Steve Sisolak
Governor

Deonne E. Contine
Director

Robin Hager
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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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PERSONNEL COMMISSION

Meeting Notice

DATE: Friday, September 20, 2019

TIME: 9:30 a.m.

LOCATION:

Legislative Counsel Bureau 401 S. Carson St. Room 3137 Carson City, Nevada 89701	Grant Sawyer Building 555 E. Washington Ave. Room 4401 Las Vegas, NV 89101

The sites will be connected by videoconference. The public is invited to attend at either location. As video conferencing gives the Commission, staff and others flexibility to attend meetings in either Northern or Southern Nevada, handouts to the Commission on the day of the meeting might not be transmitted to the distant locations.

Notice: The Personnel Commission may address agenda items out of sequence to accommodate persons appearing before the Commission or to aid the efficiency or effectiveness of the meeting at the Chair's discretion. The Commission may combine two or more agenda items for consideration, and the Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow public comment on a specific agenda item when the item is being considered.

Agenda

I. Call To Order, Welcome, Roll Call, Announcements

II. Public Comment: 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. (NRS 241.020)

FOR POSSIBLE ACTION **III. Approval of Minutes of Previous Meeting Dated June 21, 2019.....5**

INFORMATIONAL ITEM **IV. Presentation of Hearing Officer Case Handling Statistics.....15**

FOR POSSIBLE ACTION **V.** **Discussion and Approval of Addition of Classes or Positions Approved for Pre-employment Screening for Controlled Substances and Revisions to Class Specifications.....51**

A. The Department of Public Safety requests the addition of the following positions to the list approved for pre-employment screening for controlled substances:

2.210 Administrative Assistant IV, PCN: 3743-1111, 3743-1112
2.211 Administrative Assistant III, PCN: 3743-1100, 3743-1101, 3743-1102, 3743-1103, 3743-1104, 3743-1105, 3743-1106, 3743-1107, 3743-1108, 3743-1109
7.216 Administrative Services Officer III, PCN: 4709-0023
7.655 Business Process Analyst III, PCN: 4709-7005, 4709-7014
7.656 Business Process Analyst II, PCN: 4709-7013
7.657 Business Process Analyst I, PCN: 4709-7010, 4709-7011, 4709-7012, 4709-7015

B. The Department of Agriculture requests the addition of the following positions to the list approved for pre-employment screening for controlled substances and requests approval of class specification amendments to include pre-employment screening for controlled substances:

1. Classes and positions requested for approval of pre-employment screening for controlled substances:

1.401 Weights and Measures Inspector IV; PCN: All
1.404 Weights and Measures Inspector III; PCN: All
1.407 Weights and Measures Inspector II; PCN: All
1.410 Weights and Measures Inspector I; PCN: All
1.413 Weights and Measures Assistant (Seasonal); PCN: All

2. Request for approval of class specification changes to include pre-employment screening for controlled substances for some positions:

1.401 Weights and Measures Inspector IV; PCN: All
1.404 Weights and Measures Inspector III; PCN: All
1.407 Weights and Measures Inspector II; PCN: All
1.410 Weights and Measures Inspector I; PCN: All
1.413 Weights and Measures Assistant (Seasonal); PCN: All

FOR POSSIBLE ACTION **VI.** **Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions 81**

A. Fiscal Management & Staff Services
1. Subgroup: Financial
a. 7.175 Loan Officer

2. Subgroup: Revenue Collections & Management
   a. 7.232 Tax Program Supervisor Series
3. Subgroup: Personnel & Training
   a. 7.513 Employee Development Manager/Training Officer Series
4. Subgroup: Actuarial/Research/Grants Analysis
   a. 7.736 Maintenance Management Coordinator Series
   b. 7.745 Statistician Series
   c. 7.752 Legal Research Assistant Series
   d. 7.761 Biostatistician Series
5. Subgroup: Public Information
   a. 7.848 Audiovisual Assistant Series

B. Mechanical & Construction Trades
1. Subgroup: Semi-Skilled General Labor
   a. 9.493 Exhibit Technician Series
2. Subgroup: Graphics, Printing & Reproduction
   a. 9.741 Sign Writer Series

INFORMATIONAL ITEM **VII. Report of Uncontested Classification Plan Changes Not Requiring Personnel Commission Approval per NRS 284.160..... 122**

The following items were posted for at least 20 working days. No written objections were received by the Administrator before the end of the posting period; therefore the changes automatically went into effect.

Posting: #27-19
11.380 Background Investigation Technician Series
Posting: #28-19
1.817 Conservation Crew Supervisor Series

VIII. Discussion and Announcement of Dates for Upcoming Meetings. Next Meeting Scheduled for December 6, 2019.

IX. Commission Comments

X. Public Comment: 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. (NRS 241.020)

XI. Adjournment

Supporting material for this meeting is available at the Division of Human Resource Management at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 555 E. Washington Avenue, Suite 1400, Las Vegas, Nevada, 89101, or on our website http://hr.nv.gov/Boards/PersonnelCommission/Personnel_Commission_-_Meetings/. To obtain a copy of the supporting material, you may contact Carrie Lee at (775) 684-0131 or carrie.lee@admin.nv.gov.

Inquiries regarding the items scheduled for this Commission meeting may be made to Frank Richardson at (775) 684-0105 or frichardson@admin.nv.gov.

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Division of Human Resource Management in writing at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701, no less than (5) five working days prior to the meeting.

Persons who wish to receive notice of meetings must subscribe to the Division of Human Resource Management LISTSERV HR Memorandums which can be found on the following webpage: http://hr.nv.gov/Services/HRM_Email_Subscription_Management/. If you do not wish to subscribe to LISTSERV and wish to receive notice of meetings, you must request to receive meeting notices and renew the request every 6 months thereafter per NRS 241.020(3)(c) which states in part, "A request for notice lapses 6 months after it is made." Please contact Carrie Lee at (775) 684-0131 or carrie.lee@admin.nv.gov to make such requests.

Notice of this meeting has been posted at the following locations:

Carson City
Blasdel Building, 209 East Musser Street
Nevada State Library, Archives and Public Records, 100 North Stewart Street
Nevada State Capitol Building, 101 North Carson Street
Nevada Public Notice website: http://notice.nv.gov
Division of Human Resource Management website: www.hr.nv.gov

Las Vegas
Grant Sawyer Building, 555 East Washington Avenue

STATE OF NEVADA
PERSONNEL COMMISSION

Held at the Nevada State Library and Archives, 100 N. Stewart Street, Room 110, Carson City; and via video conference in Las Vegas at the Grant Sawyer Building, Room 1400, 555 East Washington Avenue.

MEETING MINUTES
June 21, 2019
Subject to Commission Approval

COMMISSIONERS PRESENT IN CARSON CITY:
Ms. Katherine Fox, Chairperson
Ms. Patricia Hurley, Commissioner

Ms. Priscilla Maloney, Alternate Commissioner, non-voting
Ms. Dana Carvin, Alternate Commissioner, non-voting

COMMISSIONERS PRESENT IN LAS VEGAS:
Mr. Gary Mauger, Commissioner
Mr. Andreas Spurlock, Commissioner
Mr. David Sanchez, Commissioner

Mr. Armen Asherian, Alternate Commissioner, non-voting

STAFF PRESENT IN CARSON CITY:
Ms. Beverly Ghan, Deputy Administrator, Division of Human Resource Management (DHRM)
Mr. Frank Richardson, Deputy Administrator, DHRM
Ms. Carrie Hughes, Personnel Analyst, DHRM
Ms. Denise Woo-Seymour, Personnel Analyst, DHRM

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

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

Chairperson Fox: Opened the meeting at approximately 9:00 a.m. She welcomed everyone and took roll.

II. PUBLIC COMMENT

Chairperson Fox: Advised that 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 under NRS 241.020. She asked if there were any public comments; there were none.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING DATED MARCH 15, 2019 – Action Item

Commissioner Sanchez: Requested that future minutes reflect the presence of Alternate Commissioners in attendance.

MOTION: Moved to approve minutes of the March 15, 2019, meeting and to include the names of Alternate Commissioners in attendance in all future meeting minutes.
BY: Commissioner Mauger
SECOND: Commissioner Sanchez
VOTE: The vote was unanimous in favor of the motion.

IV. PROHIBITIONS AND PENALTIES: DISCUSSION AND APPROVAL OF SPECIFIC ACTIVITIES CONSIDERED INCONSISTENT, INCOMPATIBLE OR IN CONFLICT WITH EMPLOYEES' DUTIES AND THE PROCESS OF PROGRESSIVE DISCIPLINE – Action Item

A. Department of Corrections

Denise Woo-Seymour: Personnel Analyst with DHRM, stated the Department of Corrections' (NDOC) Administrative Regulations (ARs) regarding the administration of disciplinary measures against a State employee were approved by the Board of State Prison Commissioners consisting of the Governor, the Secretary of State and the Attorney General. In response to a recent decision by the Supreme Court of Nevada, the Department of Corrections is submitting new Prohibitions and Penalties (P&Ps) to the Personnel Commission incorporating those disciplinary procedures previously approved by the Board of State Prison Commissioners. Input was requested from Department employees and employee associations during the revision process of the Department ARs last updated on August 30, 2017. The discipline levels for prohibitions highlighted in yellow were elevated to a higher level than all other agencies, as violations of these types could compromise the Agency's security and operation. Also, there are prohibitions that are unique to Corrections. Otherwise, the items submitted for approval have been reviewed by the Division and are consistent with those already approved by the Commission for other departments/divisions.

Commissioner Sanchez: Asked if the Commission didn't approve this item, would there be discipline available with the ARs during the interim between now and labor negotiations. If they do approve it, what would be the implication between now and labor negotiations?

Chairperson Fox: Replied in the past when the Commission has approved prohibitions and penalties, we have done so without saying when they go into effect. Our past practice has been not to assign a date to the implementation or adoption.

Greg Ott: Chief Deputy Attorney General, stated if the Commission were to choose not to approve the P&Ps, the appointing authority would not have that approval from the Commission. Due to the position the Department is in after the Supreme Court decision which directed them to have the P&Ps approved by the Commission, disciplinary efforts might be hampered. The appointing authority could speak to what efforts they would take in the absence of these P&Ps, but they would not have approved P&Ps by the Commission.

Cameron Vandenberg: Chief Deputy Attorney General, stated the Supreme Court ruling that was referenced by Mr. Ott which declared that the Prohibitions and Penalties that were found in AR 339 are invalid did find that the Agency would still be able to discipline their employees under provisions of NAC 284, specifically NAC 284.650, which are the causes for disciplinary actions, as well as other provisions of Chapter 284 that pertain to dismissals. There are a lot of different regulations that provide authority to an agency to discipline employees. These Prohibitions and Penalties are not new; they are just in a new format because that's the format currently in use. But the employees of the Department of Corrections have already provided the input, or have had the opportunity to provide their input, on these Prohibitions and Penalties three years ago before they were adopted by the Board. The employees have all been provided with a copy of them the past two years. There's no prejudice to the employees in adopting these P&Ps. This is just a formality that the Supreme Court has affirmed needs to happen.

Chairperson Fox: Stated the ruling of the Supreme Court directs the Commission to approve Prohibitions and Penalties. If we don't, in essence, we aren't following a Supreme Court order.

Greg Ott: Believed the Supreme Court order directs you to exercise the same discretion you would over other prohibitions and penalties, which is if you deem that they are appropriate, it's within your purview to approve them. I don't view the Supreme Court order as restricting your discretion as a Commission to push back on P&Ps you feel are inappropriate or approve those that are appropriate.

Chairperson Fox: Asked is knowing that the State legislature has passed a bill providing collective bargaining for State employees, will the approval of P&Ps today interfere with moving forward with collective bargaining or will all the P&Ps for those employees for which collective bargaining occurs, will this be a potential revision of P&Ps based upon the implementation of collective bargaining?

Commissioner Mauger: Everything in yellow directly affects the employee. Some of these are pretty sensitive areas in law enforcement based on the fact that there is a collective bargaining agreement being formulated. The sensitivity of these items should be discussed by the parties at the table because it has a direct impact on them.

Commissioner Sanchez: Stated I have negotiated contracts before and new contracts that don't exist take quite a bit of time, and so putting this in perspective, during that period of time between a motion made by this Commission to approve or not

approve until a labor agreement is reached, will the Department of Corrections be able to discipline the employees? During that interim will there be effective disciplinary procedures to cover the Department before the labor agreement is reached?

Peter Long: DHRM Administrator, replied employees are bound by the disciplinary process detailed in NRS and NAC 284, and specifically for discipline in NAC 284.650 and the prohibitions and penalties that go along with that. That is the process; that is the law right now. Until a collective bargaining agreement is created and ratified, this is what they have. So, absent any prohibitions and penalties now, as Deputy Attorney General Vandenberg said, agencies would be limited to NAC 284.650 and the other provisions of NAC Chapter 284. Those regulations say what offense can result in discipline, but they don't give the levels of discipline that the prohibitions and penalties do. In order to be fair to employees and to allow the Agency to administer the process of disciplinary action, prohibitions and penalties need to be in effect so there's equity across the Agency and equity across the State with similar levels of discipline for similar levels of offenses. Right now collective bargaining does not play into it other than, as Commission Mauger said, it could be part of the bargaining process if they disagree with what's in the prohibitions and penalties.

Commissioner Mauger: Indicated the things that they are discussing now are already there. Where there's a climate of a collective bargaining, it's going to happen. It's just a matter of when it's going to happen. They've got things in place that they can move forward, but they don't have things in place also. That's what I'm concerned with.

Peter Long: Agreed with Mr. Mauger and that the items that were highlighted in yellow would be up to the Department of Corrections to explain why those offenses and levels should be included in the proposed Prohibitions and Penalties.

Cameron Vandenberg: Stated some employees are saying that because of AR 339, those P&Ps were invalidated, that they're untouchable and can do whatever they want and the Department of Corrections can do nothing about it. That's an untenable situation to have with employees. These guidelines have been in place for two years. The employees know what they are and they have to be able to have clear expectations for employees or there's going to be mayhem.

Chairperson Fox: Indicated the Commissioners had received some materials and supporting documentation for Agenda Item IV-A electronically, and she wanted to give Members an opportunity to read that information before they resumed their discussion on this topic.

MOTION: Moved to recess for ten minutes.
BY: Chairperson Fox
SECOND: Commissioner Hurley
VOTE: The vote was unanimous in favor of the motion.

Chairperson Fox: Called the meeting back to order and indicated Alternate Commissioners Maloney, Carvin and Asherian were present in the audience.

Commissioner Mauger: Contemplated making a motion and wanted to discuss voting on what is already in place and holding in abeyance the changes in yellow.

Chairperson Fox: Stated that discussion on the subject cannot occur prior to a motion being made and seconded.

Commissioner Hurley: Asked if NDOC received input from the Association regarding the highlighted portions of the proposed ARs.

Christina Leathers: Personnel Officer, NDOC, responded per AR 100 they do solicit employee input for all ARs including AR 339. This process was followed in 2017 for the AR including the Prohibitions and Penalties in its current state. The process that they went through, which is highlighted in yellow, was in partnership with DHRM to do comparatives of what the other prohibitions and penalties are at comparative agencies to be more in line what the other agencies have in place. Additionally, some of the elements were combined into one, versus two or three, as listed out in the Prohibitions and Penalties.

Chairperson Fox: Indicated several parties submitted written comments: Adam Levine, an attorney whose practice consists primarily of representations of unions and employee organizations including Brian Ludwick, whose case *NDOC vs. Ludwick*, resulted in the Nevada Supreme Court invalidating AR 339 based upon NDOC's failure to have that regulation approved by this Commission; Robert Ashcroft, NDOC Senior Correctional Officer, who is also President of the Nevada Corrections Officers Association; and NDOC Correctional Officer Jonathan Allen-Ricksecker, who is also a board member with the Nevada State Law Enforcement Officers Association.

Kevin Ranft: Labor Representative with AFSCME Local 4041, commented he represented the opposition and asked the Commission to hold back on the items that are in yellow until the voices can be heard of all the officers and the unions involved. AFSCME would like to see NDOC supervisors working one-on-one with the employees, provide additional training, guidance and respect. The changes need to be fair and they need to be something that doesn't always go towards immediate termination. He reached out to the Director of the Department of Corrections who has agreed to meet with them to go over the Prohibitions and Penalties item by item. AFSCME is going to be working with the Department in coming days to ensure that the officers' voices are heard and have a sit-down table to have those voices heard.

Jonathan Allen-Ricksecker: Correctional Officer at High Desert State Prison, stated his view of the newly proposed NDOC Prohibitions and Penalties is that they are in direct conflict with provisions of the newly passed collective bargaining bill, SB135, which includes the negotiations of discipline within the bargaining process. He gave examples of both newly proposed revisions and omissions of what he deemed "vital" materials. He urged the Commission to postpone adoption of this newly revised P&P.

Commissioner Mauger: Asked Mr. Allen-Ricksecker if he would feel comfortable if the Commission adopted the Prohibitions and Penalties without those items in yellow as presented?

Jonathan Allen-Ricksecker: Responded no; the items in yellow are still vague and questionable and need to be addressed, but there is also an increase in sanctions.

Commissioner Mauger: Asked if the Commission did not approve this item, what type of discipline would be available to the Department?

Jonathan Allen-Ricksecker: Replied there would still be plenty of disciplinary options. Chapter 284 has a list; Chapter 289 has a list. Discipline would still go forward. The job elements are still there; they're still enforceable.

Commissioner Mauger: Asked if there were any workshops held regarding the proposed changes.

Jonathan Allen-Ricksecker: Answered he wasn't aware of any workshop being held regarding the sanctions in AR 39.

Commissioner Mauger: Stated the officers have upcoming negotiations. There are things in the P&Ps that have not been there before that can be put on hold and addressed in the negotiating process. He thought the Commission could approve what's already been there and then save the things in yellow until they get into the negotiating process so they make sure that both sides can understand and reach a fair and equitable agreement.

Commissioner Sanchez: Referred to the letter from Mr. Levine which stated that SB135 is now the law of the land; that's fine. But it is not the Commission's role to deal with labor negotiations. The Department of Corrections needs a stable process of continuing discipline until a new labor contract is finalized. A final labor contract will never be satisfactory fully to both parties; we are in a very unusual position of having to deal with this prior to the labor negotiation contract.

Commissioner Spurlock: Asked if they could defer their vote or is there a way that some of the yellow-highlighted items could be voted on as a partial package and not others.

Deputy Attorney General Greg Ott: Responded his understanding on the past practice of the Personnel Commission has been when there is a specific item within a P&P that has needed clarification or that the Commission had issue with, a dialog with the Agency was held to determine if it is revised voluntarily the P&Ps would be adopted as a slate with the revision. That option is available to the Commission. But to strike out specific things and approve some subset would be a deviation from past practice of the Commission. NAC 284.742 requires an appointing authority to determine, subject to the approval of the Commission, the P&Ps and the Commission gets an up or down approval. It is not the Commission's place to revise the P&Ps and then send them back to the appointing authority.

Commissioner Mauger: Moved to approve the current Prohibitions & Penalties and leave the yellow highlighted items to the upcoming collective bargaining process.

MOTION: Moved to approve the current in-place penalties and prohibitions in Item IV-A and to exclude the yellow highlighted changes.
BY: Commissioner Mauger

The motion failed without a second.

MOTION: Moved to approve Item IV-A.
BY: Commissioner Sanchez
SECOND: Commissioner Hurley

Commissioner Mauger: Expressed as a labor representative, he would have to vote no on the motion.

Commissioner Sanchez: Indicated he also has a labor background, as well as a background in management and HR; there has to be two sides to labor negotiations.

Commissioner Spurlock: Stated they were responsible for both sides of the table, labor and HR. The Commission's biggest responsibility was to the taxpayers of Nevada.

VOTE: The vote was in favor of the motion with Commissioner Mauger voting in the negative.

Chairperson Fox: Stated for the record, she heard Mr. Ranft say that the Director of the Department of Corrections has agreed to meet with employees regarding the Prohibitions and Penalties, and she was encouraged by that because that dialog between management and employees is so important. Prohibitions and penalties are a guide. This guide is intended as a supplement to the Nevada Rules for State Personnel Administration and does not constitute coverage of all possible violations that could conceivably occur. It is intended to clarify existing rules and regulations and to assist supervisors in taking appropriate corrective disciplinary action. The penalties identified for the various infractions are merely guidelines and may be applied to a greater or lesser degree than indicated, depending upon the circumstances and the seriousness of the offense or offenses. The extent of progressive discipline and penalties imposed will be at the authority's discretion.

IV-B. Office of the Military

Denise Woo-Seymour: Reported the current Office of the Military's Prohibitions and Penalties have been in effect since May 15, 2009. Prior to crafting the revised version, employees and the employee associations were requested to submit comments and suggestions. Prohibition I-5 is at a higher penalty level than all other agencies as a violation of this type could compromise the Agency's security and professional conduct. Otherwise, the items submitted for approval have been reviewed by the Division and . Otherwise, the items submitted for approval have been reviewed by the Division and are consistent with those already approved by the Commission for other departments/divisions. Prohibitions that were relocated from a section to another more appropriate section were not noted since the language had already been previously approved by the Commission.

Commissioner Sanchez: Asked Ms. Tyler what type of positions the Office of the Military has.

Cheryl Tyler: Administrative Services Officer, Office of the Military, answered firefighters, administrative positions such as administrative assistants, accounting assistants, management analysts, ASOs, personnel, project managers, environmental engineers and mechanical engineers and facilities maintenance employees.

Commissioner Mauger: Asked if a workshop was held regarding the prohibitions and penalties.

Cheryl Tyler: Answered in the affirmative.

MOTION: Moved to approve Item IV-B.
BY: Commissioner Sanchez
SECOND: Commissioner Hurley
VOTE: The vote was unanimous in favor of the motion.

V. DISCUSSION AND APPROVAL OF REMOVAL OF CLASSES OR POSITIONS APPROVED FOR PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES AND REVISIONS TO CLASS SPECIFICATIONS – Action Item

A. The Department of Motor Vehicles requests the removal of the following positions from the list approved for pre-employment screening for controlled substances:

7.647 Program Officer II, PCN: CC4019
11.354 Supervisory Compliance Investigator, PCN: WF8508
11.358 Compliance Investigator II, PCN: RE4079, RE8018, RE8025, RE8026, RE8028

Carrie Hughes: Personnel Analyst with DHRM, stated the Department of Motor Vehicles has requested the removal of the requirement of pre-employment screening for controlled substances for the positions listed in Agenda Item V-A. The Department is requesting removal because the job duty of working with confidential and sensitive information to conduct or process background information has been removed from the positions.

MOTION: Moved to remove the following positions from pre-employment screening: Program Officer II, PCN: CC4019; Supervisory Compliance Investigator, PCN: WF8508; Compliance Investigator II, PCN: RE4079, RE8018, RE8025, RE8026, RE8028.
BY: Chairperson Fox
SECOND: Commissioner Hurley
VOTE: The vote was unanimous in favor of the motion.

VI. DISCUSSION AND APPROVAL OF PROPOSED CLASS SPECIFICATION MAINTENANCE REVIEW OF CLASSES RECOMMENDED FOR REVISIONS OR ABOLISHMENT – Action Item

B. Fiscal Management & Staff Services
1. Subgroup: Public Information
a. 7.815 Photographer Series
b. 7.817 Publications Writer
c. 7.832 Exhibits Manager Series

Heather Dapice: Supervisory Personnel Analyst with DHRM, recommended changes to the class specification Fiscal Management & Staff Services, Subgroup: Public Information Photographer, Publications Writer and Exhibits Manager Series. These are items VI-A-1-a, 1-b and 1-c on the agenda. Beginning with Item VI-A-1-a, it was determined that the EEO-4 Code be changed from B, Professionals to C, Technicians as the C designation specifically identifies Photographers as a job in this EEO-4 designation. In addition, minor changes were made to the concept and minimum qualifications to maintain consistency with formatting and structure. Item VI-A-1-b, Publications Writer, it was determined that a revision be made to include duties and responsibilities related to website development. In addition, changes were made to the minimum qualifications to reflect this change as well as to maintain consistency with formatting and structure. Lastly, Item VI-A-1-c Exhibits Manager, it was determined that minor revisions be made to the series and class concept to clarify duties and responsibilities. In addition, minimum qualifications were amended to not only reflect these changes but also to maintain consistency with formatting and structure.

Commissioner Spurlock: Asked if there were no other changes to a job description and the EEO code was the only change, did the job description need to come before the Commission?

Peter Long: Answered if a change was not substantive, DHRM can make it without the approval of the Commission.

MOTION: Moved to approve Item VI-A-1-a, b, and c: Fiscal Management & Staff Services, Subgroup: Public Information, 7.815 Photographer Series; 7.817 Publications Writer; 7.832, Exhibits Manager Series.
BY: Commissioner Mauger
SECOND: Commissioner Sanchez
VOTE: The vote was unanimous in favor of the motion.

C. Mechanical & Construction Trades
1. Subgroup: Semi-Skilled General Labor
a. 9.491 Temporary Aid Series
2. Subgroup: Graphics, Printing & Reproduction
a. 9.722 Camera/Plate Processing Technician Series
b. 9.723 Photographic Lab Technician Series

Heather Dapice: Continued with Item VI-B-2-a, Mechanical & Construction Trades Occupational Group, Subgroup: Semi-Skilled General Labor, Temporary Aid Series. The only modification to the specification was to the information date to indicate that the specification was reviewed and no changes were made. Item VI-B-2-a and VI-B-2-b, Camera/Plate Processing Technician and Photographic Lab Technician are not expected to be utilized in the future. It is therefore recommended that both these series be abolished.

MOTION: Moved to approve Item VI-B-1-a, Mechanical & Construction Trades, Subgroup: Semi-Skilled General Labor, Temporary Aid; and VI-B-2-a and b, Subgroup: Graphics, Printing & Reproduction, Camera/Plate Processing Technician and Photographic Lab Technician Series.
BY: Commissioner Sanchez
SECOND: Commissioner Mauger
VOTE: The vote was unanimous in favor of the motion.

VII. STATUS OF DEPARTMENT OF MOTOR VEHICLES CLASSIFICATION APPEAL REGARDING MANAGEMENT ANALYST II – PCN: 4103 – Informational Item

Peter Long: Reminded Members that the Department of Motor Vehicles had a classification appeal on the agenda at the last Commission meeting requesting a Management Analyst II position be reclassified as a Management Analyst III. The Commission gave DHRM the ability to review positions that they felt this position should have been compared to. Ultimately, the Department of Motor Vehicles withdrew their appeal. There was no reason to review the other positions and make a determination on them, so this issue is settled.

VIII. CONTESTED CLASSIFICATION SPECIFICATION REVIEW – ASSOCIATE WARDEN CLASS - Action Item

Posting #25-19
12.553 Associate Warden Class

Harold Wickham: NDOC Deputy Director, indicated that these proposed class specifications, or minimum qualifications, were simply to increase the effort to give others an opportunity to excel within the Department. On a personal note, he said he qualified for Warden long before he qualified for Associate Warden, and that was a concern for him.

Ken Goodly: NDOC Human Resources Analyst, pointed out that the new specifications do not dilute or diminish the qualifications for Associate Warden, and that the staff has done an excellent job ensuring the equivalencies are appropriately in line with the classification series. This proposal includes the correctional count of lieutenants, or experience from correctional camp facilities, in order to level the playing field to recognize the experience accumulated in those correctional camps as well as correctional transitional facilities. The objective is to ensure that those correctional lieutenants are given an opportunity to compete. If adopted, there will be energized recruitment for the Department, not just in terms of recruitment, but also in terms of retention. The adoption of this modification would open up an opportunity for more meaningful candidates to qualify.

Commissioner Spurlock: Thanked Mr. Goodly for the recruitment history and stated everyone has different concerns and approaches as to how they want to handle their recruitments based on prior history. The Commission has studied the essential functions of the class specifications and doesn't understand why anyone would think the new parameters would in any way threaten public safety as some have suggested. Is Ms. Walsh present today?

Chairperson Fox: Answered Ms. Walsh is not present but has a proxy.

Commissioner Spurlock: Stated agencies should be given a wide degree of latitude on this. Let me give you two extreme examples that go to the other ends of the spectrum. If you set the bar too low and you accidentally say something like only six months of customer service, you may assume that the person worked in an office environment, but what you're going to get is 500 candidates who worked at McDonalds; that's just why HR people exist. We give that kind of common sense advice because we're seeing stuff more often than the departments. On the other end of the scale, it gets a little bit more concerning because you have legal issues. So as all the HR people here know you can't ask a maintenance worker to have a PhD; it's not a bona fide occupational qualification. Within that is a wide degree of discrepancy. That's not a standard across agencies. Ultimately when we've looked out to the marketplace, we're still paid the same, but we just had different concerns and different approaches as to how we want to handle our recruitments based on our prior history. I really don't have a problem with any of this and I don't think any of this by any stretch threatens public safety that is mentioned in the objection. I think if you look at the description of essential functions this is a program manager performing administrative tasks, fiscal tasks, providing oversight,

coordinating activities; this is not a person on the floor. It's very hard to believe that this person could directly or immediately threaten public safety because they come with a different background than maybe what these people are used to.

Ron Schreckengost: NDOC Associate Warden, read prepared comments on behalf of Associate Warden Elizabeth Walsh who was unable attend the meeting:

> To the State of Nevada Personnel Commission:
>
> I regret that due to my mother having surgery on June 21st I'm unable to appear in person with my testimony regarding our objections, our being NCA's, objection to the request of the Nevada Department of Corrections to change the class specifications of Associate Warden. Accordingly, I've submitted our testimony in written form and send an Associate Warden, Ron Schreckengost, as my proxy to clarify questions or concerns, and requesting that the Commission do not approve changes to the class specifications at this time. By way of background, I've been an Associate Warden for almost a decade and have been working for the NDOC for 20 years. I'm also the Vice-President of the Nevada Corrections Association.
>
> NDOC contends that the class specification clarify that some positions may require specific operational and/or program experience which will be identified at the time of recruitment and to allow for a larger pool of applications and will increase recruitment and retention efforts. According to Beverly Ghan, Deputy Administrator, the change does not diminish the minimum qualifications for Associate Warden. It clarifies that in addition to the minimum qualifications, the NDOC may require the applicant to have specific operational and/or experience in working with various programs such as medical, education, casework, et cetera. This is to ensure that the applicants have experience that relates more closely with the actual duties of the position.
>
> The NDOC could specify the minimum qualifications to fit a specific person. They should not be allowed to make these changes. This has the potential to water down the requirements by the NDOC Administration and have more loopholes in order to make selections based on friendships. This is cronyism. I have witnessed this on numerous occasions, and we believe that the NDOC is not following the proper procedures regarding promotional opportunities. I will be contacting my Department management directly pertaining to these concerns.
>
> Beverly Ghan also stated that during the last four recruitments for Associate Warden has found average only nine eligible candidates, and these candidates tended to be the same individuals. There are only 15 Associate Warden positions in the State of Nevada. In my experience, the position of Associate Warden seldom, perhaps once a year, opens in Nevada, and the opening could be at any large institution in Carson City, Las Vegas area, Ely or Lovelock. This requires the prospective candidates to potentially move across the State in order to accept the position. Therefore, most candidates wait until there's a recruitment in their area to apply for Associate Warden.
>
> This past legislative session approved collective bargaining which was signed into law by the Governor. The position of Associate Warden is a pay grade 43; this is a high pay grade for State employees and carries with it tremendous responsibilities. With collective bargaining now a reality in State service, there is a potential for more candidates to be considered based on that fact alone.
>
> The Division of Human Resource Management is tasked with updating specifications for regular maintenance reviews based on subject matter experts' input and recommendations. In lieu of making these changes at this time, the position for Associate Warden should be audited, and this decision before you today should be postponed until later.
>
> We, NCA, are requesting DHRM audit the positions to assess the necessary qualifications in lieu of NDOC administration simply submitting clarifications for them. This will assure that no hasty and irrational decisions are made that could have unforeseen legal and life-threatening ramifications.
>
> Please consider auditing these positions and postponing this decision. The gravity of your decision here today is greater than you know. Thank you for your time and consideration.
>
> Respectfully, Elizabeth Walsh.

Chairperson Fox: Stated DHRM sent the Commission some additional materials related to Agenda Item VIII, but not all Members were certain they had received those items. The Chairperson suggested a ten minute recess so everyone could review those documents.

MOTION: Moved to recess for ten minutes.
BY: Chairperson Fox
SECOND: Commissioner Hurley
VOTE: The vote was unanimous in favor of the motion.

Chairperson Fox: Called the meeting back to order.

Ken Goodly: Stressed that the introduction of any supplemental requirement was not an arbitrary or capricious process. If NDOC put in place a selective criteria of supplemental requirements and thereafter present that proposal pending the approval from DHRM then that matter would go forward. The interested candidates who apply would of course be able to meet the minimum qualifications that were passed. NDOC takes any allegations or assertions of impropriety within their Human Resource-approved selection process very seriously. Any implications that they would do otherwise or thought to be doing so clearly is a disservice to their stalwart employees. He urged the Commission to adopt this proposal. Doing so would impose no harm to their 2,700 dedicated employees and leverages no adversity on their operational efficiency and it certainly does not and would not manipulate, breech, or compromise the integrity of their recruitment selection and classification process.

MOTION: Moved to approve Item VIII.
BY: Commissioner Spurlock
SECOND: Commissioner Sanchez
VOTE: The vote was unanimous in favor of the motion.

IX. REPORT OF UNCONTESTED CLASSIFICATION PLAN CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL PER NRS 284.160 – Informational Item

The following items were posted for at least 20 working days. No written objections were received by the Administrator before the end of the posting period; therefore the changes automatically went into effect.

Posting: #18-19
3.505 Driver - Shuttle Bus Series
Posting: #19-19
9.631 Custodial Worker Series
Posting: #20-19
10.613 Therapeutic Recreation Specialist Series
Posting: #21-19
10.545 Environmental Scientist Series
Posting: #22-19
2.131 Student Worker Series
Posting: #23-19
6.343 GIS Analyst Series
(formerly known as Transportation GIS Series)
Posting: #24-19
7.605 Investment Analyst Series
Posting: #26-19
12.346 Adult Rights Series
(formerly known as Elder Rights Series)

X. 2019 LEGISLATION AFFECTING STATE EMPLOYEES AND DHRM BUDGET – Informational Item

Peter Long: DHRM's budget was approved by the Legislature as submitted by the Governor including approximately $9.5M for each of Fiscal Years 20 and 21. The Legislature also approved a budget carve-out to separate Agency HR Services into its own budget account. It is still part of and under DHRM, but this will allow better transparency for the way they spend their money as well as being able to more easily track their reserve versus DHRM's reserve as a whole, as DHRM is funded by assessment to all State employees and AHRS is funded by an assessment to the agencies they serve.

DHRM's funding includes 75 positions with an addition of three new positions: a part-time student worker at Agency HR Services; an additional Veteran Recruitment Coordinator to be housed in northern Nevada; and another training officer that will help implement and provide, in particular, the new supervisory skill set class that recently rolled out. Funding is also included for replacement computer equipment per the replacement schedule.

Regarding bills that affect State employees, three of the most notable are:

- AB89: changed the definition of "veteran" back to what it was two years ago. As long as you have served in the Armed Forces and got other than a dishonorable discharge, you qualify for Veterans preference on State recruitments.

- AB132: eliminated pre-employment screening for controlled substances. This bill will have no direct impact on State of Nevada employees. Nevada does pre-employment screening only for positions as they have been determined by the Commission as those affecting public safety.

- SB135: gives authorized collective bargaining to State employees.

Commissioner Sanchez: Asked how many of DHRM's positions are drug tested.

Peter Long: Replied DHRM does not drug test for any of its positions; background checks are performed on certain employees in Central Records.

Chairperson Fox: Asked if per AB530 prospective employees would need to undergo a background check every 5 years upon being hired.

Peter Long: Believed that was correct and would provide additional information to the Commission.

XI. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS. NEXT MEETING SCHEDULED FOR SEPTEMBER 20, 2019.

After deliberation, it was decided the December meeting is tentatively scheduled for December 6, 2019.

XII. COMMISSION COMMENTS

Peter Long: Recognized Dave Badger, who is retiring after 24 years of dedicated State service, 17 with the Department of Personnel. He said Mr. Badger's career was an outstanding one, and he will be missed. He continued, Alternate Personnel Commissioner Armen Asherian has just been appointed as the Director of Employee Relations of the College of Southern Nevada. Many congratulations to both.

XIII. PUBLIC COMMENT

Chairperson Fox: Advised that 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 under NRS 241.020. She asked if there were any public comments; there were none.

XIV. ADJOURNMENT

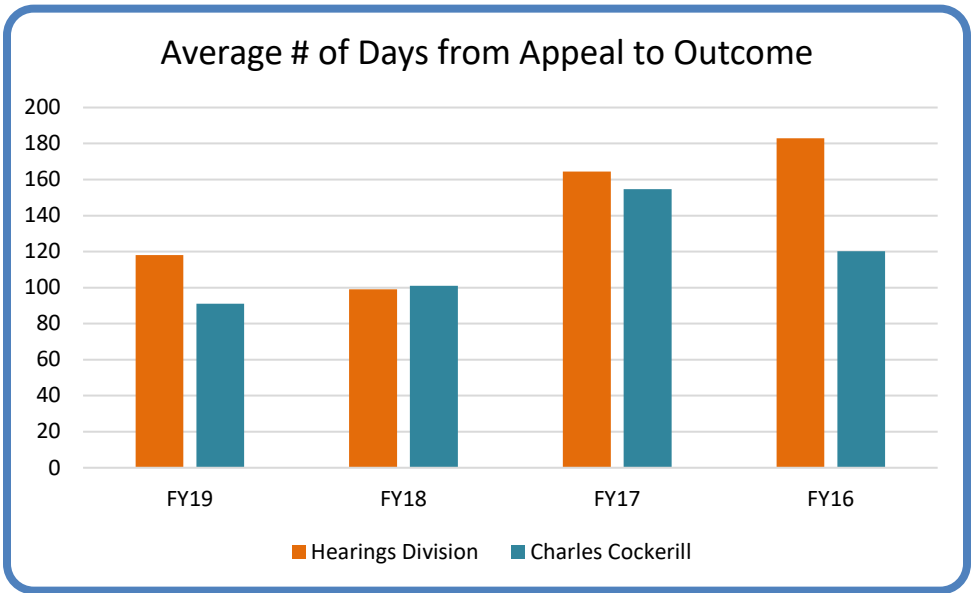
Chairperson Fox: Adjourned the meeting.

Presentation of Hearing Officer Case Handling Statistics

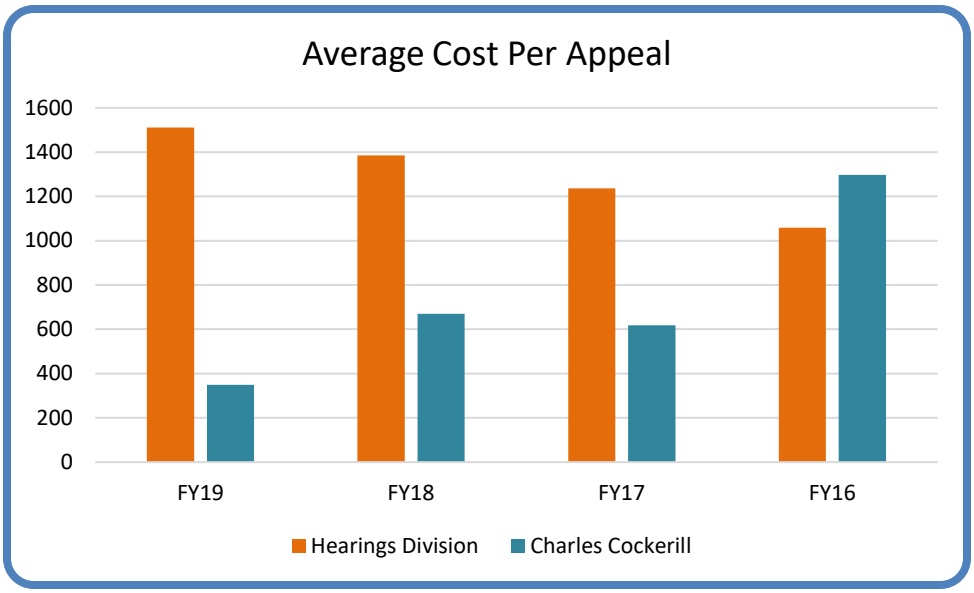
At the time that the Hearings Division was selected as the primary hearing officers for disciplinary and Whistleblower appeals, the Commission requested periodic updates. The Division of Human Resource Management has provided statistics and analysis of fiscal years (FY) 2016 – 2019:

- Average # of Days from Appeal to Outcome
- Average Cost Per Appeal
- Type of Outcomes

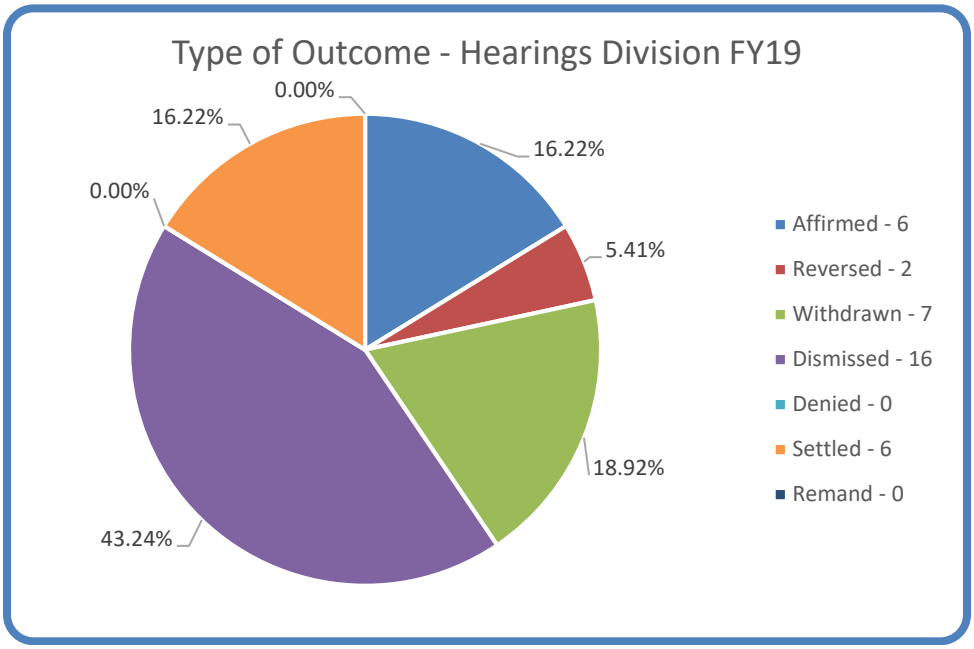
The average number of days from appeal to outcome for Hearings Division hearing officers remains below the 6-month processing time. There was a slight increase in processing time for the Hearings Division hearing officers this fiscal year over last. Charles Cockerill's processing time also slightly decreased this fiscal year over last, and also remains under the 6-month processing time requirement.

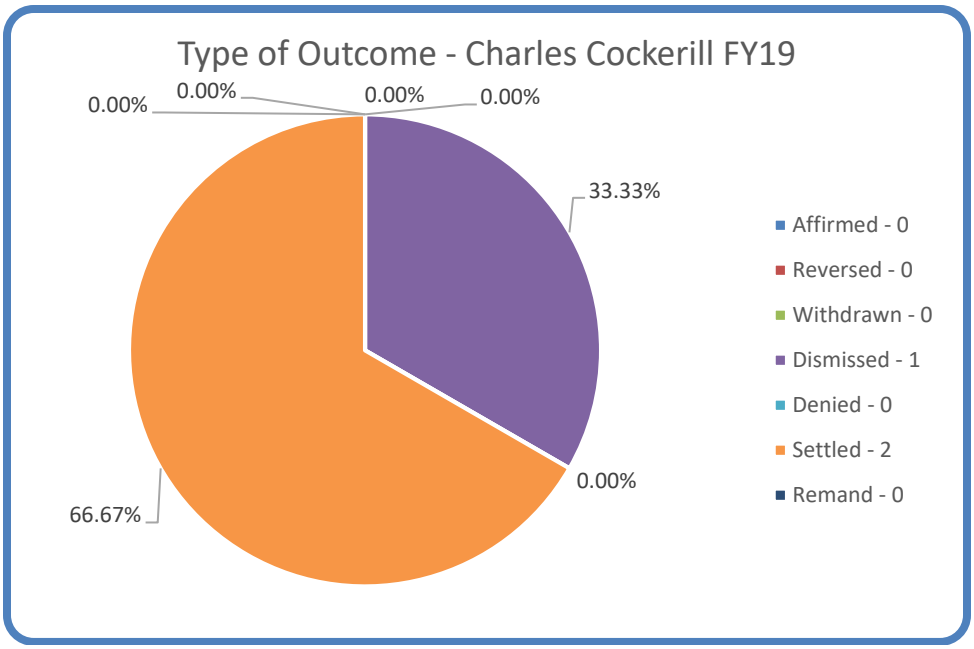


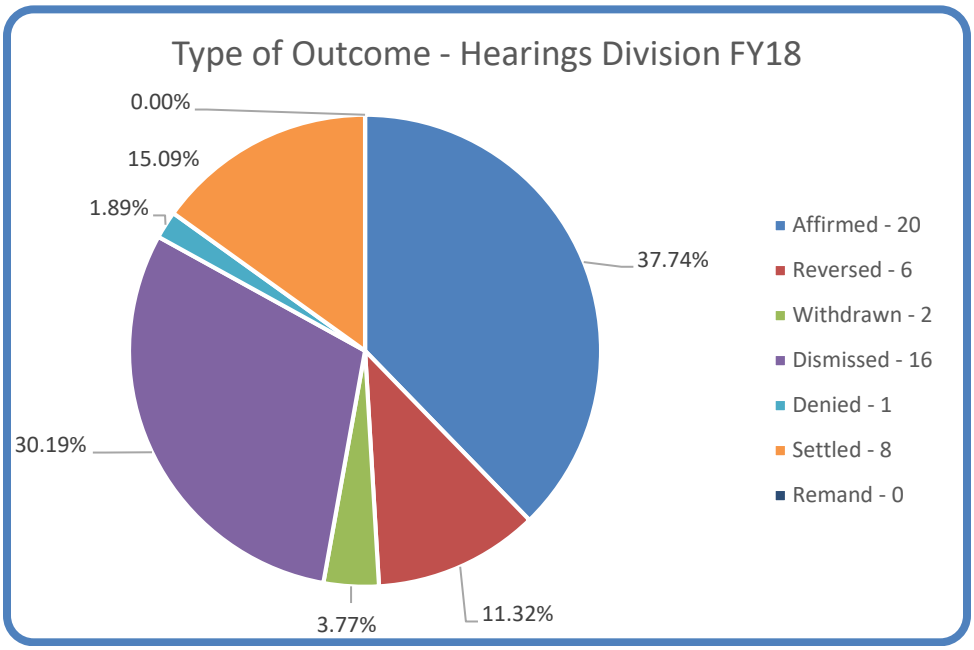
The cost per appeal rose slightly this fiscal year over last for the Hearings Division hearing officers, however it dropped for Charles Cockerill. In FY19, the Hearings Division had several cases that cost over $5,000 which contributed to the rise in costs for the fiscal year.

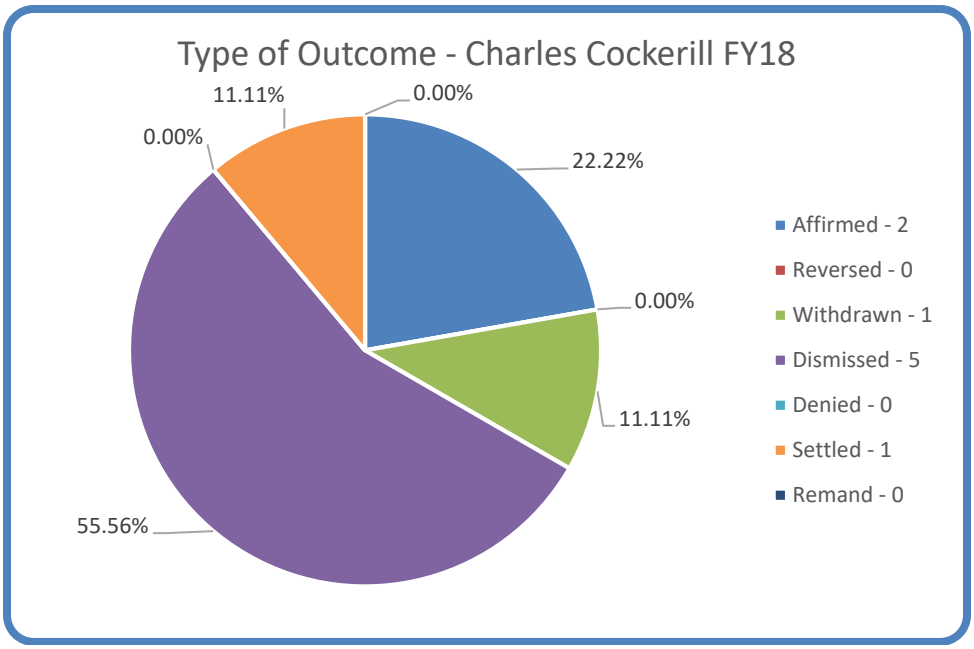


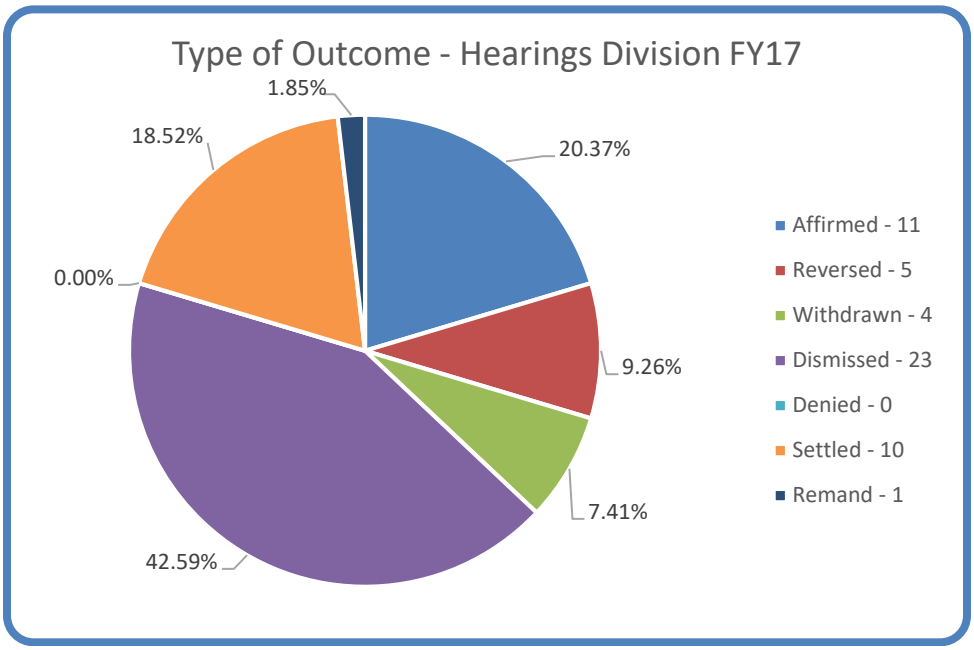
Most cases assigned to the Hearings Division hearing officers and Charles Cockerill did not result in a hearing as they were either settled, withdrawn, or dismissed. Of the cases heard, the percentage of appeals upheld was higher for the Hearings Division hearing officers than Charles Cockerill. The following charts illustrate the types of outcomes for the Hearings Division and Charles Cockerill broken out by fiscal year.

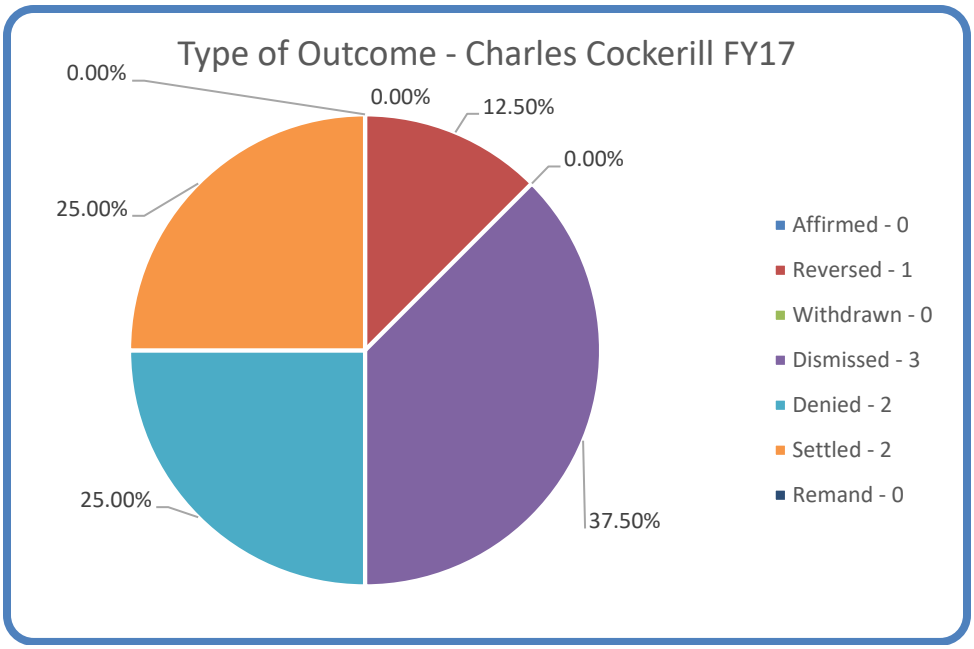


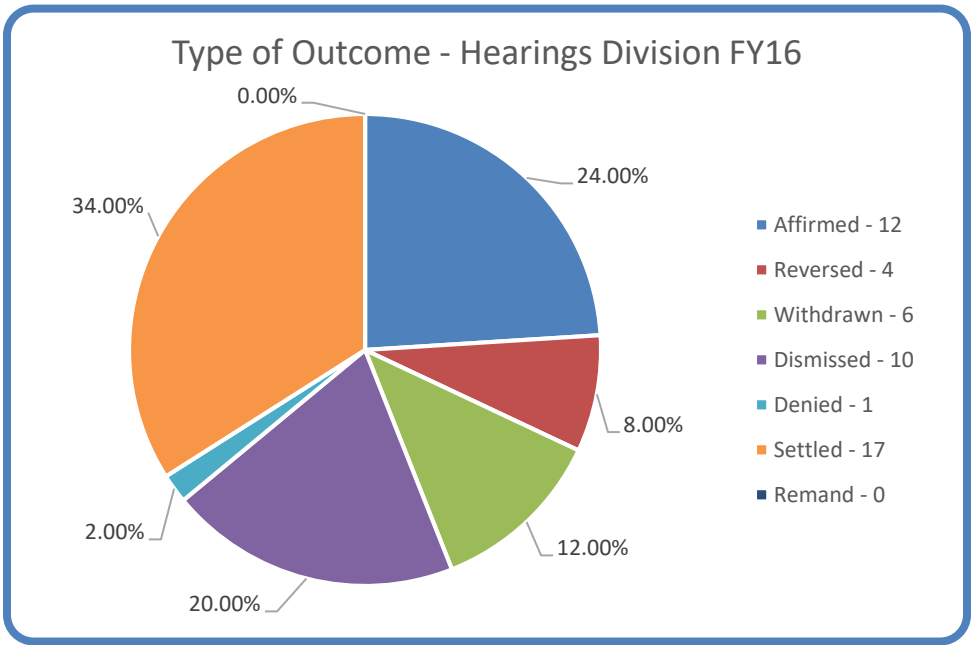

Type of Outcome - Charles Cockerill FY19
0.00%
0.00%
0.00%
0.00%
33.33%
0.00%
66.67%
Affirmed - 0
Reversed - 0
Withdrawn - 0
Dismissed - 1
Denied - 0
Settled - 2
Remand - 0

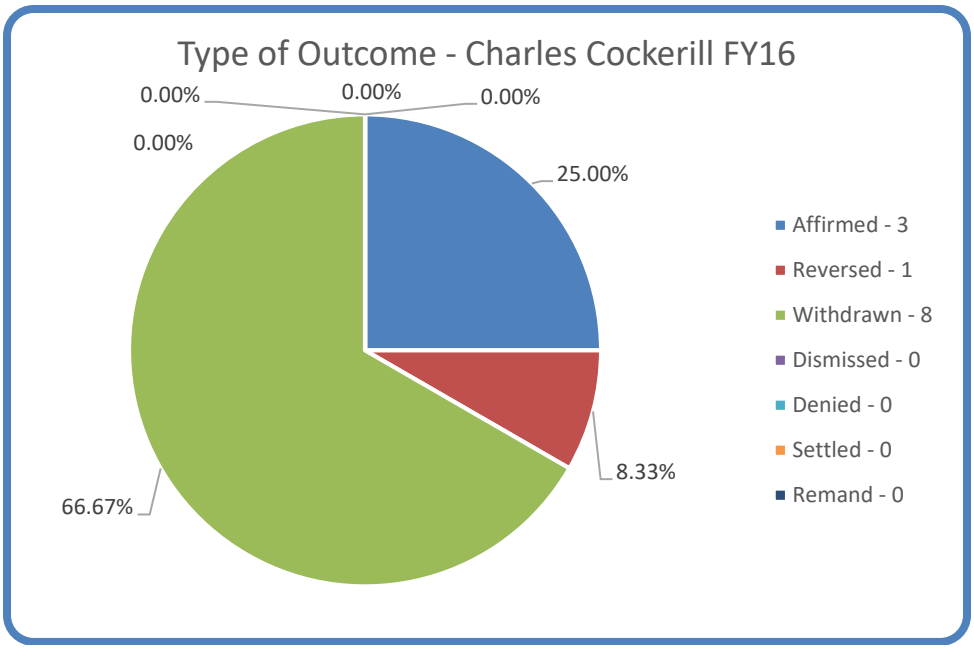

Type of Outcome - Hearings Division FY18
0.00%
15.09%
1.89%
37.74%
30.19%
3.77%
11.32%
Affirmed - 20
Reversed - 6
Withdrawn - 2
Dismissed - 16
Denied - 1
Settled - 8
Remand - 0


Type of Outcome - Charles Cockerill FY18
11.11%
0.00%
0.00%
22.22%
0.00%
11.11%
55.56%
Affirmed - 2
Reversed - 0
Withdrawn - 1
Dismissed - 5
Denied - 0
Settled - 1
Remand - 0


Type of Outcome - Hearings Division FY17
1.85%
18.52%
20.37%
0.00%
9.26%
7.41%
42.59%
Affirmed - 11
Reversed - 5
Withdrawn - 4
Dismissed - 23
Denied - 0
Settled - 10
Remand - 1

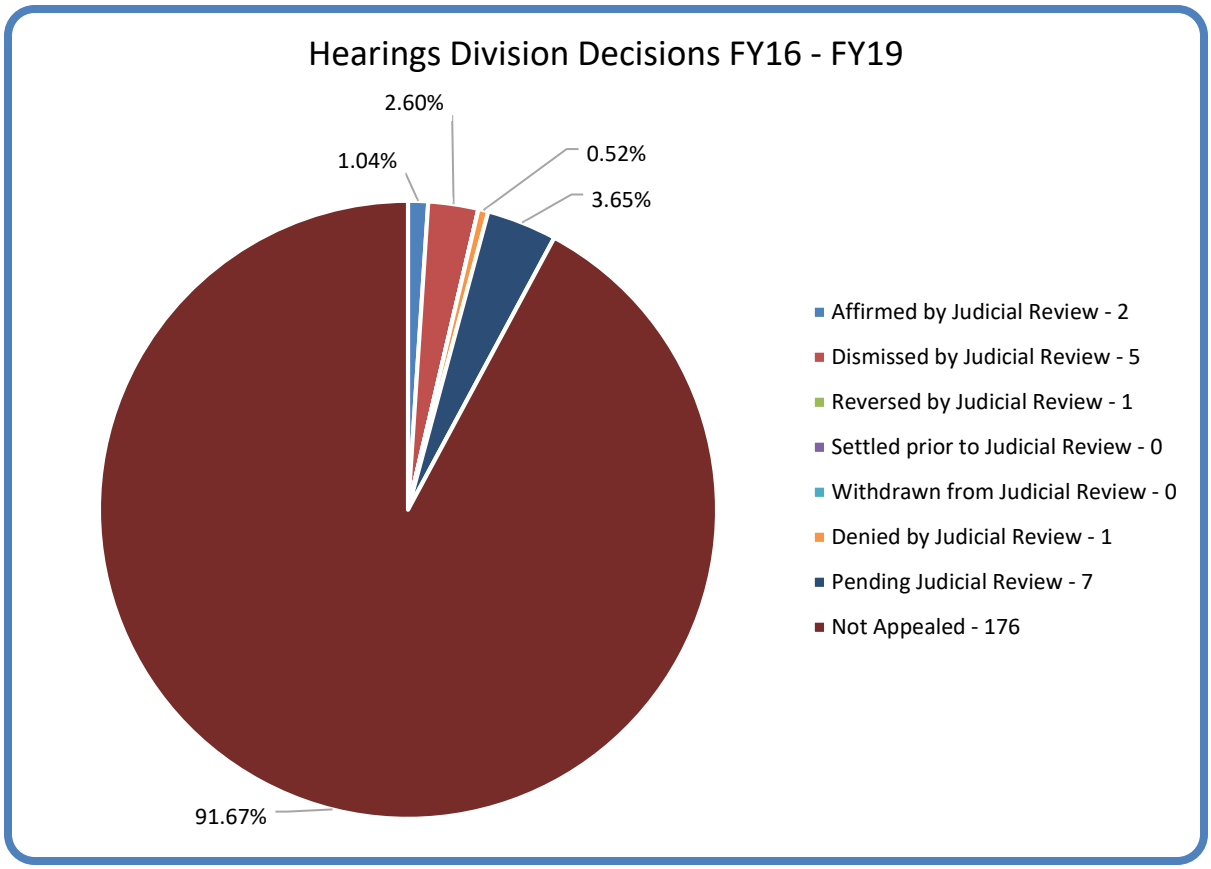

Type of Outcome - Charles Cockerill FY17
0.00%
0.00%
12.50%
0.00%
25.00%
25.00%
37.50%
Affirmed - 0
Reversed - 1
Withdrawn - 0
Dismissed - 3
Denied - 2
Settled - 2
Remand - 0

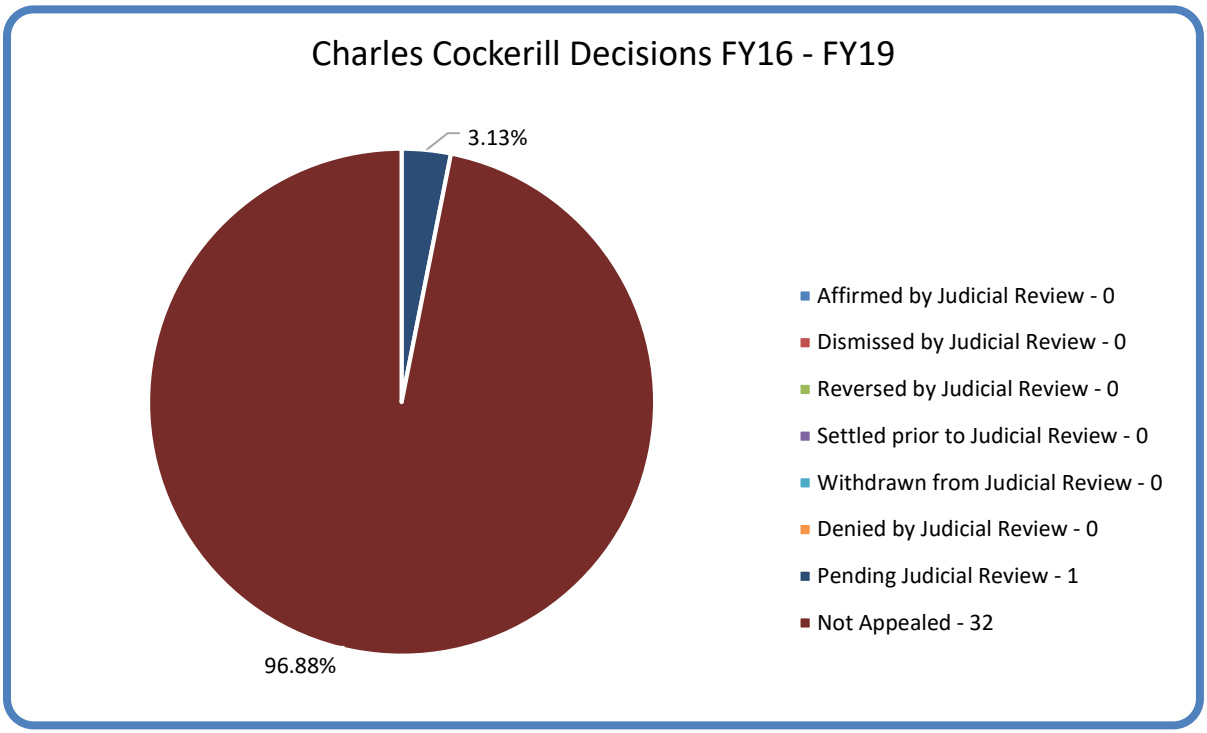

Type of Outcome - Hearings Division FY16
0.00%
24.00%
34.00%
8.00%
2.00%
12.00%
20.00%
Affirmed - 12
Reversed - 4
Withdrawn - 6
Dismissed - 10
Denied - 1
Settled - 17
Remand - 0



Affirmed: The agency disciplinary action was upheld.
Reversed: The agency disciplinary action was reversed.
Withdrawn: After filing an appeal, the appellant decided to no longer seek a hearing officer decision. Appeals are typically withdrawn prior to a hearing.
Dismissed: The hearing officer determined that the appeal was filed in the wrong jurisdiction, was filed untimely, the employee left state service, or the employee did not have the right to appeal.
Denied: This decision relates to a motion for reconsideration by a party to the action.
Settled: The appellant and the agency agreed upon a resolution prior to the appeal being heard by a hearing officer.
Remand: The appeal was returned to the agency with a recommendation of reduction in the level of discipline.

Over 90% of decisions by the Hearings Division hearings officers and Charles Cockerill have not been appealed. The Hearings Division hearing officers had one decision overturned by the District Court.


Hearings Division Decisions FY16 - FY19
2.60%
1.04%
0.52%
3.65%
91.67%
Affirmed by Judicial Review - 2
Dismissed by Judicial Review - 5
Reversed by Judicial Review - 1
Settled prior to Judicial Review - 0
Withdrawn from Judicial Review - 0
Denied by Judicial Review - 1
Pending Judicial Review - 7
Not Appealed - 176


Charles Cockerill Decisions FY16 - FY19
3.13%
96.88%
Affirmed by Judicial Review - 0
Dismissed by Judicial Review - 0
Reversed by Judicial Review - 0
Settled prior to Judicial Review - 0
Withdrawn from Judicial Review - 0
Denied by Judicial Review - 0
Pending Judicial Review - 1
Not Appealed - 32

Summary

The Hearings Division hearing officers and Charles Cockerill's performance is considered timely, has resulted in lower costs compared to when a pool of independent contractors were used, and their decisions are not routinely being overturned by District Court.

The Hearings Division continues to provide hearing room space and clerical support to Charles Cockerill which no longer requires the Division of Human Resource Management (DHRM) to maintain staff and locate rooms to support hearing officers.

In December 2016, the Commission voted to continue the contract with the Hearings Division to hear personnel appeals. Also, Charles Cockerill's contract was continued for three years, and will now expire on June 30, 2020.

DEPARTMENT OF ADMINISTRATION

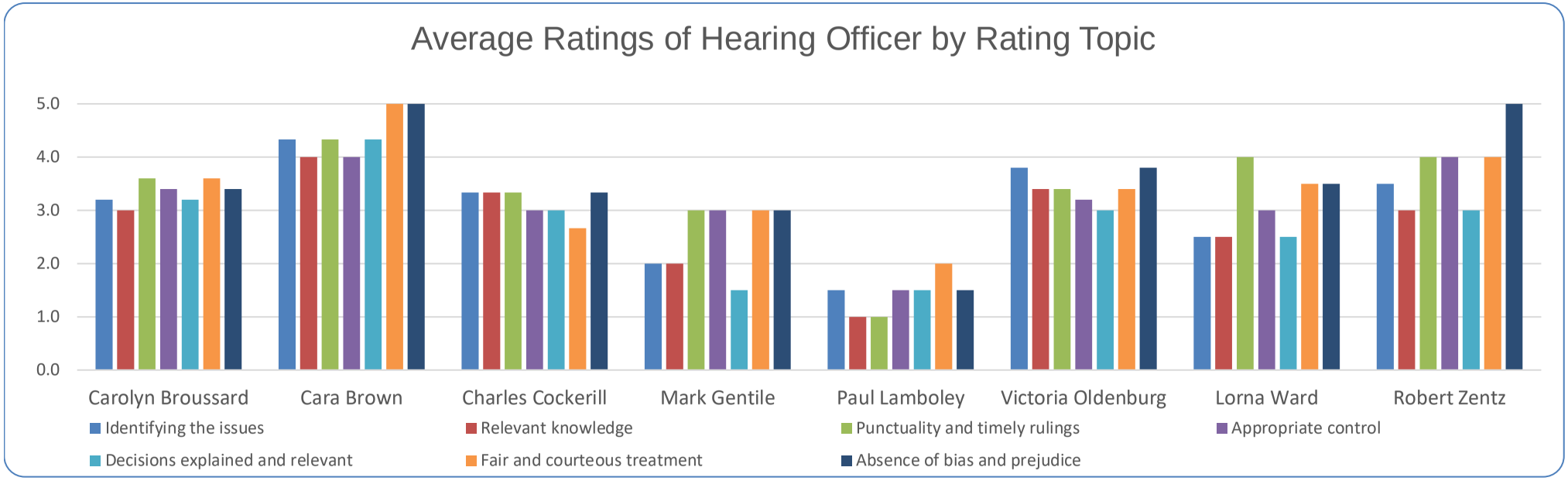
HEARINGS DIVISION

Report to the Personnel Commission of Hearing Officer Performance Survey Results

* * *

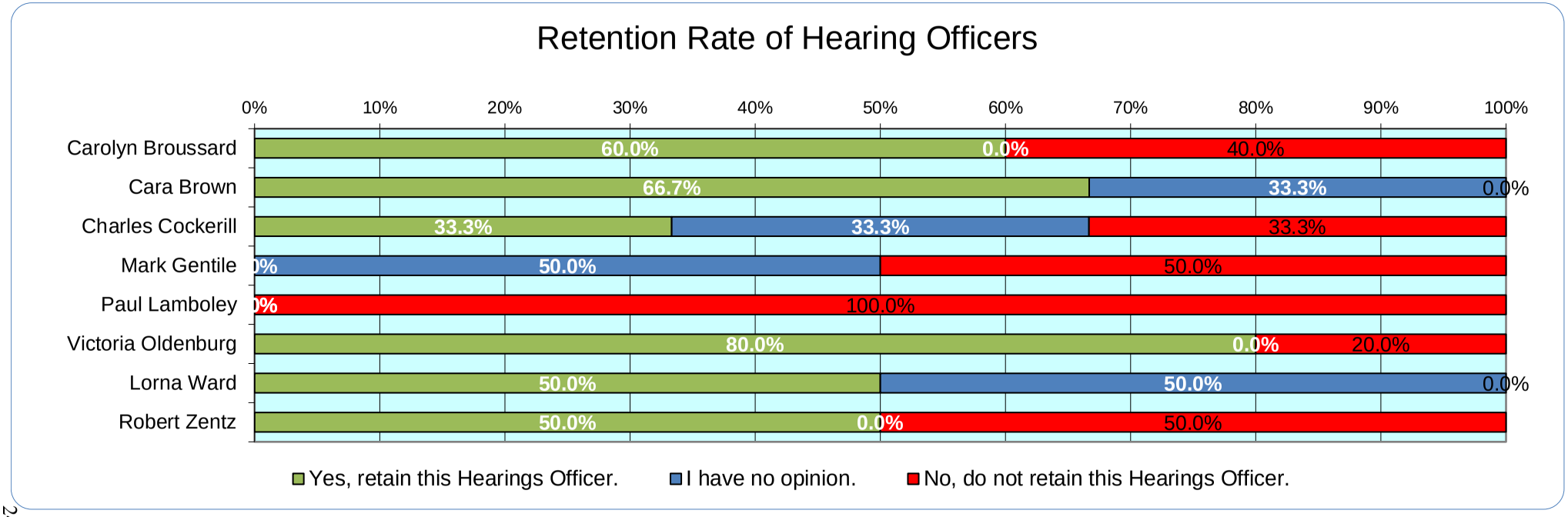
Fiscal Year 2019

HEARING OFFICER PERFORMANCE SURVEY SUMMARY 2019



RATING SCALE:

1-Unsatisfactory, 2-Fair, 3-Satisfactory, 4-Very Good, 5-Excellent, N/A-Not Applicable or Unknown

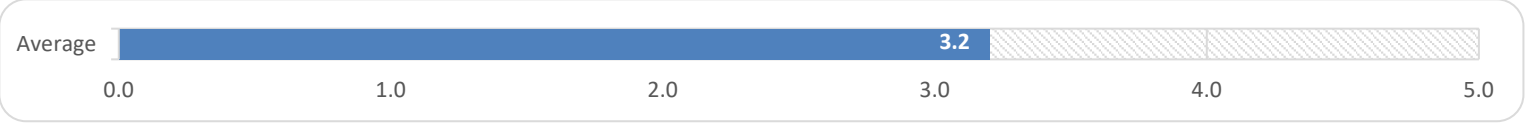


HEARINGS OFFICER CAROLYN BROUSSARD

The Hearings Division has conducted a survey of attorneys and representatives who have appeared before a Hearing Officer in a Department of Human Resource Management (DHRM) case in FY19. The survey was available online from June 14th to July 6th and received a total of 5 survey responses for Hearing Officer Broussard. The responses received are formulated below.

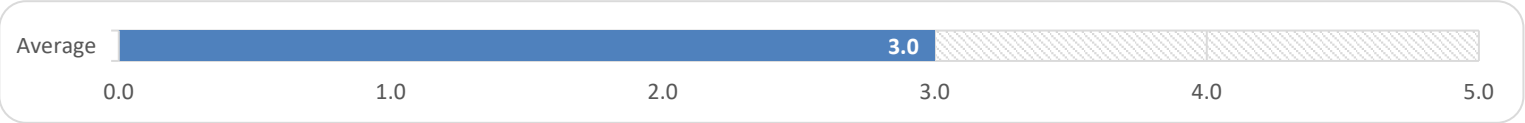
Rating

1. Effectiveness in identifying the appropriate issues in dispute. 3.2



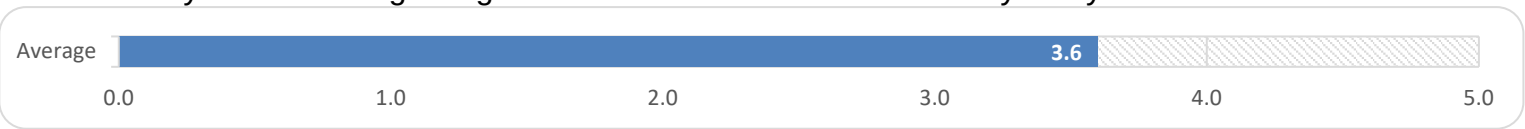
Rating

2. Knowledge of relevant workers compensation laws and procedures. 3.0



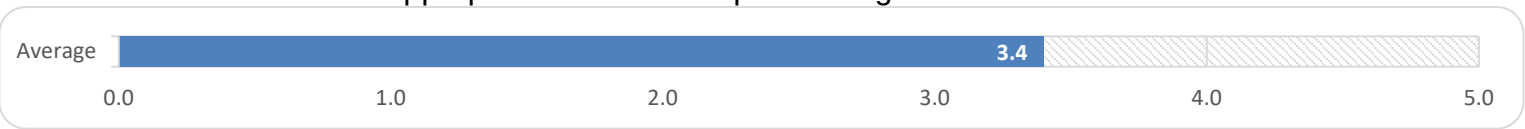
Rating

3. Punctuality and rendering rulings and decisions without unnecessary delay. 3.6



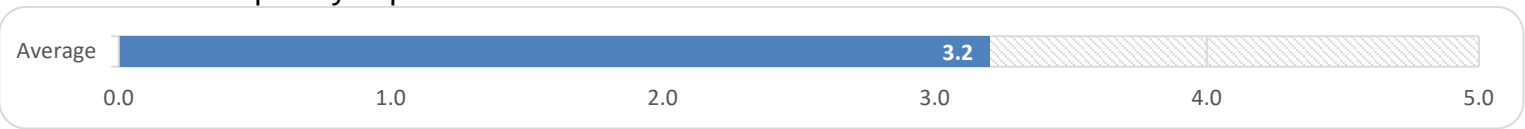
Rating

4. Attentive and maintains appropriate control over proceedings. 3.4



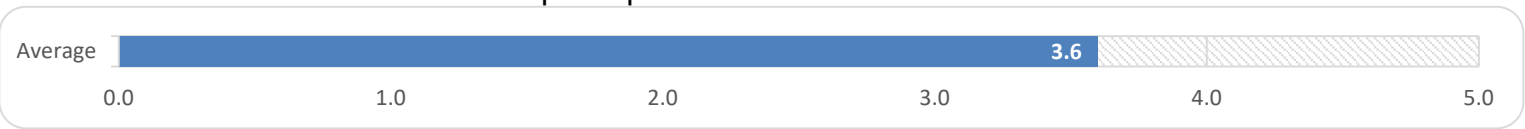
Rating

5. Decisions adequately explained and relevant to the law. 3.2



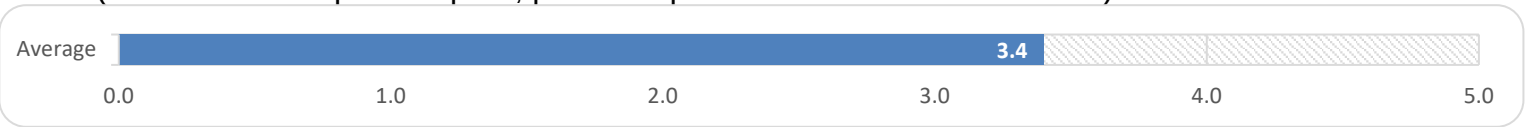
Rating

6. Fair and courteous treatment to all participants. 3.6

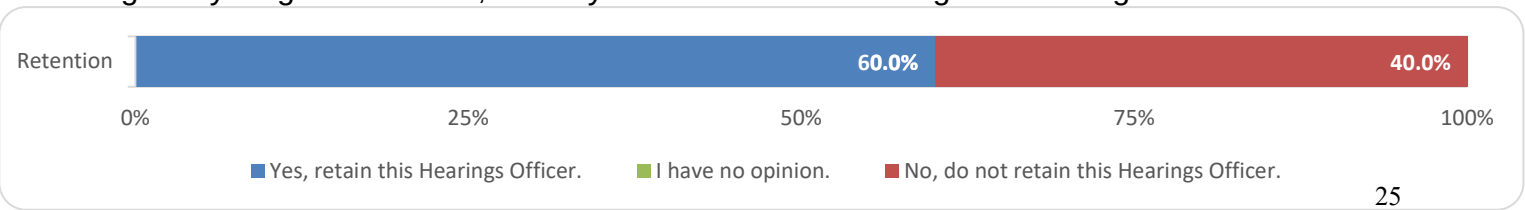


Rating

7. Absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor (if less than adequate or poor, please explain in the comments section.) 3.4

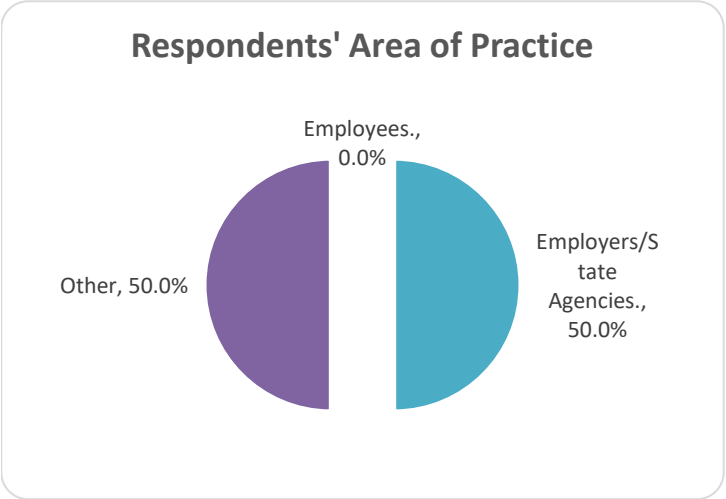


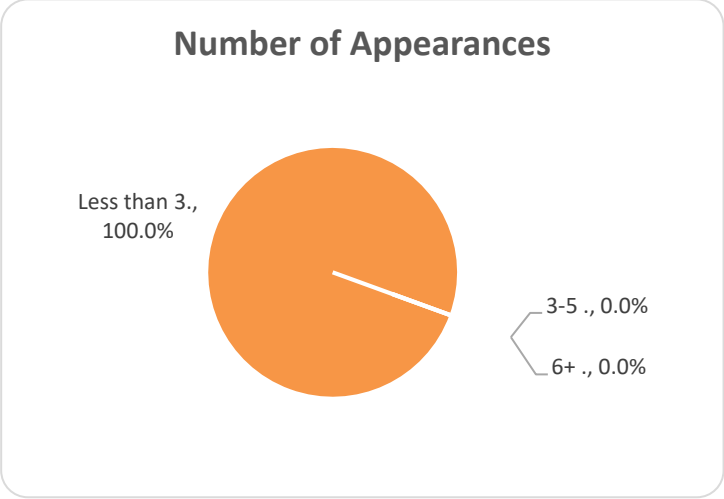
8. Taking everything into account, would you recommend retaining this Hearing Officer.



HEARINGS OFFICER CAROLYN BROUSSARD (continued)

Background Information of Respondents





HEARINGS OFFICER CAROLYN BROUSSARD COMMENTS

Comments on Hearing Officer Broussard:

Jul 16 2019 10:48 AM - "Hearing Officer Broussard produced false information in her decision and orders to justify her decision. It isn't fair to say that she misunderstood, what was said, I believe it's fairer to say she lied in her decision and order, in order to side with the Respondents.

This conclusion is self-evident when juxtaposing her Decision and Order for Appeal No: 1812884-CMB with the transcription prepared by Jamie Caris, Always on Time.

In 1812884-CMB, Hearing Officer Broussard (Decision and Order) she stated, ""Kiosha Allen, DHHS Supervisor, testified, under that the Petitioner took at least one (1) photograph which was later published to Google by the Petitioner that contained PPI.""

However the transcribes reveal a different truth. Line 12 - 21 of page 66 contains the following exchange:

Anthony Cannon: Where was I when the videos where being recorded? .

Kiosha Allen: In the IT room, I guess. Anthony Cannon: Did I have any part in recording the video?

Kiosha Allen: You asked me to record it with your phone

Kisoha Allen's testimony page 66 line 19, under direct examination is as follows:

Anthony Cannon:, ""True, but did I physically record the videos?

Kiosha Allen ""No"".

No where in Kiosha Allen's testimony does she state that I recorded the videos or took pictures in this matter.

In Hearing Officer Broussard decision and order, she also stated, ""Further, Petitioner, Anthony Cannon, also testified under oath that he took the photograph(s) which are the subject of this hearing, published such photograph(s).""

Again, this does not accurately reflect the record.

On page 88, lines 1-3 contain the following:

Linda Anderson: How did the video that was recorded on your phone get to your Google Photo page?

Anthony Cannon: I don't know. And I told him that too. I didn't post it.""

There are other egregious errors contained with the record that allowed BROUSSARD to justify the State's decision to dock me two weeks of pay.

Comments regarding the Hearings Office:

Jun 20 2019 04:16 PM"COMPLETELY BIAS / UNFAIR

NO PROCEDURAL DUE PROCESS

SHAMEFULL!!

THE COMPLIANCE OFFICE AT UNLV CANNOT BE TRUSTED"

Representation Comments:

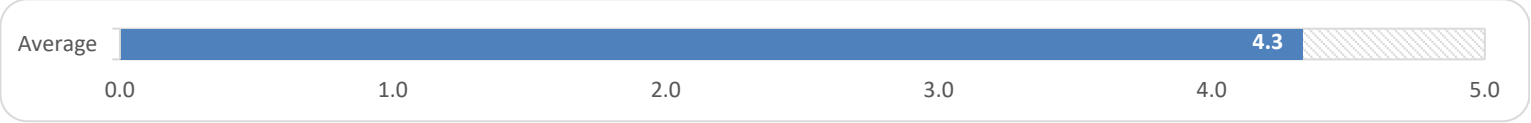
Jun 20 2019 04:16 PM - IM AN EX STATE EMPLOYEE THAT WAS SCREWED BY A ILLEGITAMATE SYSTEM.

HEARINGS OFFICER CARA BROWN

The Hearings Division has conducted a survey of attorneys and representatives who have appeared before a Hearing Officer in a Department of Human Resource Management (DHRM) case in FY19. The survey was available online from June 14th to July 6th and received a total of 3 survey responses for Hearing Officer Brown. The responses received are formulated below.

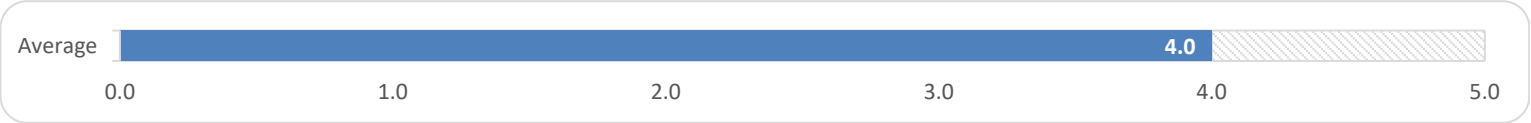
Rating

1. Effectiveness in identifying the appropriate issues in dispute. 4.3



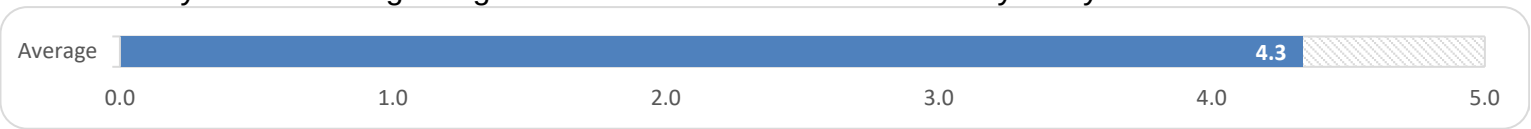
Rating

2. Knowledge of relevant workers compensation laws and procedures. 4.0



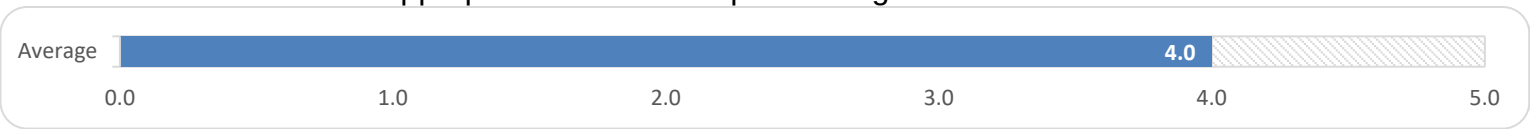
Rating

3. Punctuality and rendering rulings and decisions without unnecessary delay. 4.3



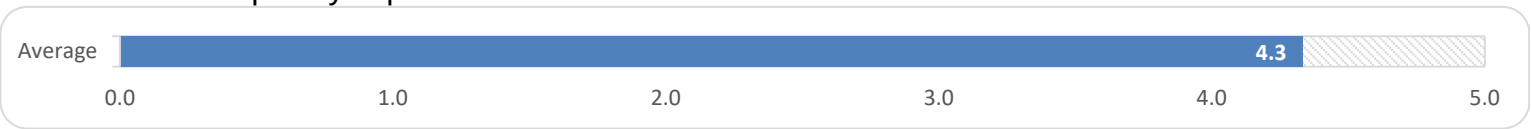
Rating

4. Attentive and maintains appropriate control over proceedings. 4.0



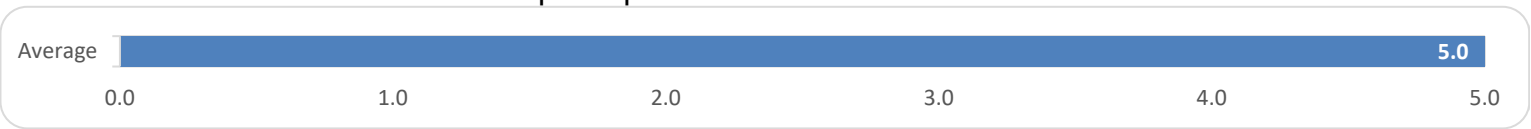
Rating

5. Decisions adequately explained and relevant to the law. 4.3



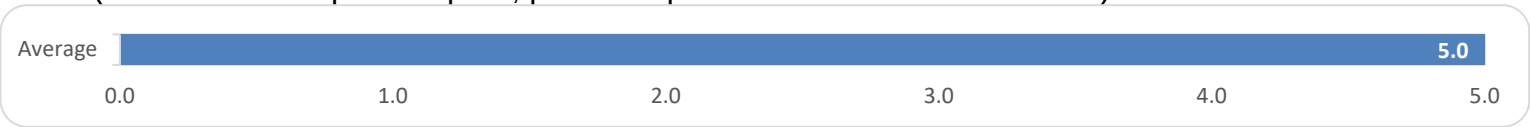
Rating

6. Fair and courteous treatment to all participants. 5.0

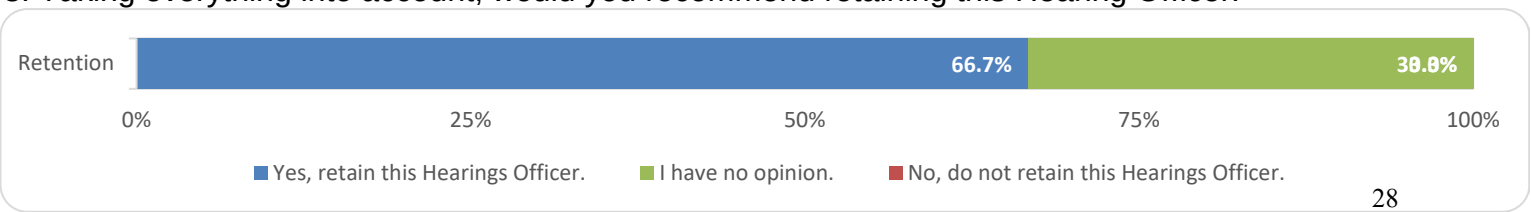


Rating

7. Absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor (if less than adequate or poor, please explain in the comments section.) 5.0

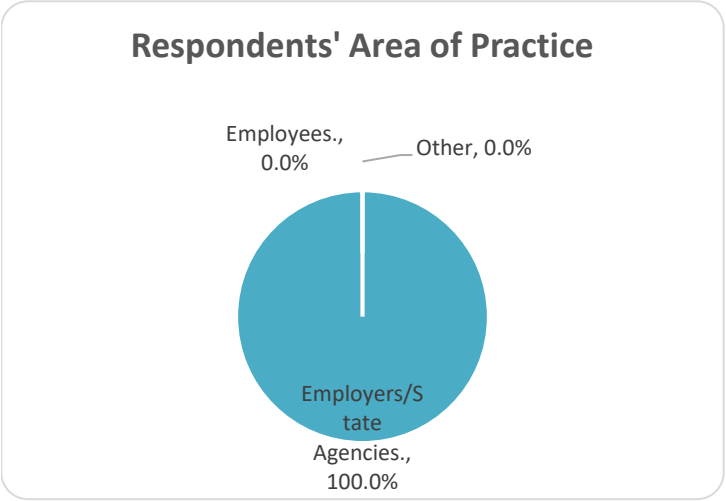


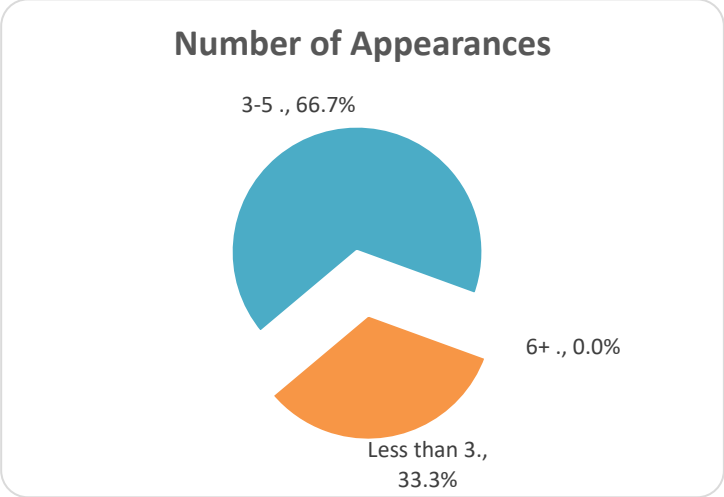
8. Taking everything into account, would you recommend retaining this Hearing Officer.



HEARINGS OFFICER CARA BROWN (continued)

Background Information of Respondents





HEARINGS OFFICER BROWN COMMENTS

Comments on Hearing Officer Brown:

Jul 16 2019 11:04 AM - H.O. Brown is very fair & competent. She is professional & friendly. I do wish she interjected more during the hearings.

Jun 14 2019 08:21 AM- An Excellent Hearing officer.

Comments regarding the Hearings Office:

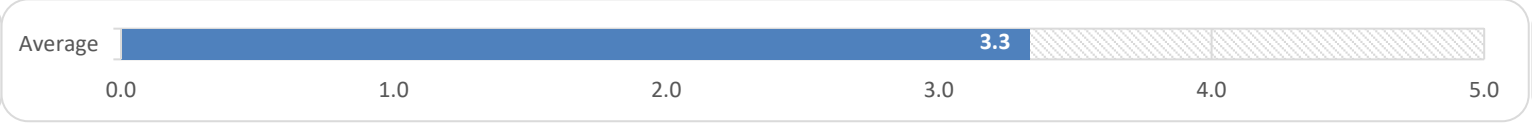
none

HEARINGS OFFICER CHARLES COCKERILL

The Hearings Division has conducted a survey of attorneys and representatives who have appeared before a Hearing Officer in a Department of Human Resource Management (DHRM) case in FY19. The survey was available online from June 14th to July 6th and received a total of 3 survey responses for Hearing Officer Cockerill. The responses received are formulated below.

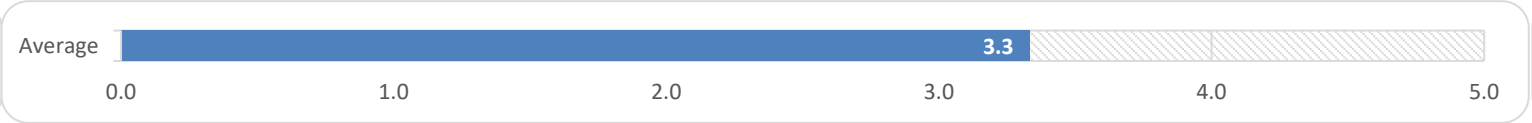
Rating

1. Effectiveness in identifying the appropriate issues in dispute. 3.3



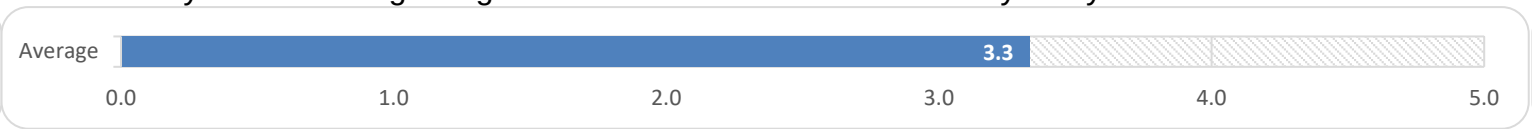
Rating

2. Knowledge of relevant workers compensation laws and procedures. 3.3



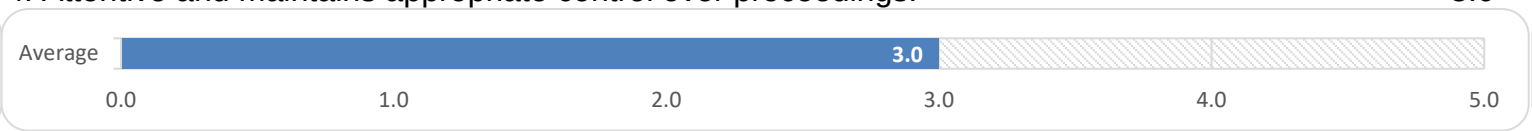
Rating

3. Punctuality and rendering rulings and decisions without unnecessary delay. 3.3



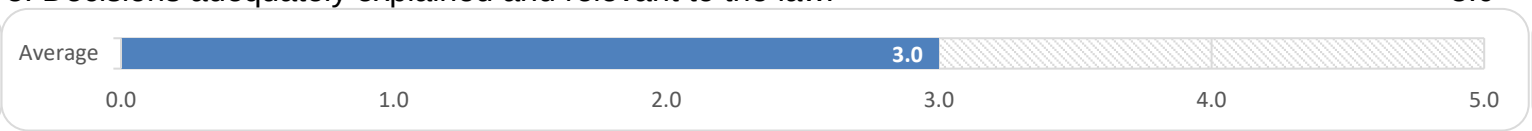
Rating

4. Attentive and maintains appropriate control over proceedings. 3.0



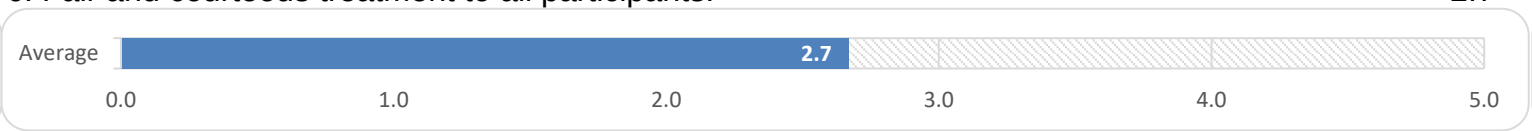
Rating

5. Decisions adequately explained and relevant to the law. 3.0



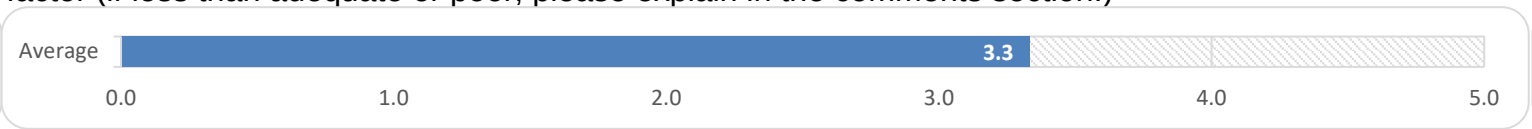
Rating

6. Fair and courteous treatment to all participants. 2.7

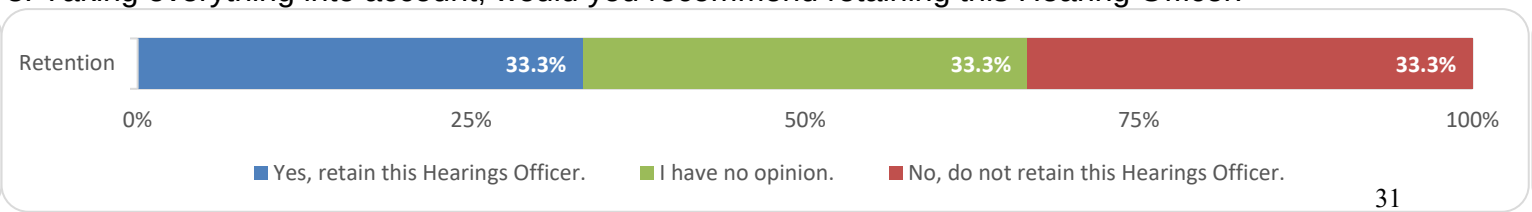


Rating

7. Absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor (if less than adequate or poor, please explain in the comments section.) 3.3

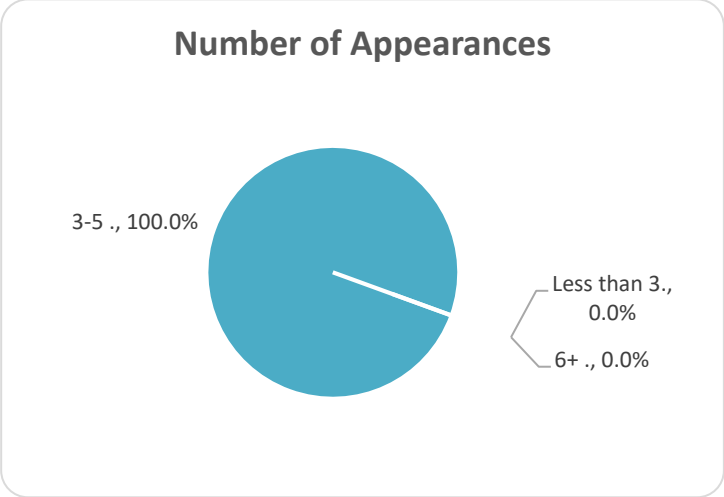


8. Taking everything into account, would you recommend retaining this Hearing Officer.



HEARINGS OFFICER CHARLES COCKERILL (continued)

Background Information of Respondents



HEARINGS OFFICER COCKERILL COMMENTS

Comments on Hearing Officer Broussard:

Jul 16 2019 11:11 AM - HO Cockerill is very competent & fair. He does sometimes get impatient with the witnesses.

Jun 17 2019 02:01 PM - Please do not retain.

Comments regarding the Hearings Office:

none

HEARINGS OFFICER MARK GENTILE

The Hearings Division has conducted a survey of attorneys and representatives who have appeared before a Hearing Officer in a Department of Human Resource Management (DHRM) case in FY19. The survey was available online from June 14th to July 6th and received a total of 2 survey responses for Hearing Officer Gentile. The responses received are formulated below.

Rating

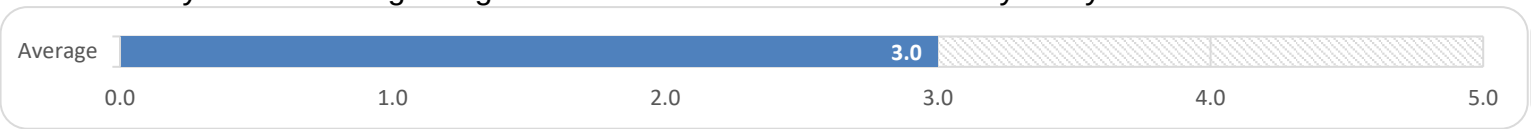
1. Effectiveness in identifying the appropriate issues in dispute. 2.0

Rating

2. Knowledge of relevant workers compensation laws and procedures. 2.0

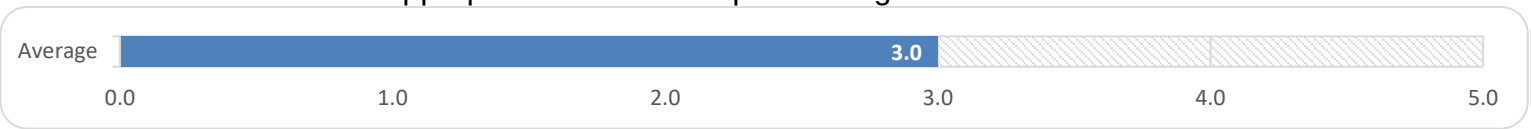
Rating

3. Punctuality and rendering rulings and decisions without unnecessary delay. 3.0



Rating

4. Attentive and maintains appropriate control over proceedings. 3.0

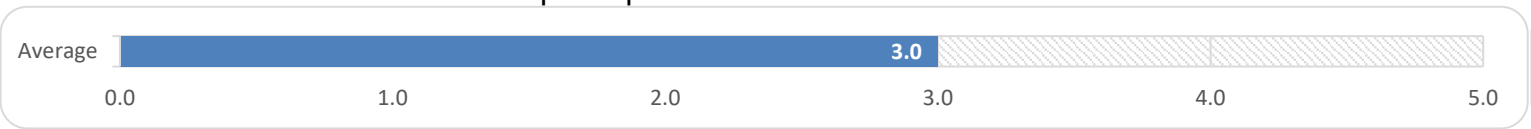


Rating

5. Decisions adequately explained and relevant to the law. 1.5

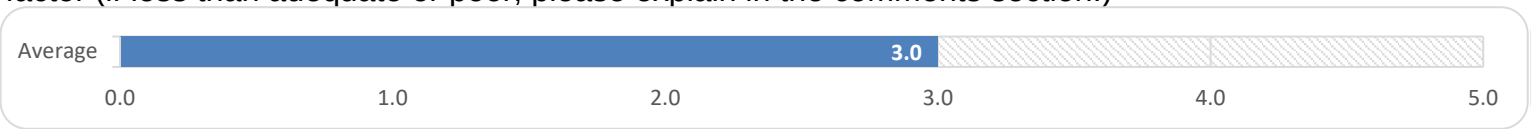
Rating

6. Fair and courteous treatment to all participants. 3.0

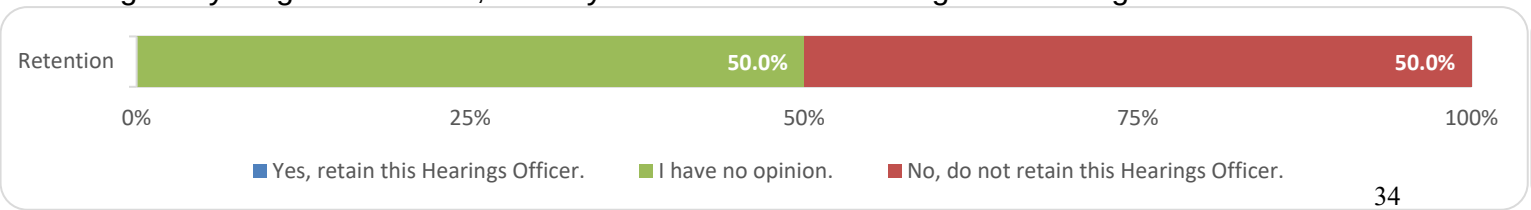


Rating

7. Absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor (if less than adequate or poor, please explain in the comments section.) 3.0

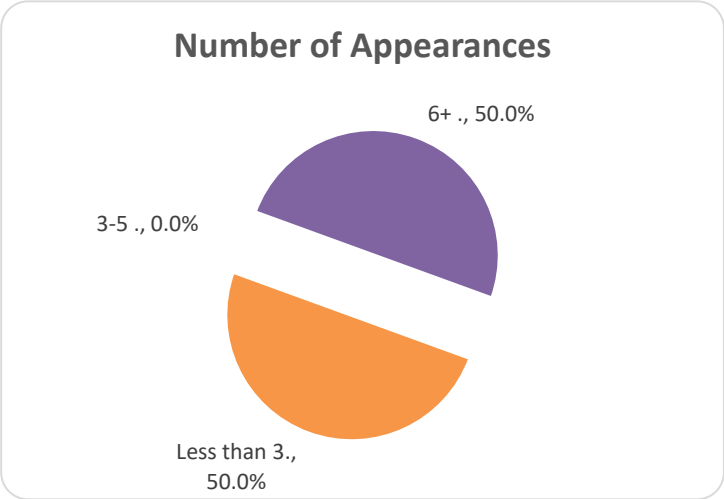


8. Taking everything into account, would you recommend retaining this Hearing Officer.



HEARINGS OFFICER MARK GENTILE (continued)

Background Information of Respondents



HEARINGS OFFICER GENTILE COMMENTS

Comments on Hearing Officer Gentile:

Jul 16 2019 10:51 AM - "Hearing Officer Gentile produced false information in his decision and orders to justify his decision. It isn't fair to say that he simply misunderstood, what was said, I believe it's fairer to say he lied in his decision and order, in order to side with the Respondents.

The issue's with Hearing Officer Gentile decision and order are as follow:

Hearing Officer Gentile erred by not granting my motion for summary judgment a matter of law. The emails in question where governed by the ""wiretap act"" (please refer to the Respondents' Prehearing statement - page 2 lines 8 - 13. Because the Respondents' claim the emails were ""covered by the Electronic Communication Act"" and more specifically 18 U.S.C 2510-2511 (commonly known as the wiretap act), they have the burden of proving a violation of the wiretap act occurred in order to state a claim which relief can be granted. I filed a motion with the court for summary judgment on the grounds that the Respondents did not state a claim which relief can be granted. Mr. Gentile refused to hold the Respondents to their burden (Transcript , page7 , lines 1 -7) , Hearing Officer Gentile states, ""It appears they 're are not alleging a strict violation of any particular federal wiretap law or whether not they have to prove that or not is going to be a matter to be determined in the and in my decision."" I believe Mr. Gentile erred in his decision because the emails themselves contained the law that covered them and the no prohibition of that can be determined without first violating the law. And as such, Mr. Gentile ignores the wiretap law (please refer Decision and order 1902359-MG). Further Mr. Gentile erred by stating that I shared confidential information, ((Transcript , page 1, line 23-25), Mr. Gentile stated, ""During an internal investigation by DHHS into certain of Mr. Cannon's claims of discrimination in March of 2018, Mr. Cannon submitted to DHHS investigator, Diedre McCain, documents and e-mails, which included a Letter of Instruction issued to his supervisor...""". This is a false statement, as I never submitted a Letter of Instruction to Ms. McCain. Mr. Gentile was made aware of this during the hearing as Ms. Anderson stipulated as such (Transcript, page 158, lines 1-5); ""LINDA ANDERSON: Just for the record, Your Honor, I'd stipulate that the LOI [Letter of Instruction] was not sent to Ms. McCain, that was an issue that was in my amended trail brief that was in error, that the Letter of Instruction was not sent to Ms. McCain. In fact, it's just the email that are listed below."" This is key, because the LOI is the ONLY document the respondents are claim to be confidential information in their charge against me (""UNAUTHORIZED RELEASE AND USE OF CONFIDENTAL INFORMATION AND INSUBORATION.""). Again, Mr. Gentile erred in his decision because no evidence was supplied that I released or shared or possessed confidential information. Further, Mr. Gentile erred by piercing my protected activity. I filed a Title VII complaint in March 2018 and as such, all of the materials were protected from retaliation; as well as and by the Respondents very own policy, which states that all information collected during the investigation(Exhibit 3, page 274, lines 14-19) is to be made confidential. . Ms. McCain was assigned to investigate my claim as result of me filing my discrimination and retaliation complaint. NAC 284.655 affords me an unbiased investigation prior to any disciplinary act , Mr. Gentile erred, when the chief investigator stated that he based his finding on that I shared confidential information on ""common sense"", but offered no objective standard that was violated ((Transcript , pages 165- 166).

These are egregious errors with devastating consequences as I lost my job as a result of them.

Jul 05 2019 04:01 PM - He has had some case with great findings and conclusions and others that seem contrary to the evidence. It is hit or miss.

HEARINGS OFFICER GENTILE COMMENTS (page 2)

Comments regarding the Hearings Office:

none

HEARINGS OFFICER PAUL H. LAMBOLEY

The Hearings Division has conducted a survey of attorneys and representatives who have appeared before a Hearing Officer in a Department of Human Resource Management (DHRM) case in FY19. The survey was available online from June 14th to July 6th and received a total of 2 survey responses for Hearing Officer Lamboley. The responses received are formulated below.

Rating

1. Effectiveness in identifying the appropriate issues in dispute. 1.5

Rating

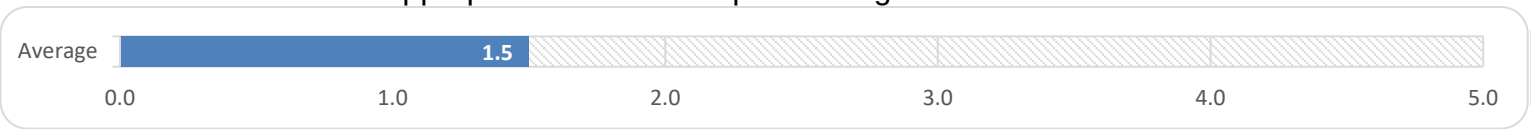
2. Knowledge of relevant workers compensation laws and procedures. 1.0

Rating

3. Punctuality and rendering rulings and decisions without unnecessary delay. 1.0

Rating

4. Attentive and maintains appropriate control over proceedings. 1.5



Rating

5. Decisions adequately explained and relevant to the law. 1.5

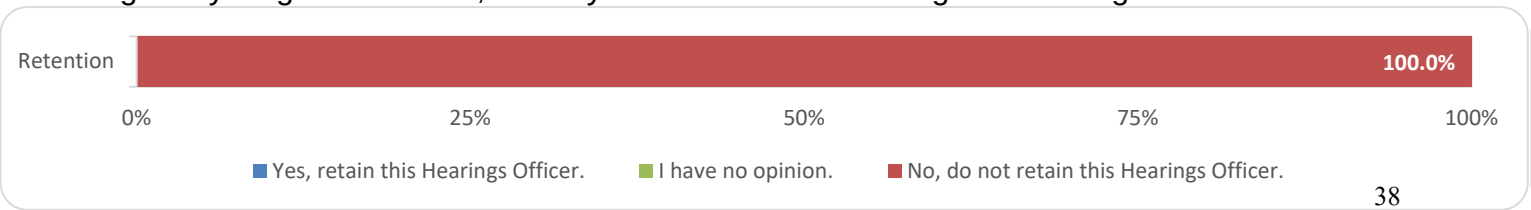
Rating

6. Fair and courteous treatment to all participants. 2.0

Rating

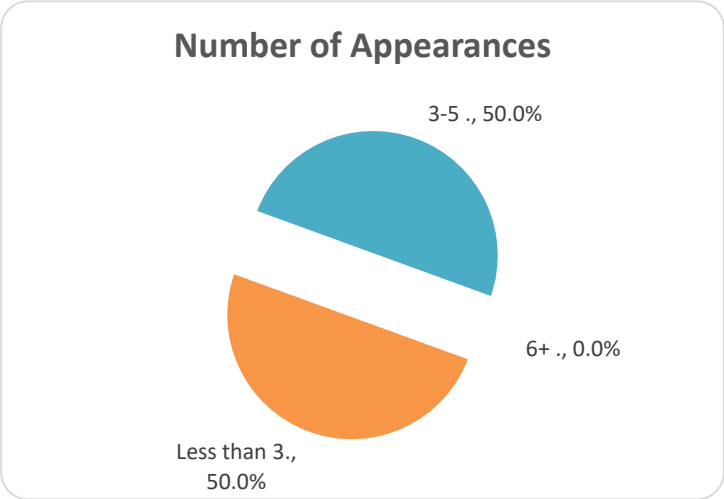
7. Absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor (if less than adequate or poor, please explain in the comments section.) 1.5

8. Taking everything into account, would you recommend retaining this Hearing Officer.



HEARINGS OFFICER PAUL H. LAMBOLEY (continued)

Background Information of Respondents



HEARINGS OFFICER LAMBOLEY COMMENTS

Comments on Hearing Officer Lamboley:

Jul 16 2019 10:56 AM - Injects himself into questioning too much. Interferes with counsel's ability to put on evidence. Has bias toward employee

Jun 17 2019 02:00 PM - Lamboley is a terrible hearing officer. Please do not retain him.

Comments regarding the Hearings Office:

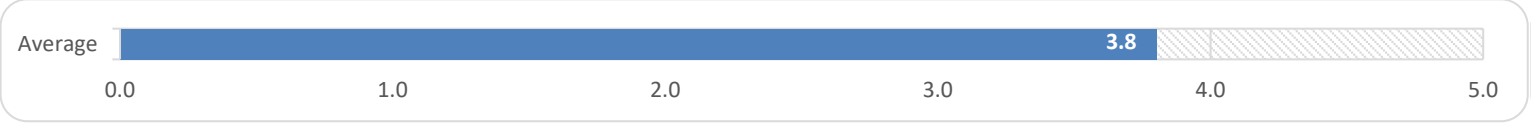
none

HEARINGS OFFICER VICTORIA OLDENBURG

The Hearings Division has conducted a survey of attorneys and representatives who have appeared before a Hearing Officer in a Department of Human Resource Management (DHRM) case in FY19. The survey was available online from June 14th to July 6th and received a total of 5 survey responses for Hearing Officer Oldenburg. The responses received are formulated below.

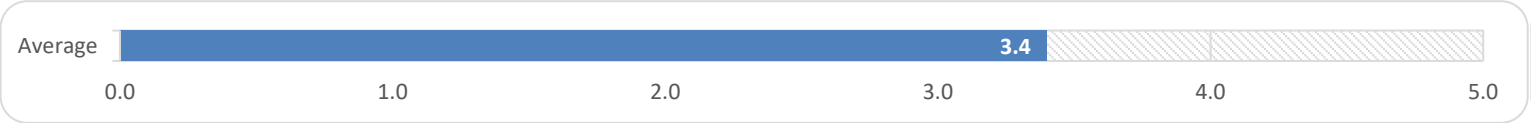
Rating

1. Effectiveness in identifying the appropriate issues in dispute. 3.8



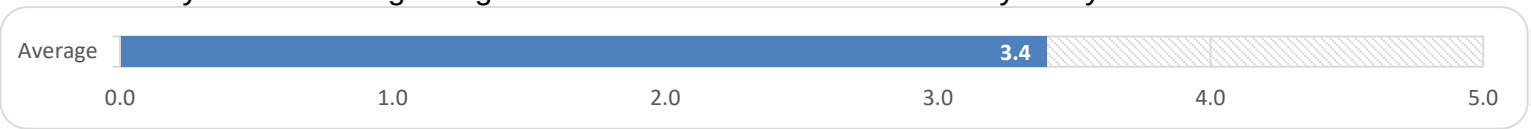
Rating

2. Knowledge of relevant workers compensation laws and procedures. 3.4



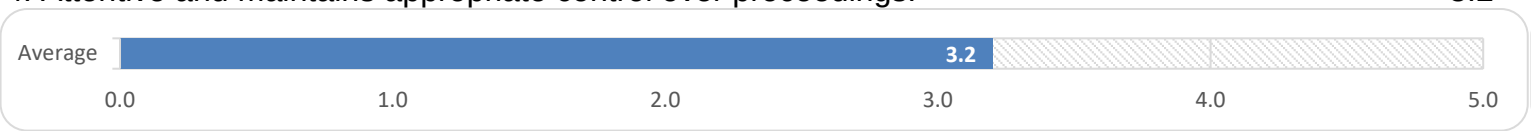
Rating

3. Punctuality and rendering rulings and decisions without unnecessary delay. 3.4



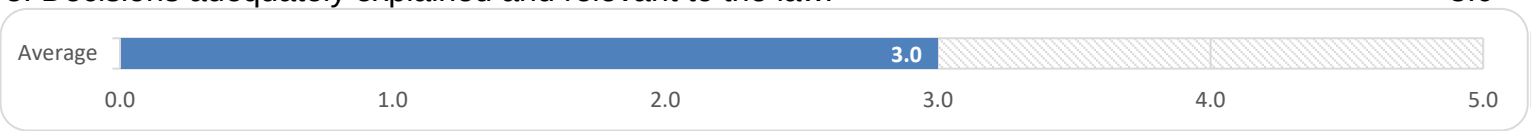
Rating

4. Attentive and maintains appropriate control over proceedings. 3.2



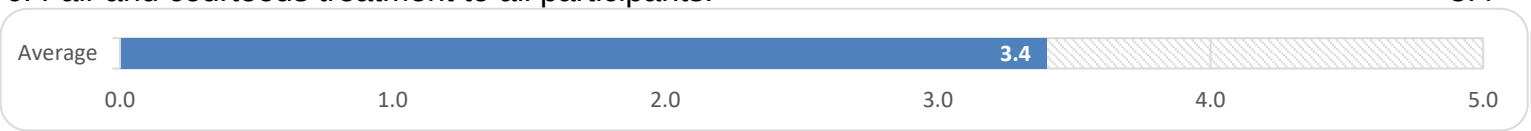
Rating

5. Decisions adequately explained and relevant to the law. 3.0



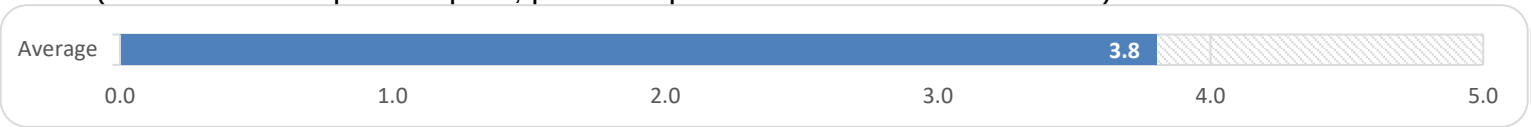
Rating

6. Fair and courteous treatment to all participants. 3.4

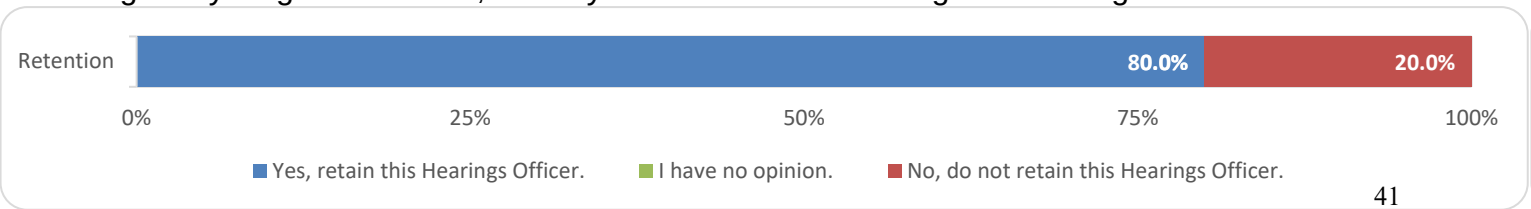


Rating

7. Absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor (if less than adequate or poor, please explain in the comments section.) 3.8

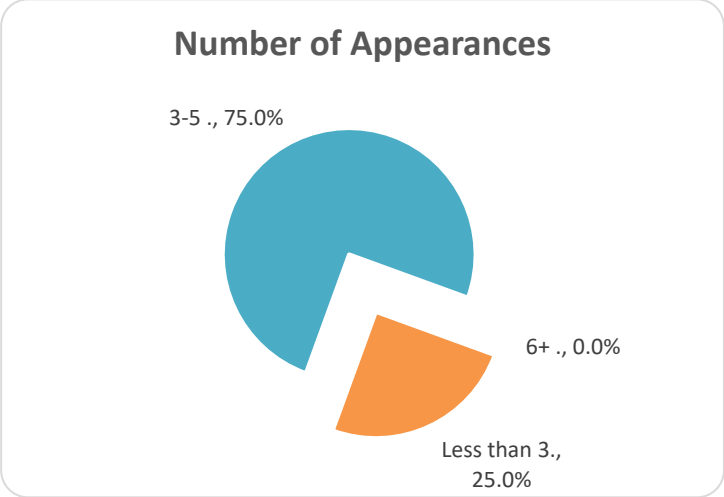


8. Taking everything into account, would you recommend retaining this Hearing Officer.



HEARINGS OFFICER VICTORIA OLDENBURG (continued)

Background Information of Respondents



HEARINGS OFFICER OLDENBURG COMMENTS

Comments on Hearing Officer Oldenburg:

Jul 16 2019 11:13 AM - HO Oldenburg is competent. She does sometimes allow the employee counsel to act unprofessionally.

Jun 24 2019 09:15 AM - [on #7 underlined 'Absence', circled both 'of bias' 'and prejudice', wrote: Repeats Rederic !! - Never sifts for truth!]

Jun 17 2019 02:02 PM - N/A

Comments regarding the Hearings Office:

Jul 16 2019 10:54 AM - Need a better plan related to deliver of record when petn. for Judicial Review is filed. Shld not charge for copy to parties/send in digital format to parties

Jun 24 2019 09:15 AM - "Never Investigates obvious violations!

[on #11 wrote: Never Heard! From St of NV Ref: EEO Aug 25 2017!]"

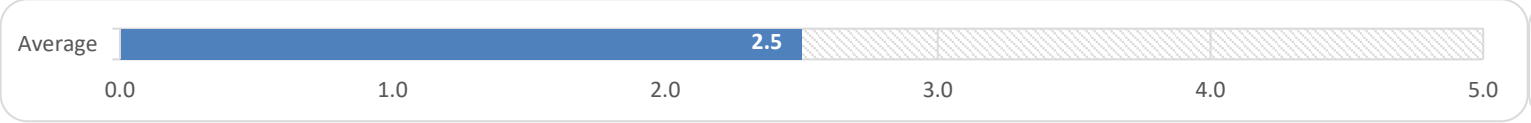
Jun 17 2019 02:02 PM - N/A

HEARINGS OFFICER LORNA WARD

The Hearings Division has conducted a survey of attorneys and representatives who have appeared before a Hearing Officer in a Department of Human Resource Management (DHRM) case in FY19. The survey was available online from June 14th to July 6th and received a total of 2 survey responses for Hearing Officer Ward. The responses received are formulated below.

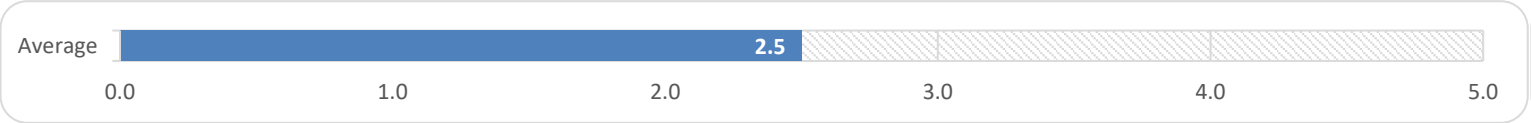
Rating

1. Effectiveness in identifying the appropriate issues in dispute. 2.5



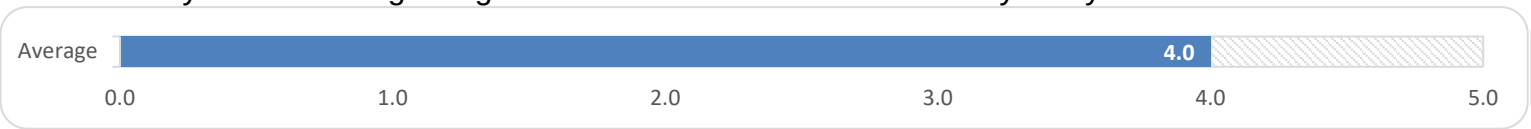
Rating

2. Knowledge of relevant workers compensation laws and procedures. 2.5



Rating

3. Punctuality and rendering rulings and decisions without unnecessary delay. 4.0



Rating

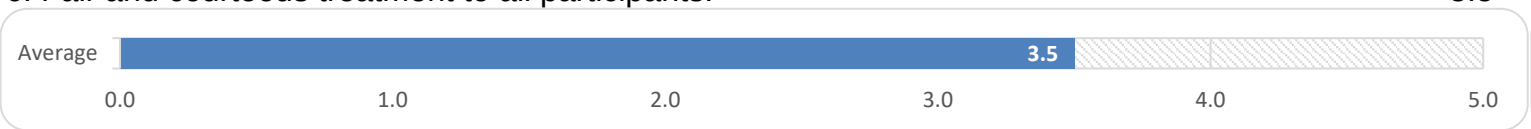
4. Attentive and maintains appropriate control over proceedings. 3.0

Rating

5. Decisions adequately explained and relevant to the law. 2.5

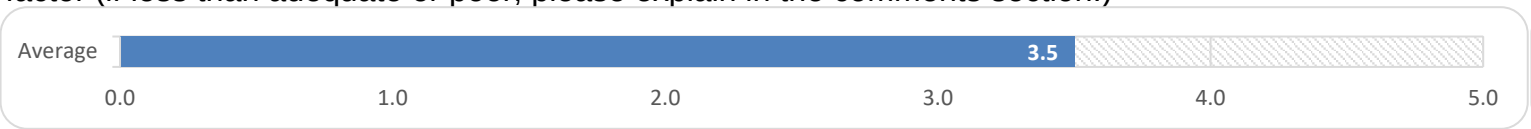
Rating

6. Fair and courteous treatment to all participants. 3.5

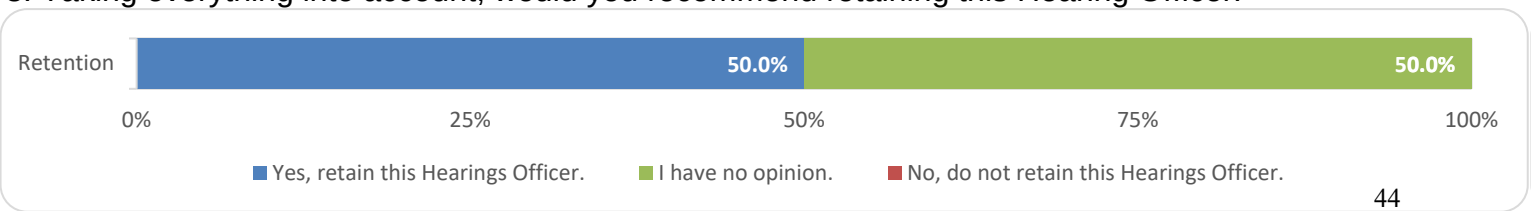


Rating

7. Absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor (if less than adequate or poor, please explain in the comments section.) 3.5

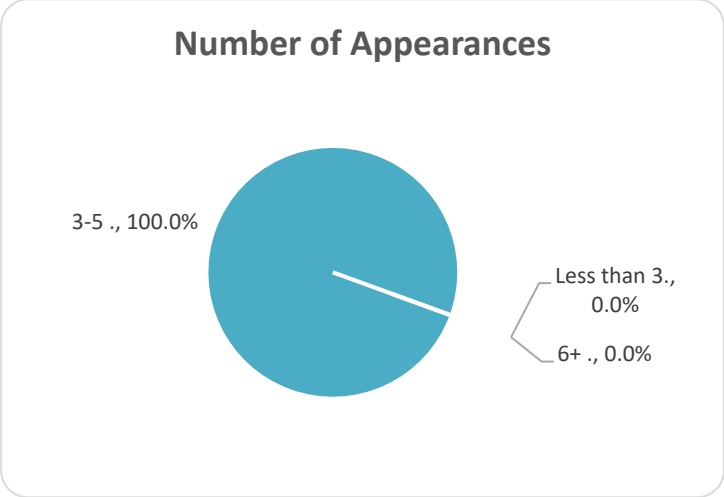


8. Taking everything into account, would you recommend retaining this Hearing Officer.



HEARINGS OFFICER LORNA WARD (continued)

Background Information of Respondents



HEARINGS OFFICER WARD COMMENTS

Comments on Hearing Officer Ward:

Jun 17 2019 02:04 PM - N/A

Jun 14 2019 09:11 AM - Makes decisions based on own research and bases decision on legal issues not raised in the briefs. Also displays reluctance to dispose of cases when there is no issue of material fact and legal issues are clear.

Comments regarding the Hearings Office:

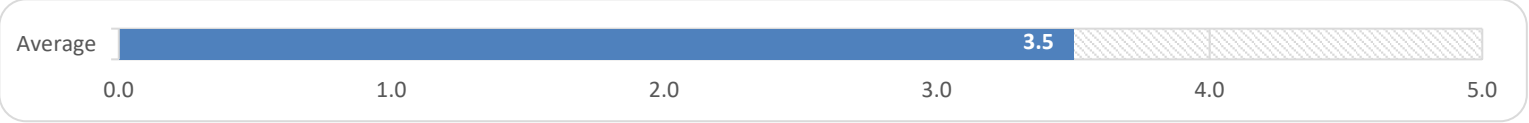
Jun 17 2019 02:04 PM -N/A

HEARINGS OFFICER ROBERT ZENTZ

The Hearings Division has conducted a survey of attorneys and representatives who have appeared before a Hearing Officer in a Department of Human Resource Management (DHRM) case in FY19. The survey was available online from June 14th to July 6th and received a total of 2 survey responses for Hearing Officer Zentz. The responses received are formulated below.

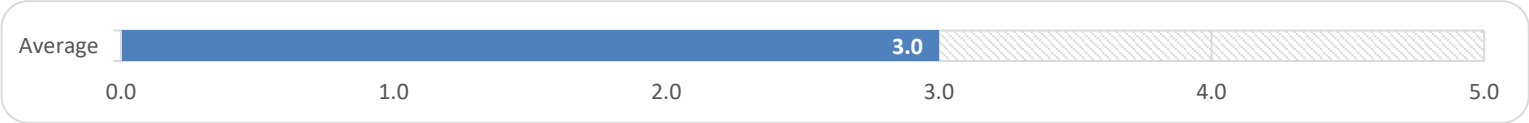
Rating

1. Effectiveness in identifying the appropriate issues in dispute. 3.5



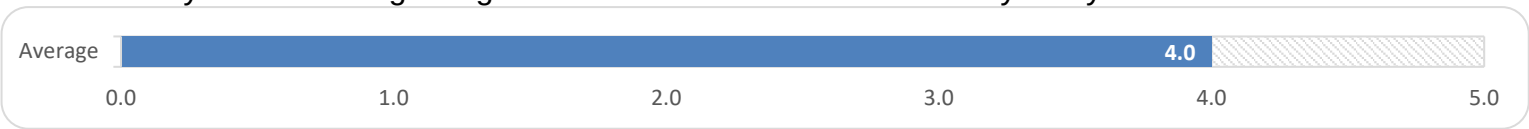
Rating

2. Knowledge of relevant workers compensation laws and procedures. 3.0



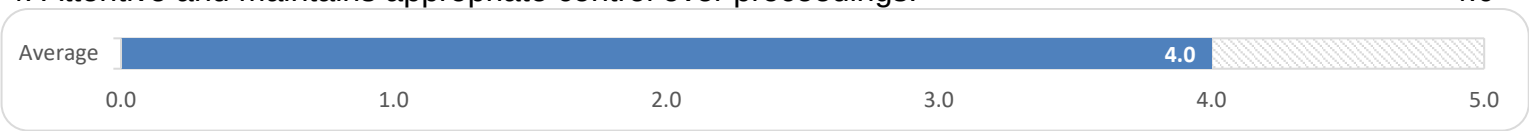
Rating

3. Punctuality and rendering rulings and decisions without unnecessary delay. 4.0



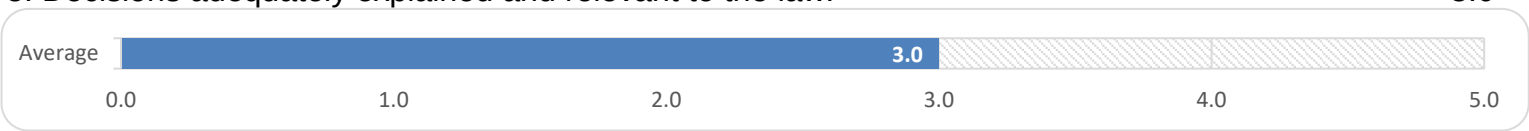
Rating

4. Attentive and maintains appropriate control over proceedings. 4.0



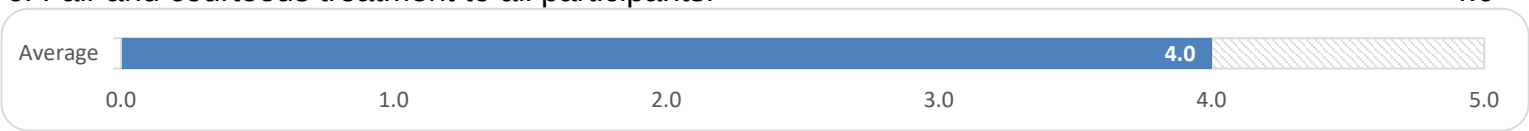
Rating

5. Decisions adequately explained and relevant to the law. 3.0



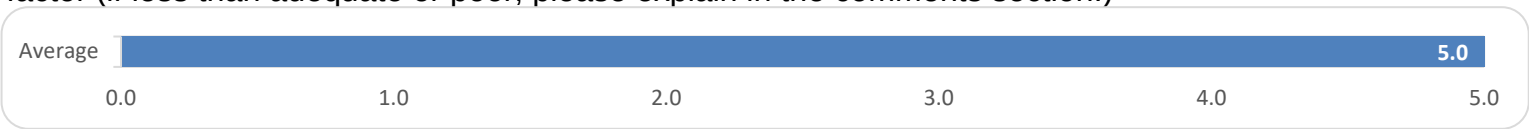
Rating

6. Fair and courteous treatment to all participants. 4.0

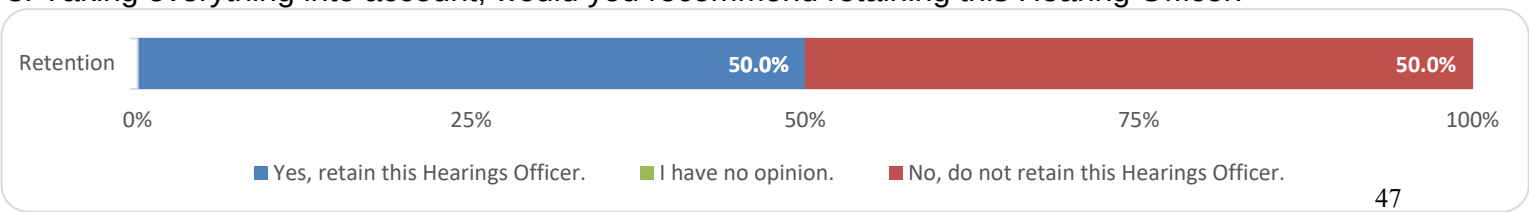


Rating

7. Absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor (if less than adequate or poor, please explain in the comments section.) 5.0

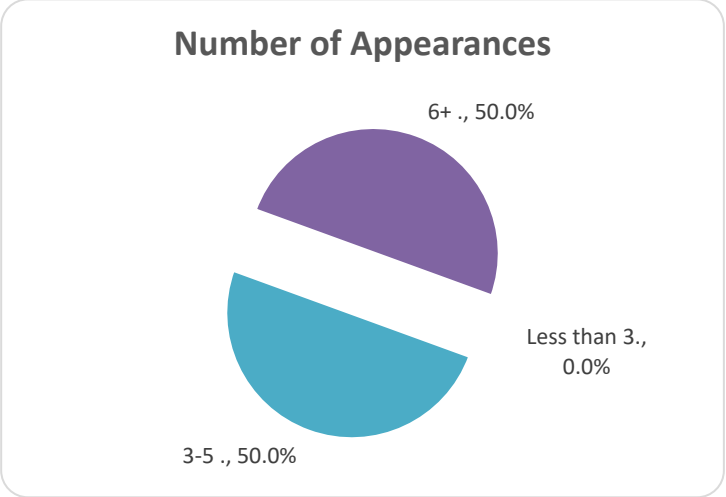


8. Taking everything into account, would you recommend retaining this Hearing Officer.



HEARINGS OFFICER ROBERT ZENTZ (continued)

Background Information of Respondents



HEARINGS OFFICER ZENTZ COMMENTS

Comments on Hearing Officer Zentz:

Jul 05 2019 04:05 PM - Not the best at statutory interpretation or applying personnel laws and regulations.

Jun 14 2019 08:23 AM - Have always found Hearing Officer Zentz well-prepared and fair to all sides in a hearing.

Comments regarding the Hearings Office:

none

HEARINGS DIVISION
PERFORMANCE SURVEY RESULTS
HEARING OFFICER FY'19

Deployment:

Cases respondent pool	FY18	FY19
Las Vegas Cases:	41	57
Carson City Cases:	25	24
Total Cases:	66	81

	FY18	FY19
Las Vegas Potential Respondents:	30	49
Carson City Potential Respondents:	7	26
Total Contacts emailed::	37	75

Responses:

	FY18		FY19	
Number of Cases	**# of Cases**	**Surveys Rec'd**	**# of Cases**	**Surveys Rec'd**
Cara Brown	6	1	10	3
Carolyn Broussard	5	1	16	5
Mark Gentile	13	3	17	2
Paul Lychuk	1	1	-	-
Robert Zentz	16	1	14	2
Charles Cockerill	10	3	7	3
Lorna Ward	6	1	9	2
Paul Lamboley	3	1	1	2
Victoria Oldenburg	6	2	7	5
	66	14	81	24

Personnel Commission Meeting
September 20, 2019

FOR INFORMATION ONLY

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
POSITIONS/CLASSES APPROVED FOR PRE-EMPLOYMENT CONTROLLED SUBSTANCE TESTING CHANGES EFFECTIVE JUNE 21, 2019

(All positions in each class have been approved for pre-employment controlled substance 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.
1.401	WEIGHTS AND MEASURES INSPECTOR IV*	AGR - PCNS 4551-0011, 4551-0022
1.404	WEIGHTS AND MEASURES INSPECTOR III*	AGR - PCN 4551-0013
1.407	WEIGHTS AND MEASURES INSPECTOR II*	AGR - PCNS 4551-0014, 4551-0015, 4551-0023, 4551-0024, 4551-0025, 4551-0028, 4551-0045, 4551-0047, 4551-0049, 4551-0102, 4551-0105
1.413	WEIGHTS AND MEASURES ASSISTANT (SEASONAL)*	AGR - PCNS 4551-8911, 4551-8912, 4551-8913
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	

CLASS/TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
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
2.210	ADMINISTRATIVE ASSISTANT IV*	DPS - PCNS 3743-0106, 3743-33, 4701-0106, 4701-0155, 4701-0706, 4701-0805, 4701-0870, 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, 4709-8031, 4709-8038, 4709-8039, 4709-8040, 4709-8041, 4709-8042, 4709-8043, 4709-9013, 4709-9018, 4709-9019, 4713-0706, 4713-155, 4713-805; TAXI - PCN 0023
2.211	ADMINISTRATIVE ASSISTANT III*	DMV - PCNS RE7015, WF7047; DPS - PCNS 3740-1412, 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, 4709-9016, 4709-9017; TAXI - PCNS 0011, 0061

CLASS/TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
2.212	ADMINISTRATIVE ASSISTANT II*	DPS - PCNS 3743-1021, 4702-32, 4709-2, 4709-8044, 4709-8045, 4709-8046, 4709-8048, 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; 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
3.504	DRIVER – SHUTTLE BUS II*	BCN – ALL PCNS
3.505	DRIVER - SHUTTLE BUS I	
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
3.530	TRANSPORTATION AND SAFETY ATTENDANT III*	NDVS – ALL PCNS
3.535	TRANSPORTATION AND SAFETY ATTENDANT II*	NDVS – ALL PCNS
3.540	TRANSPORTATION AND SAFETY ATTENDANT I*	NDVS – 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

CLASS/TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
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
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; D of A - ALL PCNS
6.755	BUILDING CONSTRUCTION INSPECTOR IV*	D of A - 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 4702-30
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, 4709-9015
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; DPS- PCNS 3743-1022, 4701-0950, 4709-19, 4709-24, 4709-35, 4709-8003, 4709-8012

CLASS/TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
7.649	PROGRAM OFFICER I*	DPS - PCN 3744-82, 4702-322, 4709-8030, 4709-8036, 4709-8037; 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*	NDOT - PCN 016060
7.902	IT MANAGER III*	DPS - PCN 4709-0207
7.904	IT MANAGER I*	NDOT - PCN 016065; BCN UNR - PCN 42286
7.921	IT PROFESSIONAL IV*	DPS - PCN 4709-8032; NDOT - PCNS 016061, 016063
7.925	IT PROFESSIONAL III*	DPS - PCNS 4709-0150, 4709-8033; NDOT - PCNS 016062, 016064, 91001, 92001, 93002; BCN UNR - ALL FACILITIES SERVICES PCNS
7.926	IT PROFESSIONAL II*	NDOT - PCNS 91005, 92002, 93001, 93003, 95001, 96001, 92003, 93005, 94003; BCN UNR - ALL FACILITIES SERVICES PCNS
7.929	IT PROFESSIONAL I*	BCN UNR - ALL FACILITIES SERVICES PCNS
7.951	IT PROFESSIONAL TRAINEE*	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	

CLASS/TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
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
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

CLASS/TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
9.431	LOCKSMITH II*	BCN, NDOC - ALL PCNS
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, NDVS - 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 PCNS
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, NDVS - ALL PCNS
9.488	MAINTENANCE REPAIR WORKER I*	BCN, NDOC, NDVS - 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
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

CLASS/TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
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*	NDVS - 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, NDVS - 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*	NDVS - ALL PCNS
10.354	REGISTERED NURSE IV*	NDVS - ALL PCNS
10.356	MENTAL HEALTH TECHNICIAN II*	DHHS - ALL PCNS
10.357	DEVELOPMENTAL SUPPORT TECH II*	DHHS - ALL PCNS
10.358	NURSE I*	DHHS, NDOC, NDVS - ALL PCNS
10.359	REGISTERED NURSE II*	NDVS - ALL PCNS
10.360	LICENSED PRACTICAL NURSE II*	DHHS, NDOC, NDVS - ALL PCNS

CLASS/TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
10.364	LICENSED PRACTICAL NURSE III*	DHHS, NDOC - ALL PCNS, NDVS – ALL PCNS
10.365	LICENSED PRACTICAL NURSE I*	DHHS, NDOC - ALL PCNS, NDVS – ALL PCNS
10.366	MENTAL HEALTH TECHNICIAN I*	DHHS - ALL PCNS
10.367	DEVELOPMENTAL SUPPORT TECH I*	DHHS - ALL PCNS
10.368	CERTIFIED NURSING ASSISTANT III*	NDVS – ALL PCNS
10.369	CERTIFIED NURSING ASSISTANT II*	NDOC, NDVS - ALL PCNS
10.370	NURSING ASSISTANT TRAINEE*	NDVS – ALL PCNS
10.371	CERTIFIED NURSING ASSISTANT I*	NDVS – 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	MARIJUANA PROGRAM SUPERVISOR	
10.541	MARIJUANA PROGRAM INSPECTOR II	
10.542	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	

CLASS/TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
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, 4709-33, 4709-59, 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	
11.241	MILITARY SECURITY OFFICER III	
11.242	MILITARY SECURITY OFFICER II	
11.243	MILITARY SECURITY OFFICER I	
11.260	SECURITY OFFICER SUPERVISOR*	BCN
11.263	SECURITY OFFICER*	BCN, MILITARY
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	
11.513	SAFETY REPRESENTATIVE, RAILWAY	
11.515	SAFETY SPECIALIST, RAILWAY	
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	
12.616	PAROLE & PROBATION SPECIALIST III*	DPS - PCNS 3740-0564, 3740-1251, 3740-1439, 3740-1440, 3740-1441, 3740-1442

CLASS/TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
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	
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	
13.237	AG CYBERCRIME INVESTIGATOR II	
13.238	AG CYBERCRIME INVESTIGATOR I	
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 INVESTIGATOR	
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	

CLASS/TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
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 & TECHNOLOGY*	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	
U4103	DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4141	DEPUTY DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4706	ADMINISTRATOR, MINERALS	MIN - PCN 0001
U9005	DEPUTY ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION*	DMV – PCNS RE2013, WF2014
U9010	CHIEF, NEVADA HIGHWAY PATROL	
U9021	DIVISION ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION	
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
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

ACRONYMS

Acronym	Agency
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
D of A	Department of Administration
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
NDVS	Nevada Department of Veterans Services
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
September 20, 2019

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 added to the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER	AGENCY'S BASIS FOR REQUEST
2.210	Administrative Assistant IV	3743-1111, 3743-1112	Receive, assess, and disseminate reports of dangerous, violent, or unlawful activity conducted in relation to a school while maintaining the anonymity of reporting parties and confidentiality of the reported information.
2.211	Administrative Assistant III	3743-1100, 3743-1101, 3743-1102, 3743-1103, 3743-1104, 3743-1105, 3743-1106, 3743-1107, 3743-1108, 3743-1109	Receive, assess, and disseminate reports of dangerous, violent, or unlawful activity conducted in relation to a school while maintaining the anonymity of reporting parties and confidentiality of the reported information.
7.216	Administrative Services Officer III	4709-0023	Reclassified position previously approved with access to criminal history, personally identifiable, and victim information.
7.655	Business Process Analyst III	4709-7005, 4709-7014	Access to criminal history, personally identifiable, and victim information.
7.656	Business Process Analyst II	4709-7013	Access to criminal history, personally identifiable, and victim information.
7.657	Business Process Analyst I	4709-7010, 4709-7011, 4709-7012, 4709-7015	Access to criminal history, personally identifiable, and victim information.

A representative of DPS has been requested to be available at the meeting to answer Commissioners' questions.

Steve Sisolak
Governor

Nevada Department of
Public Safety
DEDICATION PRIDE SERVICE

George Togliatti
Director

Records, Communications and
Compliance Division
333 West Nye Lane, Suite 100
Carson City, Nevada 89706
Telephone (775) 684-6262 – Fax (775) 687-3289

Mindy McKay
Division Administrator

DATE: July 2, 2019

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

FROM: Mindy McKay, Division Administrator
Department of Public Safety, Records, Communications and Compliance Division

SUBJECT: Pre-Employment Drug Testing Update PCN 0023 ASOIII

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

This position is assigned to the Records, Communications and Compliance Division budget account 4709. It has access to criminal, fiscal, budget and sensitive information. It is critical that all persons assigned to positions within the division 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 update the following to the "Classes Approved for Pre-Employment Drug Testing" list:

07.216 Administrative Services Officer III: 4709-0023 – this position was reclassified from an Administrative Services Officer II 07.217 on July 25, 2017 to an Administrative Services Officer III. This position was on the drug test roster prior to the reclassification, therefore this is simply an update to reflect its new title. This position accesses criminal history information, fiscal and budget information, personally identifiable information, and victim information using a computer that has direct access to various databases and by receiving hard copies.

Steve Sisolak
Governor

Nevada Department of
Public Safety
DEDICATION PRIDE SERVICE

George Togliatti
Director

Records, Communications and
Compliance Division
333 West Nye Lane, Suite 100
Carson City, Nevada 89706
Telephone (775) 684-6262 – Fax (775) 687-3289

Mindy McKay
Division Administrator

DATE: July 8, 2019

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

FROM: Mindy McKay, Division Administrator
Department of Public Safety, Records, Communications and Compliance Division

THROUGH: Mavis Affo, Personnel Officer III
Department of Public Safety, Director's Office

SUBJECT: Pre-Employment Drug Testing Add New PCNs

Please accept this as a formal request to add the following civilian positions to the pre-employment drug testing list. These positions were approved in our 19-21 biennium budget assigned to our newly created system modernization Program Management Office.

These positions are assigned to the Records, Communications and Compliance Division budget account 4709. It is critical that all persons assigned to positions within the division 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:

07.655 Business Process Analyst III:
4709-7005 and 4709-7014 – these positions are new and will 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.

07.656 Business Process Analyst II:
4709-7013 - this position is new and will 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.

07.657 Business Process Analyst I:
4709-7010, 4709-7011, 4709-7012 and 4709-7015 - these positions are new and will 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.

Steve Sisolak
Governor

Nevada Department of
Public Safety
DEDICATION PRIDE SERVICE

George Togliatti
Director

Human Resources
555 Wright Way
Carson City, Nevada 89701
Telephone (775) 684-4694 – Fax (775) 684-4884

MEMORANDUM

Date: July 18, 2019

To: Frank Richardson, Deputy Administrator
Division of Human Resource Management

Through: Carrie Hughes, Personnel Analyst III
Division of Human Resource Management

From: Mavis Affo, Human Resource Manager
Department of Public Safety

Subject: Pre-Employment Drug Screening Request – SafeVoice Positions

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The Department of Public Safety (DPS) is requesting authorization from the Personnel Commission to conduct pre-employment drug screening for controlled substances on the 12 positions listed below.

Classification	Budget Account	Position Control Numbers	Location
Administrative Assistant III	3743	1100, 1101, 1102, 1103, 1104, 1105, 1106, 1107, 1108 & 1109	Carson City
Administrative Assistant IV	3743	1111 and 1112	Carson City

Pursuant to NRS 388.1455, the Board of Education is required to establish and operate, or enter into an agreement with an organization appropriately qualified and experienced to operate, a support center to receive information about threats to students and/or school facilities and functions. The DPS Investigation Division has been tasked with operating the support center (SafeVoice) mandated by this statute. During the 2019 legislative session, the Investigation Division was given 12 positions to operate the SafeVoice support center.

- The positions are responsible for receiving reports of any dangerous, violent or unlawful activity which is being conducted, or is threatened to be conducted, on school property or on a school bus, at an activity sponsored by a school, or by a student enrolled at a school. These reports are submitted using a hotline, Internet website, mobile telephone application and/or text messaging application with a goal to thwart threats and mitigate vulnerabilities.

- Required to assess each report to determine the validity and severity of any threat by gathering information necessary to follow up, and appropriately disseminate to appropriate law enforcement and school interdisciplinary teams according to statutory mandates.

- Must be appropriately trained and available to receive such reports 24 hours a day, 7 days a week, including holidays and other days when school is not in session.

- Adhere to a process for handling a report, where information is insufficient to immediately determine the location of the school or the person about whom the report is made.

- Required to track report dispositions, maintain the anonymity of the reporting party, and the confidentiality of the information reported pursuant to statutory mandates.

Consequently, the individuals staffing the SafeVoice support center routinely perform sensitive duties that significantly affect public safety, and as such, fall under the provisions of NRS 284.4066. Therefore, we respectfully request the Commission's approval to conduct pre-employment drug screening for controlled substances on all the positions specified above.

If you have any questions, please call me at 775-684-4703 or maffo@dps.state.nv.us.

Thank you.

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

CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER	AGENCY'S BASIS FOR REQUEST
1.401	Weights and Measures Inspector IV	All positions	Positions subject to Federal Motor Carrier Safety Administration alcohol and controlled substance testing regulation
1.404	Weights and Measures Inspector III	All positions	Positions subject to Federal Motor Carrier Safety Administration alcohol and controlled substance testing regulation
1.407	Weights and Measures Inspector II	All positions	Positions subject to Federal Motor Carrier Safety Administration alcohol and controlled substance testing regulation
1.410	Weights and Measures Inspector I	All positions	Positions subject to Federal Motor Carrier Safety Administration alcohol and controlled substance testing regulation
1.413	Weights and Measures Assistant (Seasonal)	All positions	Positions subject to Federal Motor Carrier Safety Administration alcohol and controlled substance testing regulation

Agriculture has indicated that all Weights and Measures Inspector and Assistant positions, at some point, are required to obtain and/or maintain a commercial driver's license. Some positions are filled by placing an employment candidate into a class lower than the class the position is authorized for (e.g., Weights and Measures Inspector I) that may not require a commercial driver's license; however, once an incumbent has met the minimum qualifications for the class that the position is authorized at, the incumbent is progressed into the higher class with the requirement to obtain and/or maintain a commercial driver's license.

While some positions in class codes 1.401, 1.404, 1.407, and 1.413 have already been approved for pre-employment testing for controlled substances, Agriculture's request for the class codes to be approved in totality will ensure that any future addition/subtraction of positions in these classes will allow Agriculture to go forward with their hiring process without requesting further approvals to conduct pre-employment testing for controlled substances for positions in these class codes.

If the above classes are approved for pre-employment screening for controlled substances, the class specifications for the class series, Weights and Measures Inspector and Weights and Measures Assistant, will need to be revised to reflect the requirement of pre-employment screening for controlled substances for all positions in the classes.

A representative of Agriculture has been requested to be available at the meeting to answer Commissioners' questions.

STEVE SISOLAK
Governor

STATE OF NEVADA

JENNIFER OTT
Director

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DEPARTMENT OF AGRICULTURE
405 South 21st Street
Sparks, Nevada 89431-5557
Telephone (775) 353-3601 Fax (775) 353-3661
Website: http://www.agri.nv.gov

Date: August 9, 2019
To: Terry (Frank) Richardson, Deputy Division Administrator
Division of Human Resource Management
From: Jerri Conrad, Deputy Director
cc: Carrie Hughes, Division of Human Resources Management
Subject: PRE-EMPLOYMENT CONTROLLED SUBSTANCE TESTING – ITEM FOR PERSONNEL COMMISSION AGENDA

The Department of Agriculture, Division of Consumer Equitability (Budget Account 4551), respectfully requests that the *Positions/Classes Approved for Pre-Employment Controlled Substance Testing* be updated to include all positions in the Weights and Measures Inspector class series.

Class Code	Class Title	PCN
01.401	Weights and Measures Inspector IV	All positions
01.404	Weights and Measures Inspector III	All positions
01.407	Weights and Measures Inspector II	All positions
01.410	Weights and Measures Inspector I	All positions
01.413	Weights and Measures Assistant Seasonal	All positions

The *Positions/Classes Approved for Pre-Employment Controlled Substance Testing* currently includes only certain Weights and Measures Inspector PCNs. In the performance of their regular duties, all positions in the Weights and Measures Inspector class series must operate a motor vehicle with a gross combination weight rating of 26,001 pounds or more inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds. Incumbents in all positions within the series are required to obtain and maintain a Nevada Commercial Driver's License (CDL) as a condition of employment.

This request is being made to ensure compliance with Federal regulations pertaining to the attainment and maintenance of an Alcohol and Controlled Substances-Free Workplace. These requirements are outlined by the U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), under Title 49 CFR Part 382 and Part 40. The U.S. Department of Transportation requires that drivers requiring a CDL be subject to the following types of controlled substance screenings: 1. Pre-employment testing, 2. Reasonable suspicion testing, 3. Post-accident testing, 4. Random testing, 5. Return to duty testing and 6. Follow-up testing.

An agency representative will be present at the Personnel Commission meeting to answer any questions. If you require additional information, please contact me at (775) 353-3737.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
WEIGHTS AND MEASURES INSPECTOR IV	**36**	**C**	**1.401**
WEIGHTS AND MEASURES INSPECTOR III	**33**	**C**	**1.404**
WEIGHTS AND MEASURES INSPECTOR II	**31**	**C**	**1.407**
WEIGHTS AND MEASURES INSPECTOR I	**29**	**C**	**1.410**

SERIES CONCEPT

Weights and Measures Inspectors inspect all commercial weighing and measuring devices, enforce applicable regulations, and sample gasoline and diesel fuel for quality in order to protect the economic interests of consumers and merchants in the State.

Test gasoline dispensers, linear measuring devices, petroleum gas measuring devices, small and large capacity scales, and large capacity meters; check equipment for wear, malfunctioning, or other problems; verify weighing or measuring accuracy with appropriate weights, meters, or measuring standard; record information on report form; calculate allowable tolerance; determine if devices are within compliance; remove and release from service in order to protect the public and business owners from inaccurate scales and measuring devices.

Perform petroleum inspections; visually check advertising and labeling; obtain samples for laboratory analysis, and verify brands are properly registered in order to prevent confusion and fraud, promote fair competition in the industry, and protect the environment from pollution.

Investigate violations and consumer complaints; record available data; complete consumer interview; check devices suspected of malfunctioning; evaluate information obtained; prepare report; recommend corrective actions for restitutions substantiated; collect, preserve and safeguard evidence; and report information to enforcement agencies as appropriate.

Maintain testing equipment and standards; perform preventive and minor maintenance; maintain records of equipment servicing; and test against official State standards to ensure accuracy and proper calibration.

Audit Public Weighmasters; review certificates of weights to verify that transactions are accurately reported, and records are properly maintained; and test weighing devices.

Verify prices in retail establishments; ensure that commodity prices reflect the point-of-sale system price.

Prepare and maintain files, records and reports; file inspection documents; record information; document consumer complaints; submit work activity reports; list businesses with weighing and measuring devices; remove obsolete files; and develop an annual inspection schedule, in order to document work completed, account for fees assessed, and plan future activities.

Perform related duties as assigned.

****

CLASS CONCEPTS

Weights and Measures Inspector IV: Under limited supervision, incumbents are responsible for a regional weights and measures inspection program. The incumbents supervise Weights and Measures Inspectors at the I,

CLASS CONCEPTS (cont'd)

Weights and Measures Inspector IV: (cont'd)
II, and III levels involved in ensuring that weighing and measuring devices in commercial use in the State are licensed, accurate and suitable for their intended use.

Weights and Measures Inspector III: Under general supervision, incumbents supervise fewer than three lower level Weights and Measures Inspectors in a designated geographic area, in addition to performing the full range of duties outlined in the series concept. Incumbents are supervised by a position which may be based at a different location.

Weights and Measures Inspector II: Under general supervision, incumbents perform the full range of duties outlined in the series concept. Incumbents provide field training to newly-hired personnel. This is the journey level in the series.

Weights and Measures Inspector I: Under close supervision, incumbents receive training in performing all or part of the duties outlined in the series concept. This is the trainee level in the series. Progression to the journey level may occur upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority.

****

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 a pre-employment screening for controlled substances.

INFORMATIONAL NOTES:

* Some positions in this series must operate a diesel truck and trailer. Incumbents in those positions must obtain a Nevada Commercial Driver's License (CDL) within one year of appointment and maintain a current CDL for continuing employment.
* Positions in this series must obtain and maintain applicable professional certifications issued by the National Institute of Standards and Technology and the National Conference on Weights and Measures (NCWM) as a condition for continuing employment.

WEIGHTS AND MEASURES INSPECTOR IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of technical experience in applying weights and measures regulations; **OR** one year of experience as a Metrologist II or Weights and Measures Inspector III in Nevada State service; **OR** three years of experience as a Weights and Measures Inspector II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: weighing and measuring devices; businesses which use weighing and measuring devices. **Working knowledge of:** adopted National Institute of Standards and Technology (NIST) Handbook 44 and 133. **Ability to:** use technical test equipment necessary for the proper inspection of weighing and measuring devices; read and interpret technical manuals and adopted handbooks officially used in the examination of weighing and measuring devices; develop procedures and correspond with regulated industries and governmental agencies conducting activities involving weights, measures and petroleum products;

MINIMUM QUALIFICATIONS (cont'd)

WEIGHTS AND MEASURES INSPECTOR IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application) (cont'd)
perform measurement operations involving customary weights and measures; use metric measurements and make conversions to customary equivalents; supervise personnel; utilize resources effectively; mediate between contending parties; *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: Weights and Measures policies and procedures. **Working knowledge of:** supervisory principles and techniques; State purchasing policies and procedures; hearing procedures; regulations administered by Weights and Measures.

WEIGHTS AND MEASURES INSPECTOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of technical experience in applying weights and measures regulations; **OR** two years of experience as a Weights and Measures Inspector II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: laws covering the operation of a multiple axle truck and trailer; math, physics, and electronics as applied to weights and measures; scale and petroleum systems to enable correct analysis of their operation; proper safety procedures when working with hazardous chemicals, flammable liquids, and handling of mass weights; weighing and measuring devices; NIST regulations including Handbook-133 as pertains to package checking and inspections. **Ability to:** apply and enforce weights and measures regulations and procedures; make independent decisions in the field; interpret statutes, rules and procedures; independently investigate and resolve consumer complaints; train lower level inspectors; communicate effectively both orally and in writing; *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 Weights and Measures Inspector IV.)

WEIGHTS AND MEASURES INSPECTOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in the inspection, maintenance or installation of mechanical or electrical equipment, one year of which included weighing and/or measuring devices; **OR** one year of experience as a Weights and Measures Inspector I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: weight categories and conversions, such as troy ounce to grams and carets to grains. **General knowledge of:** math, physics, and electronics as applied to weights and measures; proper safety procedures when working with hazardous chemicals, flammable liquids, and handling of heavy weights; laws covering the operation of a multiple axle truck and trailer. **Ability to:** plan, schedule and budget time; prepare written reports; properly handle monies assessed and received for State services; explain policies and procedures related to weighing and measuring devices; *and all knowledge, skills and abilities required at the lower level*.

MINIMUM QUALIFICATIONS (cont'd)

WEIGHTS AND MEASURES INSPECTOR 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 Weights and Measures Inspector III.)

WEIGHTS AND MEASURES INSPECTOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in the inspection, maintenance or installation of mechanical and/or electrical equipment; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: basic math, physics and electronics as applied to weights and measures; weight categories and conversions; basic safety procedures used when working with hazardous chemicals, flammable liquids, and handling mass weights; basic mechanical principles; safe and defensive driving techniques. **Ability to:** prepare routine reports and explain procedures and policies; communicate effectively with the public.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Weights and Measures Inspector 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.

	1.401	1.404	1.407	1.410
ESTABLISHED:	7/1/71	6/4/61	6/5/61	6/5/61
REVISED:			6/1/63	
REVISED:				7/1/63
REVISED:		11/30/64		
REVISED:		7/1/71	7/1/71	7/1/71
REVISED:	3/1/72			
REVISED:	7/2/75R	7/2/75R	7/2/75R	7/2/75R
	5/28/76PC	5/28/76PC	5/28/76PC	5/28/76PC
REVISED:				
REVISED:		7/27/84-3		
REVISED:	7/1/87-12	7/1/87-12	7/1/87-12	7/1/87-12
	10/17/86PC	10/17/86PC	10/17/86PC	10/17/86PC
REVISED:	7/1/97P	7/1/97P	7/1/97P	7/1/97P
	6/6/96PC	6/4/96PC	6/4/96PC	6/4/96PC
REVISED:	3/8/13PC	3/8/13PC	3/8/13PC	3/8/13PC
REVISED:	6/30/15UC	6/30/15RNC	6/30/15RNC	6/30/15RNC
REVISED:	6/23/17PC	6/23/17PC	6/23/17PC	6/23/17PC

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
WEIGHTS AND MEASURES ASSISTANT (SEASONAL)	**22**	**E**	**1.413**

Under close supervision, the Weights and Measures Assistant perform unskilled tasks associated with the inspection and certification of all commercial weighing and measuring devices and sampling gasoline and diesel fuel quality in order to protect the economic interests of consumers and merchants in the State.

Assist staff with duties involving inspection and certification of small and large capacity scales and meters; check equipment for wear, malfunctioning or other related problems.

Assist staff in performing metrology calibrations; moving weights; recording inspection information; prepare and maintain files, records and reports.

Assist staff in performing petroleum inspections; obtain samples for laboratory analysis; test fuel dispensers.

Assist staff in preventive and minor maintenance of equipment; maintain records of equipment servicing.

Perform related duties as assigned.

****

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 submit to a pre-employment screening for controlled substances.
* A valid driver's license is required at the time of appointment and as a condition of continued employment.
* Travel across the State is required more than 50% of the time.
* Safety footwear is required for this position at the expense of the incumbent.

INFORMATIONAL NOTES:

* Some positions in this series must operate large class C trucks and pull trailers carrying CE equipment and materials. Incumbents in these positions must possess a Nevada Commercial Driver's License at the time of employment and as a condition of continuing employment. This requirement will be identified at the time of recruitment.
* This position frequently works around various offensive odors such as diesel, kerosene, AVGAS and JET A, LPG and bovine/ovine/porcine/murine/hircine manure.
* This position routinely lifts and places 50lb weights up to a maximum of 550lbs (eleven 50lb weights, one at a time).

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of general work experience. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: basic math and measuring techniques; recordkeeping methods. **Ability to:** read and oral

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
and written directions; maintain routine records; perform preventive and minor maintenance on equipment; perform physical labor requiring moderate physical strength.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
General knowledge of: weight categories and conversions; basic safety procedures used when working with hazardous chemicals, flammable liquids and handling mass weights; basic equipment maintenance principles.
Ability to: prepare routine reports; communicate effectively with the public.

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.

1.413

ESTABLISHED: 12/2/15UC
REVISED: 6/23/17PC

Personnel Commission Meeting
September 20, 2019

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:
September 20, 2019.

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
7.175	Loan Officer	34	B	***7.175***	***Loan Officer***	***34***	***B***

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Loan Officer.

In consultation with subject matter experts within the Department of Business and Industry (B&I)/Housing Division and analysts within the Division of Human Resource Management (DHRM), it was determined that the class concept, minimum qualifications, and knowledge, skills and abilities are consistent with current expectations.

It is recommended, however, that a minor revision be made to the minimum qualifications to include general knowledge of "Freddie Mac" mortgage lending requirements related to Housing programs as the Division is adding "Freddie Mac" to its available products.

It is also recommended that minor revisions be made to the class specification to maintain consistency with verbiage and formatting structure.

Throughout the review, management staff within the B&I/Housing Division and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
LOAN OFFICER	**34**	**B**	**7.175**

Under general direction, Loan Officers perform underwriting duties and administer the daily transactions of a mortgage purchase program for the Department of Business and Industry, Housing Division. Incumbents review and evaluate loan applications, loan purchase and assumption packages and supporting documentation to include borrower and seller affidavits, credit reports, verification of employment and income tax returns to determine their compliance with program requirements; and make recommendations for approval/denial based upon evaluation.

Notify lender of deficiencies related to loan preapprovals, assumptions and purchases; monitor and follow up on deficiencies until resolved.

Monitor servicer's handling of delinquencies, releases from Stays of Bankruptcy, post-petition payments and formal forbearance plans; compare reports submitted by lenders to reports generated by the division to ensure consistency and identify problems; compile reports of number and percent of delinquencies according to program in order to provide statistical information to the Deputy Administrator or Loan Administration Officer.

Prepare legal documents for the Deputy Administrator or Loan Administration Officer's authorization, in order to commence the foreclosure process; monitor foreclosure proceedings to ensure compliance with federal regulations, State laws and program requirements.

Receive and process claims, payment advises, penalties and reimbursement checks resulting from foreclosure of a mortgage.

Provide information in response to verbal and written inquiries from lending institutions regarding underwriting and loan servicing.

Perform related duties as assigned.

****

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of technical mortgage lending, mortgage loan processing or related institutional financial experience including ***Federal Housing Administration (***FHA***)/Department of Veterans Affairs (***VA***)*** mortgage lending; **OR** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (required at time of application):
Working knowledge of: real estate and mortgage lending transactions applicable to mortgage loan application analysis. **General knowledge of:** laws, regulations and statutes applicable to underwriting requirements of the single and multi-family loan programs; ~~[Veterans' Administration/Federal Housing Administration (VA/~~FHA***/VA***~~)~~, Fannie Mae***, Freddie Mac,*** and private mortgage insurance requirements related to Housing Division programs. **Ability to:** make oral presentations; analyze information, problems, and situations; speak with persons of various social, cultural, economic and educational backgrounds; compute ratios, rates and percentages to calculate income ratios, determine liquid assets and calculate gains and losses of interest; establish and maintain cooperative working relationships and rapport with participating and servicing lending institutions,

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (required at time of application): (cont'd)
real estate salespersons and the general public. **Skill in:** written English sufficient to compose routine business correspondence.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: FHA-insured, VA-guaranteed, ***Freddie Mac,*** and Fannie Mae mortgage credit processing, analysis and loan servicing rules. **Ability to:** interpret and analyze a variety of real estate and mortgage documents pertaining to single and multi-family mortgage programs; set priorities which accurately reflect the relative importance of job responsibilities to complete work in a timely manner.

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.

	7.175
ESTABLISHED:	8/26/83R
	1/24/84PC
REVISED:	7/1/93P
	9/24/92PC
REVISED:	5/12/06PC
REVISED:	***9/20/19PC***

Personnel Commission Meeting
September 20, 2019

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:
September 20, 2019.

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
7.232	Tax Program Supervisor III	38	B	***7.232***	***Tax Program Supervisor III***	***38***	***B***
7.238	Tax Program Supervisor II	37	B	***7.238***	***Tax Program Supervisor II***	***37***	***B***
7.244	Tax Program Supervisor I	35	B	***7.244***	***Tax Program Supervisor I***	***35***	***B***

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Tax Program Supervisor series.

In consultation with subject matter experts within the Nevada Department of Taxation, the Nevada Department of Motor Vehicles (DMV) and analysts within the Division of Human Resource Management (DHRM), it was determined that the class concept, minimum qualifications, and knowledge, skills and abilities are consistent with current expectations.

It is recommended, however, that minor revisions be made to the series concept, class concepts and minimum qualifications to maintain consistency with verbiage, formatting and structure.

Throughout the review, management staff within Taxation, DMV and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
TAX PROGRAM SUPERVISOR III	**38**	**B**	**7.232**
TAX PROGRAM SUPERVISOR II	**37**	**B**	**7.238**
TAX PROGRAM SUPERVISOR I	**35**	**B**	**7.244**

SERIES CONCEPT

Tax Program Supervisors plan, organize, direct and administer tax and fee collection activities as well as tax compliance programs in an assigned agency; oversee taxpayer assistance and education activities performed by subordinate staff; and oversee revenue and taxpayer accounting functions.

Supervise and evaluate the performance of staff in carrying out the operations of the work unit including selection, training, work assignment and review; initiate disciplinary action as required.

Plan, organize and oversee tax programs including developing and recommending methods for program implementation, prioritizing work[,] and establishing performance measures to ensure efficient and effective operations.

Oversee delinquent taxpayer accounts to determine whether the delinquent account should be designated as uncollectible or if the taxpayer has the ability to pay; analyze taxpayer account, credit[,] and asset information; document findings of the investigation and periodically conduct follow-up investigations of uncollectible accounts to determine whether or not the taxpayer's ability to pay has changed.

Direct staff in the detection and investigation of unregistered businesses operating illegally within the State, which may include surveillance, concentrated enforcement, credit investigation, and review of employment, registration and license records.

Manage accounting/processing functions statewide to ensure the timely and accurate deposit and recording of tax revenues, account maintenance and registration, and licensing and bonding to enable timely distribution of tax revenues to the State and local government entities.

Respond or direct the response to taxpayer complaints regarding the actions of the work unit and represent the department at legal hearings; prepare testimony for presentation before a Hearing Officer and present the position of the department at such hearings as required; prepare and present appeals of the Hearing Officer's decision before the Tax Commission.

Assist in policy development and the interpretation of statute provisions; recommend and implement policies, procedures and changes.

Perform related duties as assigned.

****

CLASS CONCEPTS

Tax Program Supervisor III: Under general direction, incumbents are responsible for the collection, monitoring[,] and enforcement of various State tax programs. Incumbents represent the department at hearings, taxpayer meetings and speaking engagements in order to provide information regarding the function, purpose,

CLASS CONCEPTS (cont'd)

Tax Program Supervisor III: (cont'd)
goals, objectives, practices, and policies pertinent to the assignment. This level in the series is distinguished from the Tax Program Supervisor II by the broader scope of responsibility for a variety of tax programs that include a greater level of independence and reporting to division administrators, and additional experience required to manage multiple revenue, tax and compliance programs. They directly supervise a greater number and higher level of professional staff such as Tax Program Supervisor I's and II's and indirectly ***supervise*** several lower level staff.

A representative example of a Tax Program Supervisor III is located in the Tax Division of the Department of Taxation. The incumbent is responsible for the collection of sales, use, business license, modified business, modified business financial institution, and live entertainment taxes. In addition, the incumbent is responsible for all communications relating to sales/use/business tax, surety bond claims, penalty and interest waiver/reduction, multilevel marketers, the out-of-state car program, religious/charitable/educational exemptions and voluntary disclosure; daily batch and deposit; bond waiver requests; liens and deficiency determinations; and compliance reference manuals and materials. The incumbent is involved in all Revenue Section hearings regarding revocation of licenses, revenue assessment, and responsible person and successor liability. The incumbent directly supervises and evaluates the performance of two Tax Program Supervisor II's[~~, grade 37,~~]***and*** four Revenue Officer III's, [~~grade 34,~~] and indirectly supervises [~~22~~]***twenty-two*** Revenue Officer II's, [~~grade 32, 13~~]***thirteen*** Tax Examiner II's[~~, grade 30,~~] and nine Administrative Assistants.

Tax Program Supervisor II: Under general supervision, incumbents are responsible for the collection, monitoring[~~,~~] and enforcement of various State tax programs. This level in the series is distinguished from the Tax Program Supervisor I by the scope of responsibility, the complexity of taxes collected, additional experience required to manage comprehensive programs, and supervision of higher level subordinate staff.

A representative example of a Tax Program Supervisor II is located in the Department of Taxation. The incumbent assists in planning and organizing the revenue collection and compliance programs of the division; plans and organizes tax collection processes and assigns duties to subordinates including the seizing of property, collection of accounts receivable, collection of security deposits, and delinquent tax returns by telephone, written correspondence and field visits to taxpayers at their place of business. The incumbent reviews Revenue Officers' and Tax Examiners' receipt books; maintains monthly statistical reports regarding the number of compliance problems; and establishes and maintains a written training program for subordinate staff. In addition, the incumbent is directly responsible for the department sales/use tax exemption program[~~,~~] and represents the department at hearings before the Nevada Tax Commission. The incumbent directly supervises and evaluates the performance of one Revenue Officer III[~~, grade 34,~~]***and*** four Revenue Officer II's,[~~ grade 32,~~] and indirectly supervises six additional Revenue Officer II's[~~, grade 32~~].

Tax Program Supervisor I: Under general supervision, incumbents are responsible for the collection, monitoring[~~,~~] and enforcement of various State tax programs.

A representative example of a Tax Program Supervisor I is located in the Department of Taxation. The incumbent assigns duties to subordinates; oversees revenue accounting and deposit activities statewide; secures cash funds received daily; and oversees registering new accounts and all related demographics, recording of bond payments and/or other forms of security, bond refunds, closing accounts and refunds of overpayment. The incumbent directly supervises and evaluates the performance of three Accountant Technician I's[~~, grade 30,~~] and one Administrative Assistant IV, [~~grade 29,~~] and indirectly ***supervises*** one Administrative Assistant III, [~~grade 27,~~] six Accounting Assistant II's, [~~grade 25,~~] twenty-three Administrative Assistant I's, [~~grade 23,~~] and three Administrative Aids[~~, grade 21~~].

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MINIMUM QUALIFICATIONS

TAX PROGRAM SUPERVISOR III

EDUCATION AND EXPERIENCE: [~~Graduation from high school or equivalent education and five years of revenue collection experience requiring the interpretation and application of statutory provisions and regulations, and/or in the examination of tax returns or other financial reports for legal compliance, two years of which must have been in a supervisory capacity; **OR**~~] Bachelor's degree from an accredited college or university in accounting, economics, ***business,*** or related field and three years of professional [~~experience involving~~] tax [~~administration and/~~]or ***revenue*** collection[~~s~~]***, examination or administration experience requiring*** [~~and~~] the interpretation ***and application*** of [~~tax statutory provisions, rules~~]***laws*** and regulations ***in the review of financial documents for legal compliance***, two years of which must have been in a supervisory capacity; ***OR graduation from high school or equivalent education and five years of professional experience as described above;*** **OR** one year of experience as a Tax Program Supervisor II in Nevada State service; **OR** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: methods used in the examination of financial records or taxpayer reports; various State tax statutes and regulations; accounting and bookkeeping principles and practices; effective tax and revenue investigation, collection and enforcement procedures; bankruptcies, judgments, transporting debts, and seizures in the areas of collections, investigations, and taxpayer disagreements; principles and practices of supervision including disciplinary processes, employee performance evaluation and the development of work performance standards. [~~**Working knowledge of:** pertinent sections of the State Administrative Manual, Nevada Administrative Code, and Rules for State Personnel Administration.~~] **Ability to:** plan, organize, coordinate***,*** and manage assigned operations and activities; analyze information, problems, situations, practices***,*** or procedures to define issues or objectives; organize materials, information and resources in a systematic way to optimize efficiency; provide technical expertise regarding tax and revenue investigation, collection[~~,~~] and enforcement activities; *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: pertinent sections of the State Administrative Manual, Nevada Administrative Code, and Rules for State Personnel Administration. **Detailed knowledge of:** laws and regulations related to taxes administered within the work unit. **Ability to:** plan, direct, coordinate***,*** and supervise multiple work units and program areas; develop short and long-range goals and objectives.

TAX PROGRAM SUPERVISOR II

EDUCATION AND EXPERIENCE: [~~Graduation from high school or equivalent education and four years of tax or revenue collection experience requiring the interpretation and application of statutory provisions and regulations, and/or in the examination of tax returns or other financial reports for legal compliance, one year of which must have been in a supervisory capacity; **OR**~~] Bachelor's degree from an accredited college or university in accounting, economics***, business,*** or related field and two years of professional [~~experience involving~~] tax [~~administration and/~~]or ***revenue*** collection[~~s~~]***, examination or administration experience requiring*** [~~and~~] the interpretation ***and application*** of [~~tax statutory provisions~~]***laws*** and regulations ***in the review of financial documents for legal compliance***, one year of which must have been in a supervisory capacity; ***OR graduation from high school or equivalent education and four years of professional experience as described above;*** **OR** one year of experience as a Tax Program Supervisor I in Nevada State service; **OR** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: supervisory principles and practices including hiring, assigning and reviewing work, and employee evaluation; bankruptcies, judgments, transporting debts, and seizures in the areas of collections, investigations, and taxpayer disagreements. **Ability to:** make oral presentations to groups to explain programs, policies and procedures of the agency; interpret, apply and explain complex laws, regulations, requirements, restrictions***,*** and standards to program clientele and representatives of external entities and other agencies;

MINIMUM QUALIFICATIONS (cont'd)

TAX PROGRAM SUPERVISOR II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd) compose technical reports, proposals, policies and procedures, and other materials; *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 Tax Program Supervisor III.)*

TAX PROGRAM SUPERVISOR I

EDUCATION AND EXPERIENCE: [~~Graduation from high school or equivalent education and three years of professional revenue collection experience requiring the interpretation and application of statutory provisions and regulations, and/or in the examination of tax returns or other financial reports for legal compliance; **OR**~~] Bachelor's degree from an accredited college or university in accounting, economics, ***business,*** or related field and one year of professional [~~experience involving~~] tax [~~administration and/~~]or ***revenue*** collection[~~s~~]***, examination or administration experience requiring the interpretation*** and [~~the~~] application of [~~tax statutory provisions~~]***laws*** and regulations ***in the review of financial documents for legal compliance; OR graduation from high school or equivalent education and three years of professional experience as described above***; **OR** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** accounting and bookkeeping principles and practices; office management principles and practices; tax related statutes and regulations; applied computer operations to assess taxes; methods used in the examination of financial records or taxpayer reports. **Ability to:** provide specific information and explain tax processes and procedures to the taxpayer public; write investigative reports and compose business correspondence. **Skill in:** various mathematical computations used in tax and fee collection.

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

	7.232	7.238	7.244
ESTABLISHED:	9/1/60	8/60	9/1/60
REVISED:	2/1/68	2/1/68	2/1/68
REVISED:	5/7/82-3	1/5/73	8/27/76
REVISED:	4/13/84-3	4/13/84-3	4/13/84-3
REVISED:	7/1/93P	7/1/93P	7/1/93P
	9/24/92PC	9/24/92PC	9/24/92PC
REVISED:	7/18/97UC	7/18/97UC	7/18/97UC
REVISED:	12/14/07PC	12/14/07PC	12/14/07PC
REVISED:	***9/20/19PC***	***9/20/19PC***	***9/20/19PC***

Personnel Commission Meeting
September 20, 2019

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:
September 20, 2019.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.513	Employee Development Manager	38	B	***7.513***	***Employee Development Manager***	***38***	***B***
7.524	Training Officer II	36	B	***7.524***	***Training Officer II***	***36***	***B***
7.519	Training Officer I	34	B	***7.519***	***Training Officer I***	***34***	***B***

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Employee Development Manager/Training Officer series.

In coordination with Subject Matter Experts from the Department of Business and Industry (B&I), Department of Corrections (DOC), Department of Employment, Training and Rehabilitation (DETR), Department of Health and Human Services (DHHS), Department of Motor Vehicles (DMV), Department of Public Safety (DPS) and Department of Transportation (DOT), it is recommended that revisions be made to the series and class concepts and minimum qualifications to update occupational language, clarify respective duties and to reflect current methods and practices being used. It is also recommended that revisions be made to the series and class concepts and minimum qualifications to maintain consistency with verbiage, formatting and structure.

Employee Development Managers and Training Officers analyze, design, develop, implement, evaluate, manage and coordinate training and development for a department, division or a geographic region of a department's statewide training function and supervise and/or conduct sessions for vocation and/or skills training in specific occupational areas and general management development.

Throughout the process, management and staff within B&I, DOC, DETR, DHHS, DMV, DPS and DOT and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support this recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
EMPLOYEE DEVELOPMENT MANAGER	**38**	**B**	**7.513**
TRAINING OFFICER II	**36**	**B**	**7.524**
TRAINING OFFICER I	**34**	**B**	**7.519**

SERIES CONCEPT

[~~Positions in this series~~] ***Employee Development Managers and Training Officers analyze, design, develop, implement, evaluate,*** manage and coordinate training ***and development*** for a department, division or a geographic region of a department's statewide training function[~~, supervising~~] ***and supervise*** and***/or*** [~~conducting training~~] ***conduct*** sessions for [~~both skill~~] ***vocation*** and***/or skills training in specific occupational areas and*** general management development.

Prepare course descriptions, develop ***and deliver*** curriculum, deliver training to employees[~~,~~] ***using sound instructional design and learning principles*** and serve as liaison to [~~the Personnel Department~~] ***department management, subject matter experts and the State's centralized human resource division***.

[~~Conduct training needs assessment programs~~] ***Identify performance gaps***, analyze results and make recommendations; design and implement employee development programs ***and evaluate employee training and development programs*** as directed by agency management.

Select and monitor the work of contracted trainers[~~,~~] and approve training conducted by political sub-divisions for various public safety occupations; conduct skills training in specific occupational areas[~~,~~] and may conduct safety classes[~~, as well as accident investigation~~].

Coordinate, oversee and/or conduct training sessions for [~~both skill~~] ***vocation and/or skills training in specific occupational areas, career planning and development*** and general management curriculum.

Prepare statistical and informational reports as required.

Perform related duties as assigned.

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CLASS CONCEPTS

Employee Development Manager: Under administrative direction, [~~positions in this class plan, coordinate, supervise and~~] ***incumbents use an instructional design model to analyze, design, develop, implement*** and evaluate statewide ***employee development programs for the State centralized HR division or department-wide*** employee development programs ***throughout the State*** for a major department. [~~Work involves the supervision of~~] ***Incumbents supervise*** a staff of trainers involved in ***the design, development and*** delivery of a wide variety of general management and skill training [~~responsibilities~~] ***programs***. [~~The i~~]***I***ncumbent***s*** develop[~~s~~] and monitor[~~s~~] the [~~agency's~~] training ***section's*** budget.

[~~This class~~] ***The Employee Development Manager*** is distinguished from the [~~t~~]***T***raining [~~o~~]***O***fficer classifications by the ***responsibility for department-wide management of the training program, greater*** supervisory responsibility, size of training budget, variety ***and complexity*** of courses[~~,~~] and size and complexity of [~~agency~~] ***the department***.

CLASS CONCEPTS (cont'd)

Training Officer II: Under general direction, [~~positions in this class~~] ***incumbents*** serve as [~~training~~] ***trainers*** and curriculum coordinator***s*** for a department, major division or geographic region of a [~~state agency~~] ***department***. [~~Responsibilities include~~] ***Incumbents design and*** develop[~~ment of~~] training curriculum***s using an instructional design model***, [~~conducting training~~] ***deliver formal and informal learning solutions***, monitor[~~ing~~] and [~~evaluating~~] ***evaluate*** contracted trainers, oversee[~~ing~~] specific training programs and recommend[~~ing training curriculum training requirements~~] ***a variety of learning solutions***. ***This is the advanced journey level in the series.***

[~~This class~~] ***The Training Officer II*** is distinguished from the Employee Development Manager by the absence of [~~supervisory and~~] department-wide management responsibilities.

Training Officer I: Under general supervision of an Employee Development Manager or an administrative supervisor, [~~positions in this class~~] ***incumbents*** serve as [~~a training~~] ***trainers*** and curriculum coordinator***s*** for [~~state agencies~~] ***a department or division***; [~~develop~~] ***modify or adapt lesson plans***, deliver[~~,~~] and coordinate training programs ***using class facilitation methods and practices***; and coordinate and monitor the activities of other trainers. ***This is the journey level in the series.***

[~~Positions in this class are~~] ***The Training Officer I*** is distinguished from a Training Officer II by the smaller size of the [~~departmental~~] training program, ***fewer instructional design responsibilities,*** less varied course offerings[~~,~~] and less diverse occupational groups to be trained.

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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 submit to a pre-employment screening for controlled substances.
- ***Some positions require a pre-employment criminal history check and fingerprinting.***
- ***A valid Nevada driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.***

EMPLOYEE DEVELOPMENT MANAGER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in ***organizational behavior,*** education***, communications, business or public administration*** or a related field and [~~five~~] ***four*** years ***of*** professional experience ***planning and developing curriculum and coordinating and conducting training*** in ***an*** employer sponsored [~~adult curriculum~~] ***learning*** and development program[~~s,~~] including one year of [~~supervisory~~] experience ***supervising trainers and/or managing employee development programs; OR graduation from high school or equivalent education and six years of professional experience as described above; OR one year of experience as a Training Officer II in Nevada State service***; **OR** an equivalent combination of education and experience ***as described above***. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: [~~the functional areas in which training is provided~~] ***managing the learning function for a major department; leadership practices to execute the department's learning and development strategy***. **Working knowledge of:** [~~planning and budgeting processes;~~] adult learning theory [~~including cognitive psychomotor and effective learning~~] and teaching techniques; ***principles involved in the development of training plans; principles, practices, rules and regulations related to human resource functions. General knowledge of: budgeting processes. Ability to: serve as a strategic business partner and implement a strategic plan; analyze and interpret statistical data gathered from training participants;***

MINIMUM QUALIFICATIONS (cont'd)

EMPLOYEE DEVELOPMENT MANAGER (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd) ***perform gap-analysis for program improvement; adapt instructional design to online training; facilitation roles needed by agency and change management campaigns*** *and all knowledge, skills and abilities required of the lower levels*.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Detailed knowledge of:** the principles and practice of supervision ***of trainers and/or training programs***, training, delegation, motivation, decision-making, goal setting and ***staff*** management***; project management; contract negotiations; adult learning theory; analyses, design, development, implementation and evaluation of training programs and training needs; analyze and summarize training data***. ***General*** [~~K~~]***k*****nowledge of:** ***current trends and best practices in learning, knowledge management, performance improvement, learning technologies and*** organizational development principles and models***; job and task analysis; training population descriptions; learning analysis and objectives***. ***Ability to: support subject-matter experts in a training role.***

TRAINING OFFICER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in ***organizational behavior,*** education***, communications, business or public administration*** or a related field and [~~four~~] ***three*** years of ***professional*** experience in the adult ***and/or employee*** training ***and development*** process [~~which, included experience in~~] ***including conducting training needs assessments;*** planning [~~,programming,~~] ***and developing curriculum; and*** coordinating and conducting [~~adult~~] ***formal*** training; ***OR graduation from high school or equivalent education and five years of professional experience as described above; OR one year experience as a Training Officer I in Nevada State service;*** **OR** an equivalent combination of education and experience ***as described above***. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** adult learning theory***, instructional design methods*** and methods of presentation; ***learning styles;*** the principles and methods of program planning related to reviewing analyzing and prioritizing the various training activities for the agency; the principles of conducting surveys, training needs assessments and organizational assessments and in interpreting their results***, learning communities and supporting learners after training***. ***General knowledge of: department organization and mission; functional areas in which training is provided.*** **Ability to:** ***modify or adapt training designs and methods to make training more effective; handle difficult situations; adapt classroom facilitation skills to meet environment and organizational outreach programs***; utilize a variety of audio-visual equipment, computers and computer software *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): [~~**Working knowledge of:** principles involved in the development to training plans and the principles, practices, rules and regulations of the personnel functions. **Ability to:** analyze and interpret statistical data gathered from training participants.~~] ***(These are identical to the Entry Level Knowledge, Skills and Abilities required for Employee Development Manager.)***

TRAINING OFFICER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in ***organizational behavior,*** education***, communications, business or public administration*** or related field and two years of ***professional*** experience in the adult [~~training~~] ***and/or employee training and development*** process [~~which~~] includ[~~es~~]***ing*** experience planning [~~programming,~~] ***and developing curriculum and*** coordinating and conducting [~~adult~~] ***formal*** training; ***OR graduation from high school or equivalent education and four years of professional experience as described above;*** **OR** an equivalent combination of

MINIMUM QUALIFICATIONS (cont'd)

TRAINING OFFICER I (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)
education and experience ***as described above***. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: adult learning theory and methods of presentation; principles of lesson plan development; the use of various instruction methods and lesson plan requirements***; current learning technologies and various instructional methods; class coordination and logistics***. **Ability to:** relate and interact with persons of various social, cultural, economic, and educational backgrounds for the purpose of instruction and career development; prepare and present a variety of oral and written reports; establish and maintain cooperative working relationships with a variety of training providers; operate a personal computer and a variety of software programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
[~~**General knowledge of:** the agency organization and mission the functional areas in which training is provided. **Ability to:** modify or adapt training designs and methods to make training more effective.~~] ***(These are identical to the Entry Level Knowledge, Skills and Abilities required for Training Officer 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.

	7.513	7.524	7.519
ESTABLISHED:	04/26/74	04/26/74	04/26/74
REVISED:	05/07/82-3	07/07/81-3 11/15/91PC	07/07/81-3
REVISED:	07/01/93P 09/24/92PC	07/01/93P 09/24/92PC	07/01/93P 09/24/92PC
REVISED:		9/27/93UC	9/27/93UC
REVISED:			8/18/97UC
REVISED:	5/12/06PC	5/12/06PC	5/12/06PC
REVISED:	***9/20/19PC***	***9/20/19PC***	***9/20/19PC***

Personnel Commission Meeting
September 20, 2019

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:
September 20, 2019.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.736	Maintenance Management Coordinator II	37	B	***7.736***	***Maintenance Management Coordinator II***	***37***	***B***
7.737	Maintenance Management Coordinator I	35	B	***7.737***	***Maintenance Management Coordinator I***	***35***	***B***

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Maintenance Management Coordinator class specification.

In coordination with Subject Matter Experts from the Nevada Department of Transportation (NDOT), it is recommended that revisions be made to the series and class concepts and minimum qualifications to update occupational language and to reflect current methods and practices being used. It is also recommended that revisions be made to the series and class concepts and minimum qualifications to maintain consistency with verbiage, formatting and structure.

Maintenance Management Coordinators work in the Department of Transportation and maintain the Maintenance Management System by reviewing, verifying and inputting and extracting data. Incumbents perform inspections/audits of maintenance operations and conduct training for maintenance personnel to ensure work is performed in compliance with standards and guidelines.

Throughout the process, management and staff within NDOT and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support this recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MAINTENANCE MANAGEMENT COORDINATOR II	**37**	**B**	**7.736**
MAINTENANCE MANAGEMENT COORDINATOR I	**35**	**B**	**7.737**

SERIES CONCEPT

Maintenance Management Coordinators work in the Department of Transportation and maintain the Maintenance Management System by reviewing, verifying, [~~and~~] inputting and extracting data. Incumbents perform inspections/audits of maintenance operations and conduct training for maintenance personnel to ensure work is performed in compliance with standards and guidelines.

Maintain various data case files/inventories regarding maintenance equipment, costs and activities by conducting physical inventories and/or collecting and compiling information from existing files and contracts and other personnel; provide management with accurate and timely data, generate preliminary budgets for each district[~~,~~] and prepare bid specifications for acquisition of materials.

Produce maintenance budgets by generating reports from the database and distributing to sub-districts; review and discuss with sub-district staff any modifications made to ensure compliance with standards and guidelines; verify the accuracy of data, input data into system[~~,~~] and generate final version.

Conduct field reviews, audits and quality assurance inspections of district maintenance activities and district financial accounting documents including on-site observation; ensure accuracy of information entered into the system database and compliance with system procedures; prepare and submit report summarizing findings and recommendations.

Assist in conducting research to investigate new materials and technical methodologies for highway maintenance.

Update system manual by adding, deleting or changing information to ensure accuracy and provide informational reports to system users as required.

Coordinate training sessions for maintenance crews; assess training needs; collect and organize training materials including physical and visual aid[~~e~~]s; develop training schedules and notify attendees; coordinate presenters and arrange for diplomas or letters of recommendation; and conduct training sessions at annual training academy.

Perform related duties as assigned.

****

CLASS CONCEPTS

Maintenance Management Coordinator II: Under [~~general~~] ***limited*** supervision, incumbents perform the full range of duties in the series concept[~~,~~] and [~~in addition,~~] implement and manage special projects related to the Maintenance Management System. ***Incumbents*** [~~C~~]***c***onduct special research projects to investigate new materials and technical methodologies for highway maintenance; prepare work programs for the implementation and completion of studies and present results in written form to reflect maintenance program recommendations; conduct field tests for conformance to grade and viscosity standards for asphalt; coordinate with and provide information and recommendations to the Research and Engineering Commission, Strategic Highway Research Program, Transportation Research Board and Technical Transportation Center to set standards for material

CLASS CONCEPTS (cont'd)

Maintenance Management Coordinator II (cont'd)
specifications. [~~The~~] ***Incumbents*** also oversee and monitor all phases of field tests for material conformance and may [~~also~~] direct, supervise[~~,~~] and provide training to assigned Maintenance Management Coordinator I's.

Maintenance Management Coordinator I: Under general supervision, incumbents perform the full range of duties in the series concept [~~at the journey level~~]. ***This is the journey level in the series.***

****

MINIMUM QUALIFICATIONS

MAINTENANCE MANAGEMENT COORDINATOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and [~~five~~] ***four*** years of [~~experience in~~] highway construction/maintenance [~~including~~] ***experience which included*** working with [~~a~~] highway maintenance management system***s***; analyzing project scheduling, staffing, equipment[~~,~~] and materials; applying a variety of [~~local~~] ***federal***, State and [~~federal~~] ***local*** regulations pertaining to highway construction/maintenance; performing quality assurance inspections; coordinating training programs; and developing bid specifications for acquisition of equipment and materials; **OR** [~~two~~] ***one*** year[~~s~~] of experience as a Maintenance Management Coordinator I in Nevada State service; **OR** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: computerized highway maintenance management system[~~; departmental and State purchasing procedures for supplies, materials and equipment~~]. **Working knowledge of:** [~~state and federal highway systems and~~] [~~s~~]***S***tate milepost system; policies, procedures and required elements of the Equipment Certification and Training Program[~~; federal regulations related to interstate highway maintenance~~]. **General knowledge of:** ***federal and State highway systems; federal regulations related to interstate highway maintenance;*** financial accounting systems and coding manuals. **Ability to:** conduct research; organize and conduct staff training; analyze and write specifications for maintenance materials, products, methods, rigid and flexible pavements, surface treatments[~~,~~] and new equipment; produce and analyze computer reports, evaluate data[~~,~~] and make recommendations; develop, review[~~,~~] and update system manuals; conduct field reviews, audits and quality assurance inspections; *and all knowledge, skills and abilities required at the lower level*.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: financial analysis, planning and budget preparation methods; supervisory techniques including disciplinary processes, employee evaluation[~~,~~] and the development of work performance standards; the use of various instructional methods and lesson plan requirements. **Ability to:** design, research and interpret study results and recommend courses of action; analyze, project and present the fiscal impact of highway construction and maintenance project proposals; organize, develop and coordinate a large-scale training program.

MAINTENANCE MANAGEMENT COORDINATOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of [~~experience in~~] highway construction/maintenance [~~including~~] ***experience which included*** working with [~~a~~] highway maintenance management system***s***; analyzing project scheduling, staffing, equipment and materials; and applying a variety of [~~local~~] ***federal***, State and [~~federal~~] ***local*** regulations pertaining to highway construction/maintenance; ***OR two years of experience as a Highway Maintenance Supervisor I in Nevada State service; OR three years of experience as a Highway Maintenance Worker IV in Nevada State service;*** **OR** an equivalent combination of education and experience ***as described above***.

MINIMUM QUALIFICATIONS (cont'd)

MAINTENANCE MANAGEMENT COORDINATOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: highway construction and maintenance methods, procedures[~~,~~] and materials; project planning, staffing and timing; equipment use and repair schedules; computerized maintenance management system and personal computer; departmental and State purchasing procedures for supplies, materials and equipment; roadway distress modes and corrective action. **General knowledge of:** federal and [s]***S***tate regulations relating to the interstate, [~~N~~]***n***ational and State Highway system maintenance; traffic control practices and safety requirements in a work zone. **Ability to:** research, compile and analyze data related to highway construction and maintenance projects, costs, equipment, contracts and materials; prepare written communications such as correspondence and reports; operate a computer terminal sufficient to input, retrieve and manipulate data; make basic mathematical computations including ratios, rates, percentages[~~,~~] and measurements of distance, area and volume; calculate stockpile and material needs and usage; effectively communicate with department personnel and other entities; assist in the preparation of bid specifications for highway maintenance materials; review and interpret accounting system information.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
[~~**Working knowledge of:** State and federal highway systems and state milepost system; policies and procedures and required elements of the Equipment Certification and Training Program. **Ability to:** analyze and write specifications for maintenance materials, products, and methods.~~] ***(These are identical to the Entry Level Knowledge, Skills and Abilities required for Maintenance Management Coordinator 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.

	7.736	7.737
ESTABLISHED:	7/1/93P 9/24/92PC	11/16/72
REVISED:		7/1/93P 9/24/92PC
REVISED:	8/23/94UC	8/23/94UC
REVISED:	3/21/97UC	3/21/97UC
REVISED:	3/25/05PC	3/25/05PC
REVISED:	***9/20/19PC***	***9/20/19PC***

Personnel Commission Meeting
September 20, 2019

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:
September 20, 2019.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.745	Statistician II	31	E	***7.745***	***Statistician II***	***31***	***E***
7.747	Statistician I	28	E	***7.747***	***Statistician I***	***28***	***E***

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Statistician class specification.

In coordination with Subject Matter Experts from the Department of Business and Industry (B&I), Department of Corrections (DOC), Department of Education (DOE), Department of Employment, Training and Rehabilitation (DETR), Department of Health and Human Services (DHHS) and Department of Public Safety (DPS), it is recommended that revisions be made to the minimum qualifications to reflect current methods and practices being used, update occupational language and add an informational note for applicants meeting the education requirement with an Associate degree. It is also recommended that revisions be made to the series concept and minimum qualifications to maintain consistency with verbiage, formatting and structure.

Statisticians gather statistical and other data and perform routine analysis and computations; compile reports and prepare charts, graphs, maps and diagrams to display the data and analysis.

Throughout the process, management and staff within B&I, DOC, DOE, DETR, DHHS and DPS and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support this recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
STATISTICIAN II	**31**	**E**	**7.745**
STATISTICIAN I	**28**	**E**	**7.747**

SERIES CONCEPT

Statisticians gather statistical and other data and perform routine analysis and computations; compile reports and prepare charts, graphs, maps and diagrams to display the data and analysis.

Gather statistical data by assisting in preparing, distributing and reviewing survey forms and questionnaires and/or contacting sources to obtain necessary information.

Compile, edit, compute and perform routine analysis of collected data such as verifying its consistency with previously submitted information or to determine if it falls within established statistical parameters.

Review survey results from other sources.

Create summary tables, charts [~~and~~], graphs[~~,~~] and simple narrative text of compiled data for incorporation into reports or publications.

Maintain databases by inputting information gathered and generate ad hoc reports for use by professional and/or management staff.

Perform related duties as assigned.

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CLASS CONCEPTS

Statistician II: Under general supervision, incumbents perform the full range of duties described in the series concept at the journey level.

Statistician I: Under close supervision, incumbents receive training in performing the duties described in the series concept and may progress to the journey level upon meeting the minimum qualifications 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.

MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTE:

* ***Applicants must attach a copy of their college or university transcripts at the time of application.***

STATISTICIAN II

EDUCATION AND EXPERIENCE: ***Associate's degree from an accredited college or university with major coursework in economics, mathematics, statistics or closely related field and one year of paraprofessional experience assisting in the preparation, collection and analysis of data; and preparing visual displays using computer software; OR*** [~~G~~]***g***raduation from high school or equivalent education and [~~three~~] ***two*** years of ***paraprofessional*** experience [~~assisting in the preparation, collection and analysis of data~~] ***as described above***; **OR** one year of experience as a Statistician I in Nevada State service; **OR** an equivalent combination of education and experience ***as described above***. *(See Special Requirement).*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: ***database software;*** statistical methods and techniques; data collection and analysis; graphic, pictorial and tabular presentations. **Ability to:** perform statistical computations such as [~~simple correlations and chi-square~~] ***sum, average and counts using spreadsheets and pivot tables*** to generate statistically accurate generalizations; draw survey samples according to established principles and methodology; compose routine business reports; review data for accuracy. **Skill in:** statistical analysis; *and all knowledge, skills and abilities required at the lower level*.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: the assigned program or functional area, and federal and State rules and regulations governing its operation.

STATISTICIAN I

EDUCATION AND EXPERIENCE: ***Associate's degree from an accredited college or university with major coursework in economics, mathematics, statistics or closely related field and two years of experience assisting in the preparation, collection and analysis of data; and preparing visual displays using computer software; OR*** [~~G~~]***g***raduation from high school or equivalent education and [~~two~~] ***three*** years of experience [~~assisting in the preparation, collection and analysis of data and preparing visual displays using computer software~~] ***as described above***; **OR** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: [~~statistical methods and techniques;~~] data collection methods; word processing, spreadsheet[~~,~~] and database software; graphic, pictorial and tabular presentations of information. **Ability to:** compose routine business correspondence. **Skill in:** mathematical calculations including percentages, fractions and decimals.

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

	7.745	7.747
ESTABLISHED:	1/1/61	7/1/93P 3/9/93PC
REVISED:	7/16/66	
REVISED:	8/31/73	
REVISED:	7/1/93P	

STATISTICIAN II	**31**	**E**	**7.745**
STATISTICIAN I	**28**	**E**	**7.747**

	7.745	7.747
	3/9/93PC	
REVISED:	9/23/05PC	9/23/05PC
REVISED:	***9/20/19PC***	***9/20/19PC***

Personnel Commission Meeting
September 20, 2019

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:
September 20, 2019.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.752	Legal Research Assistant II	35	B	***7.752***	***Legal Research Assistant II***	***35***	***B***
7.750	Legal Research Assistant I	33	B	***7.750***	***Legal Research Assistant I***	***33***	***B***

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Legal Research Assistant class specification.

In coordination with Subject Matter Experts from the Department of Business and Industry (B&I), Department of Employment, Training and Rehabilitation (DETR), Public Utilities Commission (PUC), and Secretary of State's Office (SOS), it is recommended that revisions be made to the series concept to update occupational language, clarify responsibilities, reflect current methods and practices being used and remove the comparison to an abolished class, Legal Assistant. It is also recommended that revisions be made to the series and class concepts and minimum qualifications to maintain consistency with verbiage, formatting and structure. Additionally, it is recommended that revisions be made to the minimum qualifications, education and experience to enhance recruitment efforts.

Legal Research Assistants spend the majority of time providing the most difficult paralegal assistance/support to agency counsel, drawing upon their training and/or experience to analyze a specific set of facts; performing general legal research for a specific question of law; reaching a conclusion of law; presenting findings either orally or in writing for the attorney's review; and composing briefs, pleadings, motions and other legal documents for the attorney's review and signature.

Throughout the process, management and staff within B&I, DETR, PUC and SOS and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support this recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
LEGAL RESEARCH ASSISTANT II	**35**	**B**	**7.752**
LEGAL RESEARCH ASSISTANT I	**33**	**B**	**7.750**

SERIES CONCEPT

Legal Research Assistants spend the majority of time providing the most difficult paralegal assistance/support to agency counsel, drawing upon their training and/or experience to analyze a specific set of facts; performing general legal research for a specific question of law; reaching a conclusion of law; presenting findings either orally or in writing for the attorney's review; and composing briefs, pleadings, motions and other legal documents for the attorney's review and signature. [~~In contrast, incumbents in the Legal Assistant class perform routine paralegal work including performing specific topical research and locating specific case law citations; reviewing the case for applicability to the given set of facts; shepardizing case law; composing and formatting the appropriate legal documents; and performing duties generally of a processing, monitoring or data gathering nature.~~]

Research legal problems ***and issues*** facing the agency and draft legal opinions, pleadings, motions and various other legal documents for agency counsel.

~~Draft~~ ***Compose business correspondence*** and [~~dictate letters and~~] ***legal*** memoranda concerning specific cases, issues or conclusions as requested by agency counsel or supervisors.

Review [~~files~~] ***and analyze material evidence*** and other furnished information to identify favorable and unfavorable information regarding the client's or opposition's position in order to provide ***written summary of findings to*** counsel with sufficient information to determine appropriate legal action.

Interview clients to obtain information regarding their case; ***locate potential witnesses;*** obtain pertinent information from individuals who call requesting help in order to provide initial information to counsel; and provide referrals to other resources as applicable.

Prepare evidence packages to be presented by counsel at hearings; draft and prepare charts, graphs, chronologies regarding facts and evidence after review and analysis for litigation or compliance.

Evaluate opposing counsels' briefs to verify accuracy and determine whether [~~or not~~] citations are pertinent to issues of the case; and research and prepare opposition.

Research non-legal issues such as medical evidence, scientific methods of diagnosis[~~,~~] and demographics that support litigation or other agency work; and provide related analysis such as trend or performance analysis.

Serve, process and file ***court*** documents ***either in person*** at courts ***or electronically into court docket*** and pick up or deliver documents; perform tasks related to the collection of debts owed to the State such as locating debtors and creating documents necessary for collection.

Maintain law library materials in hard copy and [~~on computer~~] ***electronically***; and index and maintain the ***court*** brief bank.

Review [~~legislative packages~~]***, monitor, research and prepare legislation and associated documents*** during legislative session and refer bills [~~which may impact~~] ***impacting*** the agency to the proper supervisor; [~~prepare~~

SERIES CONCEPT (cont'd)

~~legislative packages as assigned~~] ***may draft legislation, legislative history memorandums, regulations, bulletins, orders and impact statements***; [~~and~~] ***inform proper supervisor of possible implications;*** summarize and chart the effects of changes***; and recommend an appropriate course of action***.

Assist secretarial support staff with locating and using proper court rules, procedures, computer search methods[~~, and~~] pleading production ***and court filing (electronic and/or in paper format)***.

Perform related duties as assigned.

****

CLASS CONCEPTS

Legal Research Assistant II: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, supervise Legal Research Assistant I's. Supervisory responsibilities include hiring, training, developing work performance standards[~~,~~] and taking disciplinary actions. Incumbents also conduct more complex and in-depth legal research and analysis functions by applying higher-level knowledge and expertise.

Legal Research Assistant I: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

****

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

* ***Applicants must attach a copy of their paralegal certificate or college or university transcripts, if applicable.***

LEGAL RESEARCH ASSISTANT II

EDUCATION AND EXPERIENCE: Completion of a***n*** [~~two-year~~] accredited paralegal program ***or an Associate's degree in paralegal studies, administration of justice or related field that included major coursework in legal studies*** and [~~three~~] ***two*** years of ***experience which includes*** legal research and [~~document preparation experience including~~] preparation of pleadings and other documents filed in court; ***OR graduation from high school or equivalent education and three years of experience as described above;*** **OR** one year of experience as a Legal Research Assistant I in Nevada State service; **OR** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: substantive, procedural, evidentiary, and ethics law sufficient to analyze and formulate legal opinions regarding legal questions. **Ability to:** prepare legal documents; review written material and provide input to counsel and supervisor; conduct legal analysis and summarization; *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: law on subject matter for which the department is responsible. **Working knowledge of:** supervisory techniques and practices. **Ability to:** provide training, assign work, develop work performance standards[~~,~~] and evaluate the performance of subordinate staff.

MINIMUM QUALIFICATIONS (cont'd)

LEGAL RESEARCH ASSISTANT I

EDUCATION AND EXPERIENCE: Completion of a***n*** [~~two-year~~] accredited paralegal program ***or an Associate's degree in paralegal studies, administration of justice or related field that included major coursework in legal studies*** and [~~two~~] ***one*** year[~~s~~] of ***experience which includes*** legal research and [~~document preparation experience including~~] preparation of pleadings and other documents filed in court; ***OR graduation from high school or equivalent education and two years of experience as described above;*** **OR** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: legal publications and sources of information to effectively obtain pertinent information; substantive, procedural, evidentiary[~~,~~] and ethics law sufficient to analyze and formulate legal opinions regarding legal questions; how to use law libraries; preparation of legal documentation. **Ability to:** effectively compose business documents and legal correspondence; communicate effectively both orally and in writing; conduct research regarding legal issues using law libraries, the Internet and other sources as appropriate.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Legal Research Assistant 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.

	7.752	7.750
ESTABLISHED:	12/24/97UC	1/01/61
REVISED:		12/18/81-3
REVISED:		7/01/89P
REVISED:		9/27/88PC
REVISED:		7/01/93P
REVISED:		9/24/92PC
REVISED:		12/24/97UC
REVISED:	7/15/05PC	7/15/05PC
REVISED:	***9/20/19PC***	***9/20/19PC***

Personnel Commission Meeting
September 20, 2019

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:
September 20, 2019.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.761	Biostatistician III	38	B	***7.761***	***Biostatistician III***	***38***	***B***
7.762	Biostatistician II	35	B	***7.762***	***Biostatistician II***	***35***	***B***
7.763	Biostatistician I	32	B	***7.763***	***Biostatistician I***	***32***	***B***

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Biostatistician class specification.

In coordination with Subject Matter Experts from the Department of Health and Human Services (DHHS), it is recommended that revisions be made to the series and class concepts and minimum qualifications to update occupational language and to reflect current methods and practices being used. It is also recommended that revisions be made to the series and class concepts and minimum qualifications to maintain consistency with verbiage, formatting and structure.

Biostatisticians perform complex mathematical and statistical analysis on public health databases by applying statistical theories and principles to determine cause and effect relationships.

Throughout the process, management and staff within DHHS and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support this recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
BIOSTATISTICIAN III	**38**	**B**	**7.761**
BIOSTATISTICIAN II	**35**	**B**	**7.762**
BIOSTATISTICIAN I	**32**	**B**	**7.763**

SERIES CONCEPT

Biostatisticians perform complex mathematical and statistical analysis on public health databases by applying statistical theories and principles to determine cause and effect relationships.

Develop, maintain[~~,~~] and link databases; conduct health and population based studies and prepare statistical reports, forecasts[~~,~~] and models.

Provide management with specific descriptive summaries and evaluations of numeric data that are necessary in developing public health policy.

Compile and analyze vital statistics for the State and prepare annual reports on the health of the citizens of the State.

Conduct comprehensive research and statistical analysis and evaluate the effectiveness of State programs for health care; identify appropriate questions and design the research methodology to produce the desired results.

Compile a variety of statistical data and prepare numerous statistical reports relating to disease and health in the State; conduct the epidemiological study of [~~cancer~~] ***health*** data currently collected and maintained by ***various data systems including*** the State Cancer Registry and other data repositories such as trauma registry, [~~records of open heart surgery~~] ***medical billing and claims databases***[~~,~~] and vital statistics (birth and death)***, among others***; perform follow-up analyses where necessary; and publish comprehensive documented reports of study results.

Conduct [~~behavioral risk factor~~] surveys in accordance with accepted methods and principles of random sampling, survey design[~~,~~] and evaluation of study results.

Provide recommendations to the State Board of Health, [~~Health Division Administrator,~~] State Health Officer, ***Division Administrators*** and others regarding statistical findings and provide advice related to various statistical matters as required.

Provide technical assistance and advice on the application of statistical methods.

Perform related duties as assigned.

****

CLASS CONCEPTS

Biostatistician III: Under general supervision, the incumbent has primary responsibility for [~~the Center's~~] ***the*** data warehouse and linkage unit; ensures quality control measures are applied to all databases; monitors data connection activities; directs statistical and analytical activities applied to [~~the~~] ***various*** databases [~~in the data warehouse~~]; prepares statistical reports based upon analysis of the data; [~~serves as an assistant to~~] ***assists*** the Chief Biostatistician; and provides technical support regarding theories, applications, statistical methodology, data analysis, database management[~~,~~] and database linkage to staff within the bureau and to other division personnel.

CLASS CONCEPTS (cont'd)

Biostatistician III: (cont'd)
In addition, the incumbent supervises the work of lower level Biostatisticians to include responsibility for training, developing work performance standards, evaluating performance[~~,~~] and recommending disciplinary action.

Biostatistician II: Under general supervision, incumbents perform the full range of duties described in the series concept and conduct statistical analysis by gathering data from various sources using computer software. Incumbents analyze a variety of health and population data, link and match databases; gather, compile[~~,~~] and analyze physical, behavioral, social[~~,~~] and cultural research and statistical data; prepare questionnaires and forms for gathering raw data and present data in graphic, pictorial[~~,~~] and tabular form using descriptive statistics for measures of central tendency, dispersion[~~,~~] and trend; analyze and interpret the significance of raw data and the validity and reliability of survey/study findings; prepare or assist in the preparation of research and project reports. This is the journey level in the series.

Biostatistician I: Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the entry level in the series and incumbents may progress to the next level upon meeting the minimum qualifications and with the approval of the appointing authority.

****

MINIMUM QUALIFICATIONS

BIOSTATISTICIAN III

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in statistics, mathematics[~~,~~] or closely related field and two years of professional experience ***in biostatistics*** linking data elements in a comprehensive data warehouse, monitoring data connection activities[~~,~~] and preparing statistical reports based upon analysis of data; **OR** a Bachelor's degree from an accredited college or university in statistics, mathematics[~~,~~] or closely related field and three years of professional experience ***as described above*** [~~in biostatistics linking data elements in a comprehensive data warehouse, monitoring data connection activities[,] and preparing statistical reports based upon analysis of data~~]; **OR** two years of experience as a Biostatistician II in Nevada State service; **OR** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Detailed knowledge of: theoretical basis for statistical research methods, techniques, and their applications; capabilities and limitations of tabulating and calculating data; database management and data linkages. **Working knowledge of:** demography and epidemiology principles and practices; various types of statistical and database management software ***and data linkages. Ability to: comprehend, modify and apply new techniques contained in current statistics literature to research public health policy issues***; *and* ***perform*** *all knowledge, skills, and abilities required at the lower levels*.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: database management, data linkage, data analysis[~~,~~] and statistical reporting. **General knowledge of:** current public health terminology. **Ability to:** comprehend, modify and apply new techniques contained in current statistics literature to research [~~public~~] health policy issues; perform analysis of [~~public~~] health issues and developments; prepare and present research reports based on analysis of statistical evidence; explain statistical concept to other statisticians and non-statisticians; assign and review work, conduct work performance evaluations, [~~and~~] provide training***; and perform supervisory techniques including disciplinary processes, employee evaluation and the development of work performance standards***.

MINIMUM QUALIFICATIONS (cont'd)

BIOSTATISTICIAN II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in statistics, mathematics[~~,~~] or closely related field and one year of professional experience conducting statistical analysis [~~by~~] ***including*** gathering ***and analyzing*** data from various sources using computer software; **OR** one year of experience as a Biostatistician I in Nevada State service; **OR** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: probability, statistical techniques[~~,~~] and their applications; capabilities and limitations of tabulating and calculating data; various methods of presenting statistical data; operation of computers and appropriate [~~bio~~]statistical software packages; theoretical basis for statistical research methods, techniques[~~,~~] and their applications***; current public health terminology; theoretical principles used in estimation and hypothesis testing; analysis of variance and covariance; fitting of regression curves, probability and experimental design***. ***General knowledge of: demography and epidemiology principles and problems.*** **Ability to:** [~~communicate effectively both orally and in writing;~~] accurately present qualitative and quantitative information both orally and in writing; establish and maintain effective working relationships with associates, other public agencies[~~,~~] and private entities; *and* ***perform*** *all knowledge, skills and abilities required at the lower level*.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
[~~**Working knowledge of:** current public health terminology; theoretical principles used in estimation and hypothesis testing, analysis of variance and co-variance, fitting of regression curves, probability and experimental design; database management and data linkages. **General knowledge of:** demography and epidemiology principles and problems. **Ability to:** comprehend, modify, and apply new techniques contained in current statistics literature to research public health policy issues.~~] ***(These are identical to the Entry Level Knowledge, Skills and Abilities required for Biostatistician III.)***

BIOSTATISTICIAN I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in statistics, mathematics[~~,~~] or closely related field; **OR** ***graduation from high school or equivalent education and two years of paraprofessional experience assisting in conducting statistical analysis including gathering and analyzing data from various sources using computer software; OR one year of experience as a Statistician II in Nevada State service; OR*** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: fundamental research and statistical techniques; theoretical basis for statistical research methods. **General knowledge of:** survey, sampling and research design techniques; statistical theories and principles; operation of computers and appropriate statistical software packages. **Ability to:** learn complex research and statistical analysis methods and processes specific to [~~bio-~~]statistical data and studies; compile, assemble[~~,~~] and analyze data; apply analytical thinking to specific problems; communicate effectively both orally and in writing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
[~~**Working knowledge of:** probability, statistical techniques and their applications; capabilities and limitations of tabulating and calculating data; various methods of presenting statistical data; current public health terminology; theoretical principles used in estimation and hypothesis testing, analysis of variance and co-variance, fitting of regression curves, probability and experimental design. **General knowledge of:** demography and epidemiology principles and problems. **Ability to:** accurately present qualitative and quantitative information both orally and in writing; establish and maintain effective working relationships with associates, other public agencies and private entities.~~] ***(These are identical to the Entry Level Knowledge, Skills and Abilities required for Biostatistician II.)***

BIOSTATISTICIAN III	**38**	**B**	**7.761**
BIOSTATISTICIAN II	**35**	**B**	**7.762**
BIOSTATISTICIAN I	**32**	**B**	**7.763**

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	7.761	7.762	7.763
ESTABLISHED:	10/18/01R 5/6/02UC	10/18/01R 5/6/02UC	10/18/01R 5/6/02UC
REVISED:	12/12/06UC	12/12/06UC	12/12/06UC
REVISED:	***9/20/19PC***	***9/20/19PC***	***9/20/19PC***

Personnel Commission Meeting
September 20, 2019

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:
September 20, 2019.

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
7.848	Audiovisual Assistant II	25	E	***7.848***	***Audiovisual Assistant II***	***25***	***E***
7.837	Audiovisual Assistant I	23	E	***7.837***	***Audiovisual Assistant I***	***23***	***E***
7.838	Audiovisual Assistant Trainee	20	E	***7.838***	***Audiovisual Assistant Trainee***	***20***	***E***

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Audiovisual Assistant series.

In consultation with subject matter experts within the Nevada System of Higher Education (NSHE) and analysts within the Division of Human Resource Management (DHRM), it was determined that the class concept, minimum qualifications, and knowledge, skills and abilities are consistent with current expectations.

It is recommended, however, that minor revisions be made to the class concepts and minimum qualifications to maintain consistency with verbiage, formatting and structure.

Throughout the review, management staff within NSHE and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

STATE OF NEVADA
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Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
AUDIOVISUAL ASSISTANT II	**25**	**E**	**7.848**
AUDIOVISUAL ASSISTANT I	**23**	**E**	**7.837**
AUDIOVISUAL ASSISTANT TRAINEE	**20**	**E**	**7.838**

SERIES CONCEPT

Audiovisual Assistants operate, maintain, and deliver audiovisual equipment and provide for equipment control, security and inventory.

Circulate and deliver audiovisual equipment and maintain a record of service requests; plan and organize equipment deliveries to ensure instructors have audiovisual teaching aids when needed.

Track location of equipment and notify security officers of whereabouts; check and secure locks and cables and report theft or damage to local authorities.

Maintain equipment in good working order by following service and maintenance instructions; perform minor repairs and adjustments such as changing light bulbs or belts, cleaning or changing lenses, and repairing film.

Train individuals to operate equipment by familiarizing instructors and other users with equipment, procedures and copyright laws; suggest more efficient ways to use equipment; and hold formal equipment operation sessions to ensure proper and efficient use of equipment.

Provide inventory control of equipment, record information and report discrepancies.

Operate a variety of projectors, audio amplifiers, mixers and players, and video equipment as needed to complete special projects and assist equipment users.

Perform related duties as assigned.

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CLASS CONCEPTS

Audiovisual Assistant II: Under general supervision, incumbents perform the full range of duties as outlined in the series concept and may be responsible for graphics and media production. In addition, incumbents supervise subordinate Audiovisual Assistants to include ***performance evaluations, work performance standards, scheduling, work assignment and review, training,*** [~~the selection, training, work assignment, performance evaluation~~] and discipline of assigned employees. ***This is the supervisory level in the series.***

Audiovisual Assistant I: Under general supervision, incumbents perform the full range of duties outlined in the series concept. This is the journey level in the series.

Audiovisual Assistant Trainee: Under [~~direct~~] ***close*** supervision, incumbents receive training in performing some or all of the duties outlined in the series concept. This is the [~~entry~~] ***trainee*** level in the series and [~~provides for progression~~] ***incumbents may progress*** to the next level upon meeting [~~the~~] minimum qualifications***, satisfactory performance*** and with approval from the appointing authority.

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MINIMUM QUALIFICATIONS

AUDIOVISUAL ASSISTANT II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of [~~full-time~~] experience in the operation, maintenance and minor repair of audiovisual equipment which included training users in the operation and use of audiovisual equipment; **OR** one year of experience as an Audiovisual Assistant ***I*** in Nevada State service; **OR** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: graphic and media duplication techniques. General knowledge of: copyright laws to determine if audiovisual materials can be duplicated. **Ability to:** train ***and oversee*** assigned staff, work-study students and faculty in the use and/or maintenance of audiovisual equipment; communicate effectively with customers; plan, organize and provide audiovisual services and information to meet the needs of the user based on available resources; ***operate a personal computer to perform inventory and track equipment usage and repairs;*** *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: personnel practices and supervisory techniques.

AUDIOVISUAL ASSISTANT I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of [~~full-time~~] experience in the operation and maintenance of audiovisual equipment; **OR** one year of experience as an Audiovisual Assistant Trainee in Nevada State service; **OR** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: inventory and security control to monitor audiovisual equipment on loan. **Ability to:** operate and maintain audiovisual equipment; plan and schedule pickup/delivery of equipment; interpret orders to determine what equipment is suitable according to room size, situation and instruction needs; make minor repairs both at the shop and in the field (changing light bulbs, lenses, belts) on audiovisual equipment; train users in the basic operation of audiovisual equipment; *and all knowledge, skills and abilities required at the lower level*.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
[~~**Working knowledge of:** graphic and media duplication techniques. **General knowledge of:** copyright laws to determine if audiovisual materials can be duplicated. **Ability to:** train and oversee work-study students and other users in the use/maintenance of audiovisual equipment; operate a personal computer to perform inventory and track equipment usage and repairs.~~] (***These are identical to the Entry Level Knowledge, Skills and Abilities required for Audiovisual Assistant II.)***

AUDIOVISUAL ASSISTANT TRAINEE

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: audiovisual equipment operation. **Ability to:** establish and maintain effective working relationships with users; prepare and maintain accurate records and reports; obtain appropriate information regarding equipment needs and specifications; explain policy and procedures to users.

MINIMUM QUALIFICATIONS (cont'd)

AUDIOVISUAL ASSISTANT TRAINEE (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 Audiovisual Assistant* ***I****.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	7.848	7.837	7.838
ESTABLISHED:	7/1/89P 8/19/88PC	7/1/64	5/11/72
REVISED:	7/1/95P 9/16/94PC	11/16/72	11/16/72
REVISED:		12/19/85-12	12/19/85-12
REVISED:		7/1/89P 8/19/88PC	7/1/89P 8/19/88PC
REVISED:		7/1/95P 9/16/94PC	7/1/95P 9/16/94PC
REVISED:	5/12/06PC	5/12/06PC	5/12/06PC
REVISED:	***9/20/19PC***	***9/20/19PC***	***9/20/19PC***

Personnel Commission Meeting
September 20, 2019

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:
September 20, 2019.

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
09.493	Exhibit Technician	28	C	***09.493***	***Exhibit Technician***	***28***	***C***

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 Exhibit Technician series.

In consultation with Subject Matter Experts (SME) from the Nevada System of Higher Education and Nevada Division of Museums & History, along with SME's from DHRM, it was determined that a minor change be made to the Education and Experience section of the Minimum Qualifications, to remove the word "planning" as it creates confusion the way it is used in context. In addition, minor changes were made to the series concept and minimum qualifications to correct verbiage and to maintain consistency with formatting and structure.

Throughout the course of the study, management and agency staff participated in the review and they support this recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
EXHIBIT TECHNICIAN	**28**	**C**	**9.493**

Under general supervision, Exhibit Technicians construct, install and dismantle exhibits at a museum or gallery and maintain exhibit facilities and specialized materials and equipment.

Review written or graphic designs of exhibits; purchase needed supplies; consult with supervisor to plan allotted exhibit space; design and sketch exhibit plans; construct exhibit furnishings and cases; draw graphics and other artwork; assemble exhibits; and construct models by carving, sculpting, molding and ~~[paper]~~ ***papier-mâché*** in order to create appropriate scene or display area.

Install and maintain lighting relating to exhibits; construct exhibit cases, tables and shelving using hand and power tools; paint new construction and other surfaces that need refurbishing; act as liaison with contractors on larger projects.

Create artwork or graphics for promotional brochures, invitations and posters.

Provide general information about exhibits to patrons; store exhibits and related materials; and provide security precautions by enforcing rules and regulations pertinent to facility access.

Perform related duties as assigned.

****

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in the ~~[planning,]~~ construction, installation and removal of gallery or museum exhibits; **OR** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: shop tools and graphic arts equipment required to fabricate exhibits; appropriate application of cements, glues, surface finishes and paper to various building materials such as wood, metals, and plastics; principles and techniques used in carving, sculpting, molding, papier-mâché and creating graphic designs. **Ability to:** effectively use art related equipment such as drafting, printing, painting, carving and shaping tools; construct or repair furnishings and fixtures associated with exhibits and displays; read and comprehend written instructions and graphic drawings.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
General knowledge of: State and departmental purchasing procedures; agency procedures affecting public exhibitions. **Ability to:** transfer abstract ideas into dimensional drawing; prepare scale drawings and models of exhibits.

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.

9.493

ESTABLISHED:	7/1/91P
REVISED:	11/29/90PC
REVISED:	6/25/04PC
REVISED:	***9/20/19PC***

Personnel Commission Meeting
September 20, 2019

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:
September 20, 2019.

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
9.741	Sign Writer	31	G	***9.741***	***Sign Writer***	***31***	***G***

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Sign Writer.

In consultation with subject matter experts within the Nevada Department of Transportation (NDOT) and analysts within the Division of Human Resource Management (DHRM), it is recommended that changes be made to the series concept to account for technological changes as computer programs, electronic plotters and inkjet printers have modernized the sign writing process since this class specification was last revised in 2004.

Minor revisions were made to the minimum qualification to account for these changes, as well as, to maintain consistency with verbiage, formatting and structure.

Throughout the review, management staff within NDOT and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SIGN WRITER	**31**	**G**	**9.741**

SERIES CONCEPT

Under general supervision, Sign Writers lay out and produce specialized highway signs for the Department of Transportation on a statewide basis using ***computer programs, electronic plotters,*** measuring and drawing instruments, hand tools, and brushes.

Review work orders to ensure requests for specialized signs such as destination signs, warning signs, and construction signs comply with federal and State standards; plan layout of signs using designs ***or sketches*** drafted by the Traffic Design Division***, Highway Maintenance Manager or Sign Production Supervisor*** [~~or sketches from a Highway Maintenance Manager~~] as a guide; calculate the size and spacing required for the letters, numbers, and designs on the signs.

Read and understand drawing and layout designs; make mathematical calculations necessary for layouts; [~~P~~]***p***repare patterns for specialized designs in preparation for transferring design to the sign blank; use ***computer programs and electronic plotters to cut out*** [~~an episcope to trace~~] symbols such as recreational and cultural area symbols at the size required to fit ***designs onto*** signs [~~onto stencil papers~~]; [~~cut patterns out of stencil paper, and use patterns to~~] cut designs from reflective sheeting***, vinyl or other*** material***s using an electronic plotter or by hand with an X-acto knife; create specialty signs, decals and banners and produce images on inkjet printer***.

[~~Draw designs on paper and use pounce wheel to create patterns; beat pounce pads against stencil to transfer pounce pattern to stencil paper or a sign blank; either cut design from reflective sheeting or hand paint design and file patterns for future use.~~

~~Prepare letters, numbers, corner radii and borders required for signs by using a die stamp and die to stamp out required parts from reflective sheeting or hand cut required parts from reflective sheeting with an X-acto knife.~~]

Maintain work area and equipment in a clean and safe condition; affix letters, numbers, and designs by pressing them on sign blanks ***with a hand or squeeze roll applicator*** following the layout and making adjustments to ensure that signs appear visually correct; ***use die stamp and die to stamp out corner radii; apply border or other required elements;*** hand paint symbols on sign blanks as necessary.

Provide work direction to sign production shop personnel including training, work assignment, and work review as requested.

Perform related duties as assigned.

****

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Three years of experience supervised by a skilled sign writer (such as an apprenticeship program) in sign writing or a related field which included layout work, sketching designs, pattern making, stencil cutting, lettering, and painting symbols and designs; **OR** an equivalent combination of education and experience ***as described above***.

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: methods, materials, tools and equipment used in sign writing. **General knowledge of:** sign fabrication and silk-screening methods and procedures. **Ability to:** prepare work orders, requisition supplies, and letter signs; read and understand work orders, manuals regarding highway signs and uniform traffic control devices, and manuals regarding the repair and maintenance of equipment; operate computers and peripheral equipment to gather, store, record, and retrieve information and make layouts for signs along with the aid of a***n electronic*** plotter ***or inkjet printer***; take measurements and make mathematical calculations necessary to lay out projects. **Skill in:** sketching designs and symbols and pattern making; preparing layouts and hand lettering; safely operating, maintaining, and repairing the equipment and tools used in sign writing.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: sign fabrication and silk-screening methods and procedures; federal and State requirements regarding uniform traffic control devices, standard letters and standard highway signs; agency and division rules, policies and procedures regarding sign production shop operations and safety. **Ability to:** train staff and assign and review work. **Skill in:** [~~hand lettering~~]***applying designs*** on materials other than metal; silk-screen[-]printing and sign fabrication.

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.

	9.741
ESTABLISHED:	7/1/91P
REVISED:	11/29/90PC
REVISED:	3/19/04PC
REVISED:	***9/20/19PC***

Personnel Commission Meeting
September 20, 2019

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#: 27-19
Effective: 06/26/19

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	New			***11.380***	***Background Investigation Technician II***	***30***	***E***
	New			***11.382***	***Background Investigation Technician I***	***28***	***E***

BASIS FOR RECOMMENDATION

As a result of an Individual Classification Study, and in partnership with subject matter experts from the Department of Public Safety (DPS), it has been determined that a new classification series should be created to meet the needs of DPS' sworn and non-sworn preemployment background investigation responsibilities.

The Background Investigation Technician II, under general supervision, performs the full range of duties as described in the series concept for both sworn and non-sworn employment candidates. This is the journey level in the series.

In reviewing the job duties, it was determined the class aligns with the 11.000 Regulatory and Public Safety Occupational Group; Investigation and Inspection Sub-Group B; and the EEO-4 job code E – Paraprofessionals. The grade comparison determined that the duties align with the Tax Examiner II, 7.255, grade 30, and Emission Control Technician II, 11.555, grade 30.

The Background Investigation Technician I, under close supervision, receives training in performing all duties described in the series concept. This is the trainee level in the series and incumbents may progress to the next level upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

In reviewing the job duties, it was determined the class aligns with the 11.000 Regulatory and Public Safety Occupational Group; Investigation and Inspection Sub-Group B; and the EEO-4 job code E – Paraprofessionals. The grade comparison determined that the duties align with the Tax Examiner I, 7.256, grade 28, Compliance Investigator I, 11.359, grade 28, Fingerprint/Records Examiner I, 11.135, grade 28, and Emission Control Technician I, 11.557, grade 28.

Throughout the process, management and staff within the DPS and analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the proposed class specification, Background Investigation Technician.

POSTING#: 28-19
Effective: 06/27/19

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
1.817	Conservation Crew Supervisor III Option A: Natural Resource Option B: Fire Suppression	33*	D	***1.817***	***Conservation Crew Supervisor III*** ***Option A: Natural Resource*** ***Option B: Fire Suppression***	***33****	***D***
1.820	Conservation Crew Supervisor II	31*	D	***1.820***	***Conservation Crew Supervisor II*** ***Option A: Natural Resource*** ***Option B: Fire Suppression***	***31****	***D***
1.825	Conservation Crew Supervisor I	29*	D	***1.825***	***Conservation Crew Supervisor I*** ***Option A: Natural Resource*** ***Option B: Fire Suppression***	***29****	***D***

BASIS FOR RECOMMENDATION

At the request of the Nevada Division of Forestry a review of the Conservation Crew Supervisor series was completed.

In consultation with subject matter experts from the Division of Forestry and analysts within the Division of Human Resource Management (DHRM) it is recommended that the Option A and Option B be carried through the series in order to clarify to both applicants and incumbents their career path options upon hire and during their tenure with the State.

It is also recommended that the Special Requirements and Informational Notes be amended to clarify the timeframes for completion of requisite task books and/or certifications in order to progress to the next level in the series.

Furthermore, the series and class concepts were amended to clarify duties and responsibilities and to account for the addition of Option A and Option B qualifiers at every level in the series.

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

Throughout the review, management and human resource staff within the Division of Forestry and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.