

Throughout the process, management and staff within DWSS and the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 08-17
Effective: 10/10/16

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
7.801	Museum Director III	41	A	***7.801***	***Museum Director III***	***41***	***A***
7.809	Museum Director II	39	A	***7.809***	***Museum Director II***	***39***	***A***
7.810	Museum Director I Option A: East Ely Railroad Depot Option B: NV State Railroad Museum Boulder City	37	A	***7.810***	***Museum Director I*** ***Option A: East Ely Railroad Depot Stewart Indian School Cultural Center, Carson City*** ***Option B: NV State Railroad Museum Boulder City***	***37***	***A***

BASIS FOR RECOMMENDATION

As a result of an Individual Study, and in partnership with a Subject Matter Expert from the Nevada Department of Tourism and Cultural Affairs, Division of Tourism, Indian Commission, it was determined that modifications to the class concept for Museum Director I, Option A, were needed to account for the addition of the Stewart Indian School Cultural Center.

The class concept was modified to reflect the addition of the Stewart Indian School Cultural Center. It was determined that the duty statements and minimum qualifications for the Stewart Indian School Cultural Center are the same as those required for the East Ely Railroad Depot Museum, therefore no changes to the minimum qualifications were required.

Also, at each level in the series, a minor revision was made to the minimum qualifications, education and experience section, to maintain consistency with verbiage and formatting structure.

Throughout the process, management and staff within the Department of Tourism and Cultural Affairs and the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 09-17
Effective: 11/17/16

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
7.139	Supervising Auditor II	38	B		No Change		
7.145	Supervising Auditor I	37	B		No Change		
7.148	Auditor III	36	B		No Change		
7.154	Auditor II	34	B		No Change		
7.164	Auditor I	32	B	***7.164***	***Auditor I***	***32***	***B***

BASIS FOR RECOMMENDATION

At the request of the Division of Human Resource Management, Recruitment Unit, it is recommended that a minor revision be made to the Auditor class series.

This class specification was recently approved by the Personnel Commission as part of the biennial Class Specification Maintenance Review process; however, prior to posting the approved class specification to NVAPPS, the Recruitment Unit identified a typographical error in the Education & Experience section of the minimum qualifications for the Auditor I, 7.164, grade 32.

The equivalency should read “two years of experience as an Accountant Technician I in Nevada State service.”

It is therefore recommended that the above minor modification be made in order to maintain consistency with Recruitment policy when establishing equivalent experience in Nevada State service.

POSTING#: 10-17
Effective: 12/06/16

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
11.401	Chief Insurance Examiner	42	A	***11.401***	***Chief Insurance Examiner***	***42***	***A***

BASIS FOR RECOMMENDATION

At the request of the Division of Human Resource Management, Recruitment Unit, it is recommended that a minor revision be made to the Chief Insurance Examiner class specification.

When the Actuary series was revised and re-titled as the Insurance Actuarial Analyst series, the equivalency listed in the Education & Experience section of the minimum qualifications for the Chief Insurance Examiner was not amended to reflect the title change.

The equivalency should read "two years of experience as an Insurance Examiner II or Insurance Actuarial Analyst II in Nevada State service."

In addition, a typographical error in the Special Requirement section required correction.

It is therefore recommended that the above minor modifications be made in order to maintain consistency with format and structure.

POSTING#: 11-17
Effective: 12/19/16

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
11.239	Military Security Officer V	39	D	***11.239***	***Military Security Officer V***	***39***	***D***
11.240	Military Security Officer IV	37	D	***11.240***	***Military Security Officer IV***	***37***	***D***
11.241	Military Security Officer III	35	D	***11.241***	***Military Security Officer III***	***35***	***D***
11.242	Military Security Officer II	33	D	***11.242***	***Military Security Officer II***	***33***	***D***
11.243	Military Security Officer I	31	D	***11.243***	***Military Security Officer I***	***31***	***D***

BASIS FOR RECOMMENDATION

At the request of the Nevada Office of the Military, and upon review by the Division of Human Resource Management, it is recommended that a minor revision be made to the Military Security Officer class specification.

It is recommended that the Informational Notes be amended to clarify that individuals offered employment must pass a firearms qualification and physical fitness test prior to appointment and as a condition of continuing employment.

This modification will more aptly define the requirements of the position, both pre- and post-hire and will streamline the recruitment and retention process.

Throughout the process, management and analyst staff within the Nevada Office of the Military and the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 12-17
Effective: 12/19/16

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
6.301	Manager II, Right-of-Way Survey Services - PLS	42	A	***6.301***	***Manager II, Right-of-Way Survey Services - PLS***	***42***	***A***
6.302	Manager I, Right-of-Way Survey Services	40	A		No Change		

BASIS FOR RECOMMENDATION

At the request of the Department of Transportation, and upon review by the Division of Human Resource Management it is recommended that the Manager Right-of-Way Services series be amended to reflect a name change at the Manager II, Right-of-Way Survey Services – PLS level.

Currently, the class concept at this level indicates a title of Manager II, Right-of-Way Survey Services – Public Land Surveyor (PLS). It is recommended to amend this title to reflect a change from Public Land Surveyor (PLS) to Professional Land Surveyor (PLS). This title better reflects the required licensure as a Professional Land Surveyor.

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.