

TO: Personnel Commission
 Katherine Fox, Chair
 Mitch Brust, Member
 David Read, Member
 David Sánchez, Member
 Gary Mauger, Member

FROM: Lee-Ann Easton, Administrator
 Division of Human Resource Management

AGENDA: Personnel Commission Meeting
May 10, 2013 at 9:00 a.m.

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

NOTE: 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.

- I. Call To Order – 9:00 a.m.**
- FOR POSSIBLE ACTION II. Adoption of Agenda**
- FOR POSSIBLE ACTION III. Adoption of Minutes of Previous Meeting dated March 8, 2013.....1-10**
- IV. 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) 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 Committee Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.
- FOR POSSIBLE ACTION V. Approval of Prohibitions and Penalties.....11**
 - A. Department of Education.....12-26
 - B. State Public Charter School Authority.....27-41
- FOR POSSIBLE ACTION VI. Discussion and Approval of Removal of Classes Previously Approved for Pre-Employment Screening for Controlled Substances and Revision of Class Specifications.....42-55**
 - A. 6.976 - Communications Systems Supervisor – NDOT PCN 93002
 - 6.977 – Communications Systems Specialist I & II – PCN’s 91001, 91005, 92001, 92002, 93001, 94001, 95001 & 96001

		B. Approval of Class Specifications – Communications Systems Specialist I & II – to Remove Testing Requirements.....	56
FOR POSSIBLE ACTION	VII.	Discussion and Approval of Proposed Class Specifications and Request for Addition of Classes for Pre-Employment Screening for Controlled Substances.....	57-58
	A.	1. Approval of Class Specifications - <i>Parole Command Staff Series</i>	59-64
		2. Request for Newly Proposed Class of – <i>Parole Command Staff Series</i> to be Added to the List Requiring Pre-Employment Screening for Controlled Substances Per NRS 284.4066	
	B.	1. Approval of Class Specifications - <i>Parole Sergeant / Agent Series</i>	65-71
		2. Request for Newly Proposed Class of – <i>Parole Sergeant / Agent Series</i> to be Added to the List Requiring Pre-Employment Screening for Controlled Substances Per NRS 284.4066	
	C.	1. Approval of Class Specifications - <i>Parole Specialist Series</i>	72-76
	VIII.	Discussion and Approval of Revised Class Specifications.....	77-89
	A.	Sworn Law Enforcement Occupational Group	
		1. 13.205 – DPS Sergeant / Officer Series	
	IX.	Report of Uncontested Classification Changes.....	90-94
		<i>Postings #06-13, #08-13, #09-13</i>	
	X.	Special Report – 2013 Session – Human Resource Management Budget Update.	
	XI.	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) 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 Committee Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.	
	XII.	Discussion and Announcement of Dates for Upcoming Meetings	June 24, 2013; September 20, 2013; December 13, 2013
	XIII.	Adjournment	

If anyone has questions or wish to discuss in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0105.

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. Mussers Street, Room 101, Carson City, Nevada 89701 no less than (5) five working days prior to the meeting.

NOTE: 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.

CARSON CITY

Blasdel Building, 209 East Musser Street

Nevada State Library and Archives, 100 N. Stewart St.

Capitol Building, Main Floor

Legislative Building

401 South Carson Street, Carson City

Gaming Control Board, 1919 College Pkwy, Carson City

Division of Human Resource Management (formerly Dept. of Personnel) website:

www.dop.nv.gov

LAS VEGAS

Grant Sawyer Building

555 E. Washington Avenue

Las Vegas, Nevada

**STATE OF NEVADA
PERSONNEL COMMISSION**

Carson City at the Gaming Control Board, Meeting Room, 1919 College Parkway and in Las Vegas
at the Grant Sawyer Building, Room 2450, 555 East Washington Avenue via videoconference

**MEETING MINUTES (Subject to Commission Approval)
Friday, March 8, 2013**

**COMMISSIONERS PRESENT
IN CARSON CITY:**

Ms. Katherine Fox, Chairperson
Mr. David Read, Commissioner
Mr. Mitch Brust, Commissioner

**STAFF PRESENT IN
CARSON CITY:**

Ms. Lee-Ann Easton, Division Administrator, DHRM
Mr. Shane Chesney, Sr. Deputy Attorney General
Mr. Peter Long, Deputy Administrator, DHRM
Ms. Shelley Blotter, Deputy Administrator, DHRM

**COMMISSIONERS PRESENT
IN LAS VEGAS:**

Mr. David Sanchez, Commissioner
Mr. Gary Mauger, Commissioner

**STAFF PRESENT
IN LAS VEGAS:**

Ms. Heather Dapice, Personnel Analyst, DHRM

I. OPEN MEETING

Chairperson Katherine Fox: Opened the meeting at 9:00 A.M.

II. ADOPTION OF AGENDA

Action Item

MOTION: Move to approve the adoption of the Agenda
BY: Commissioner Read
SECOND: Commissioner Brust
VOTE: The vote was unanimous in favor of the motion

III. ADOPTION OF THE MINUTES OF PREVIOUS MEETING

Action Item

MOTION: Move to approve the Minutes of the 12/07/12 meeting
BY: Commissioner Mauger
SECOND: Commissioner Sanchez
VOTE: The vote was unanimous in favor of the motion

IV. PUBLIC COMMENT

Read into record by **Chairperson Fox**: No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020) 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 Committee Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.

Chairperson Fox: Noted there was no public comment in the north or south.

V. DISCUSSION AND APPROVAL OF OCCUPATIONAL GROUP STUDY REVISED CLASS SPECIFICATIONS **Action Item**

Chairperson Fox: Noted that there were two items under this section with the first being presented by Brenda Harvey.

Brenda Harvey, DHRM (Division of Human Resource Management): Stated that she would be presenting the Weights and Measures Inspector class specification.

- A. Agriculture & Conservation Occupational Group
 - 1. Subgroup: Agriculture & Related – Weights & Measures
 - a. *Weights & Measures Inspector Series*

She noted that Weights and Measures Inspectors inspect all commercial weighing and measuring devices, enforce regulations and sample gasoline and diesel fuel for quality in order to protect the economic interests of consumers and merchants in the state. She added that minor revisions were made to the series concept. She said that the class concepts had been revised to reflect the current organization and distinctions between the levels within the series. In addition she said that the knowledge, skills and abilities had been revised to facilitate the recruitment process as well as extending the deadline for obtaining a Commercial Driver's License (CDL). She noted that if approved the changes would become effective March 8, 2013. She stated that the Department of Agriculture was the only agency currently using the class specification and they were involved in the study. She indicated that there was a representative from the agency who would comment on the revisions.

David Jones, Administrator, Division of Measurement Standards, Department of Agriculture: Stated that he wanted to explain the intent behind the changes. He stated that there were four levels of the Inspector Series. He added that with respect to the Inspector IV level the purpose for the modification was to orient it more towards an individual with leadership management experience and to that end they had removed some of the qualifying constraints. He noted that with regard to the Inspector III position they had wanted to ensure that that position had authority. He explained that they had three supervisory positions and this one in particular pertained to the position in Elko. He stated that the two Inspector IV positions for supervisors were located in the north in Sparks and Las Vegas. He added that the third and basically the baseline of inspectors for weights and measures was the position of Inspector II. This was the qualified inspector who would perform all the required functions to test and inspect equipment and to perform price verification in all retail areas in the State of Nevada. He stated that they had added the Inspector I position and the primary intent was to give the individual the time to learn the specifics of the job, have time to qualify for the CDL and finally it would allow time for the division to assess the individual's work ethic.

Chairperson Fox: Noted there were no other questions and no public comment in the north or south. She thanked the representative for providing opportunities for individuals to be hired by the state and gain the necessary experience to be able to promote within the series.

MOTION: Moved to approve the Occupational Group Study Revised Class Specifications for the Agriculture & Conservation Occupational Group, Subgroup: Agriculture & Related Weights & Measures a. Weights & Measures Inspector Series
BY: Commissioner Mauger
SECOND: Commissioner Sanchez
VOTE: The vote was unanimous in favor of the motion

Chairperson Fox: Noted that they would move on to the second item presented by Heather Dapice.

Heather Dapice, Personnel Analyst, Compensation, Classification & Recruitment Section, DHRM: Stated that she would be presenting class specifications for the Mechanical & Constructional Trades Occupational Group.

- B. Mechanical & Constructional Trades Occupational Group
 - 1. Subgroup: Building & Grounds Maintenance
 - a. *Custodial Worker Series*

She noted that custodial workers perform general cleaning services at state facilities using various cleaning equipment and materials in order to provide a safe, hygienic and orderly work environment for all users. In consultation with subject matter experts it was determined that building custodial or janitorial experience must be clarified as being obtained at a commercial, industrial, hospital, governmental or similar environment. She stated that high school graduation or equivalent was added to the education requirement and experience was increased from zero years to six months of experience at the journey level Custodial Worker I. She stated that subject matter experts believed that the changes would result in a more knowledgeable and qualified work applicant. She added that additional changes were made to the job responsibilities and minimal qualifications at each level to reflect the changes. She stated that during the Personnel Commission meeting on December 7, 2012 Chairperson Fox and Commissioner Mauger had expressed concerns over the addition of the six months experience for the Custodial Worker I level or the journey level. She noted that to alleviate those concerns an entry level Custodial Worker Trainee was added to class specifications with the minimum qualifications to reflect a need for graduation from high school or the equivalent. She asked that the Personnel Commission approve the class specifications effective March 8, 2013.

Commissioner Mauger: Stated that he appreciated the effort of the DHRM in resolving this issue.
Commissioner Sanchez: Asked what the need was currently for that type of training position.
Heather Dapice: Responded that during the last Personnel Commission meeting it had been noted that the Custodial Worker I was always at the journey level but at that time it did not have any experience or education requirements. She stated that agencies had indicated their concerns in that they were hiring individuals that did not have the necessary qualifications to be able to do the job so they had added six months experience and graduation from high school or the equivalent. She continued that during the December meeting Commissioners had indicated concerns about losing the level that did not require experience. To correct that, we added an entry level to the series which does not require any previous experience. **Chairperson Fox:** Stated that she understood from what Ms. Dapice was saying was that departments would have the flexibility to hire someone without any directly-related experience or adding in a minimum of six months of related custodial experience.

Heather Dapice: Responded that that was correct in that there would be more flexibility to reach the advanced journey level which was the Custodial Worker II level, the journey level and/or entry level with no experience and one could train for the job. **Commissioner Sanchez:** Asked if it would be correct to assume that individuals coming into the trainee position and learning the state's way of doing business would have a better opportunity. **Heather Dapice:** Responded that it would be a new way to meet new qualifications.

Chairperson Fox: Noted there were no further questions and no public comment from the north or south.

MOTION: Moved to approve the Occupational Group Study Revised Class Specifications for the Mechanical & Constructional Trades Occupational Group, Subgroup: Building & Grounds Maintenance specifically the Custodial Worker Series
BY: Commissioner Mauger
SECOND: Commissioner Brust
VOTE: The vote was unanimous in favor of the motion

VI. INDIVIDUAL RECRUITMENT APPEAL

Action Item

Chairperson Fox: Stated that the next item was an individual recruitment appeal for Bethany Musselman, Tax Examiner II for the Department of Motor Vehicles (DMV).

Bethany Musselman, Tax Examiner, Department of Motor Vehicles: Stated that on October 22nd she had submitted an application for a Tax Program Supervisor position with the DMV, Motor Carrier Division and that same application was denied. She indicated that subsequent to further correspondence she determined that her application was denied based on lack of experience. She stated that she had been employed by the DMV for five years effective September 2012. She added that her experience at the DMV Tech I and Tech II positions were not counted on her application as qualifying experience as it was earned at a para-professional level. She stated that she had corresponded with the Personnel Department and they stated that they would accept her experience in the Tax Examiner I and II positions even though those positions were also classified as para-professional positions. She added that they had advised her that they were unwilling to accept her experience in the DMV Tech series.

She continued that in their recommendation to deny the appeal they had stated that she had failed to list job duties that provided the entry level knowledge, skills and abilities for the Tax Program Supervisor position. She said they went on to say that they had simply looked at the class specifications for a DMV Tech I and II position. She added that if one looked at her application the job duties that she had listed under those positions at the DMV of Tech I and II, the work experience that was accrued in those positions fully supported the work experience that was required for the Tax Program Supervisor position. She noted that the Tax Program Supervisor position itself had on its list of duties the supervision of the DMV Tech I and II positions. She stated that she felt that it was unfairly denied and the fact that her experience was not taken into account because it fell under an incorrect job title seemed to demonstrate to her a misunderstanding of what the supervisor's position itself entails.

Commissioner Brust: Asked Bethany Musselman what she was seeking from the Personnel Commission. He asked if she wanted to be able to qualify for the next time that they gave the exam.
Bethany Musselman: Responded yes, she would like that opportunity. She added that the position

had been filled and that she had considered herself as the best qualified and had missed out on a huge opportunity. She noted that as she continued to work she was accruing the necessary three years' requirement however in the event that a position did open up again she would like to be able to qualify and have the opportunity to interview for it. **Commission Brust:** Referred to the vacancy of the Tax Program Supervisor I and asked if she served as the team leader. **Bethany Musselman:** Responded that she had served as the Acting Supervisor. She acknowledged that she currently served as a team lead. **Commission Brust:** Asked how long she had served as the Acting Supervisor. **Bethany Musselman:** Responded that she had served as the Acting Supervisor from October 1st and that she had continued in that role until the position was formally filled on January 22, 2013. She added she was now involved in the training of that person in her new position.

Commission Brust: Referred to the period when she served in the role of Acting Supervisor and asked if she performed all the duties of the Supervisor I with the exception of any personnel issues. **Bethany Musselman:** Responded yes. **Commissioner Brust:** Asked if there was any additional technical knowledge or skills at the supervisory level that she had not performed as a technician. **Bethany Musselman:** Responded by giving an example. She stated that a technician would submit paperwork for a refund while the supervisor would review that for accuracy and would be responsible for approving the refund. She stated that the knowledge that was required for a supervisor to be able to verify that information would have been earned at the tech level.

Commissioner Read: Referred to her employment period and remarked that since this position was a professional or management position as opposed to a tech, asked if she had completed anything further in the way of formal education such as accounting courses or classes at a university or community college to improve her skills. **Bethany Musselman:** Responded she had not, not since she began working at the DMV. **Commissioner Sanchez:** Stated that the DHRM had made a recommendation which stated that as the applicant did not have a bachelor's degree and did not have three years of professional revenue collection experience that she had not qualified. He stated given her acting experience and her other experience did she need those three years.

Rosanna Woomer, Personnel Analyst, Classification, Compensation and Recruitment Unit, DHRM: Stated that she was the recruiter for the Tax Program Supervisor I Grade 35, Announcement Number 17851 for the DMV. She stated that for the job specifications there are three ways to qualify for the position and stated the options: 1) 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; 2) a bachelor's degree from an accredited college or university in accounting, economics or a related field and one year of professional experience involving tax administration and/or collections in the application of tax statutory provisions and regulations; and 3) an equivalent combination of education and experience.

She continued that Ms. Musselman did not have a bachelor's degree and for that reason they utilized the first option which was graduation from high school or equivalent education and three years of professional revenue collection experience. She stated that the evaluation of Ms. Musselman's application determined that she did not meet the required three years of professional experience as per the minimum qualifications. She noted that she was given credit for her experience as a Tax Examiner II (nine months) and Tax Examiner I (one year) for a total of one year and nine months of relevant professional experience, leaving her short one year and three months of experience.

She stated that the appeal was based on the belief of the applicant that her experience as a DMV Services Technician I, Grade 23, and DMV Services Technician II, Grade 25, should be considered professional. She said the duties performed by DMV Services Technician I and II were not a professional level. DMV Services Technicians review documentation and approve initial and continuing requests for driver vehicle business privileges using applicable procedures and multiple programs in determining the validity of documents. She said the DMV Services Technician I, Grade 23 would be under direct supervision and receive training as it was the entry level in the series. DMV Services Technician II, Grade 25 performed duties related to registration or driver's licensing. She said that assigned duties were narrowly focused and were defined by specific procedures and requirements. She added that the series were not considered professional.

She continued and said that Ms. Musselman's experience as documented on her application as a DMV Services Technician I and II included assisting customers with ensuring registration for commercial trucks, ensuring compliance with paying sales tax, collecting sales tax and registration fees and reconciling cash at the end of the day. She stated that the responsibilities were not considered professional and therefore the experience as a DMV Services Technician I, Grade 23 and DMV Services Technician II, Grade 25 could not be credited towards the required three years of experience. She noted again that the minimum qualification for Tax Program Supervisor I, Grade 35 required professional revenue collection experience. She stated that for the stated reasons the DHRM respectively requested denial of the appeal.

Commissioner Brust: Asked what technical knowledge and duties were required of the supervisor that were not personnel-related. **Rosanna Woomer:** Responded that at a professional level the supervisor would have to have experience in collections. She said collections did not just mean the acceptance of revenue for a service provided. She said the term collections ensues when describing the work that involved the collection of delinquent accounts which included filing, garnishment, liens, withholds, skip tracing and going after involuntary payments. She stated that this did not include receiving revenues resulting from a billing notice or voluntary compliance by a debtor.

Commissioner Sanchez: Referred to the period when Ms. Musselman was in the position of Acting Supervisor from October 1, 2012 to January 22, 2013 and asked how qualified was she to do that. He asked how much weight that would have carried in the decision of the DHRM. **Rosanna Woomer:** Responded that for the period when a person is in an acting position they are not required to meet the minimum qualifications of that position. She referred the members of the Personnel Commission to Exhibit 7, Letter from the supervisor to Ms. Musselman which stated in the last paragraph: "In addition, although you are acting as the Tax Program Supervisor I this does not warranty that you will qualify or be given preference for the position during the recruitment process."

Commissioner Mauger: Referred to the recruitment process and asked who the recruitment officer was who had made the decision that denied her the eligibility to apply. **Rosanna Woomer:** Responded that she was the recruiter for the announcement. **Commissioner Mauger:** Stated that he understood then that based on the knowledge that she had just reviewed that she had made the decision to deny her the opportunity. **Rosanna Woomer:** Responded that she reviewed the qualifications as provided on the application which was the process and how they made their determinations.

Commissioner Mauger: Referred to the time that Ms. Musselman spent in the position of Acting Tax Program Supervisor and asked if she would have gained at least some professional experience as

a credit towards any future positions. **Rosanna Woomer:** Responded that it would be counted but it could not be doubled up for two positions.

Chairperson Fox: Asked for clarification. She asked Ms. Woomer if she was saying that as Ms. Musselman continued in her capacity as a Tax Examiner II she would be gaining the qualifying experience to apply for the position the next time that it would be posted. **Rosanna Woomer:** Responded yes. **Chairperson Fox:** Asked if there was a representative from the Motor Carrier Division of the DMV to answer any questions. **Commissioner Brust:** Responded that he had wanted to get the administrator's opinion on the matter. He said the DHRM had indicated that they would only accept professional experience to qualify but the DHRM had accepted experience as a Tax Examiner I and II (both categorized as para-professional). He stated that the DMV Services Technician 1 and II were also so categorized. He asked why they were accepting one but not the other. **Rosanna Woomer:** Responded that the DHRM typically would take Grade 30 and above if the experience is relevant to the minimum qualifications and appeared to be at that professional level. She noted that some positions were categorized under the para-professional level but they considered the duties as well.

Commissioner Brust: Asked if there had been a request for reclassification of the technicians to the Tax Examiner level and if so, what was the current status? **Rosanna Woomer:** Responded that the administrator would have to address that question. **Peter Long:** Stated that it was his understanding that the DMV Motor Carrier Section requested that some, if not all, of their techs be reclassified upward to Tax Examiners subject to approval of funding. He acknowledged that they would still have to review the duties to see if they were at that level.

Commissioner Brust: Referred to the time that Ms. Musselman served in the supervisory position and asked if she agreed, if the supervisory position did in fact have duties and knowledge requirements that were not required of technicians. **Bethany Musselman:** Responded that she agreed that the supervisor has to be able to have some knowledge above what would be required of a technician but in addition that supervisor would have to have the knowledge that is required in both Technician I and II positions to be able to effectively lead the team. **Commissioner Brust:** Asked what knowledge specifically above the Technician I and II levels would be required. **Bethany Musselman:** Responded that they would need to be able to interpret NRSs (Nevada Revised Statutes) for clarification and to be able to verify that work was being done accurately. She added that the duties of the technicians as related by Rosanna Woomer were perhaps more simplified than they were in practice. She said the technicians were responsible for ensuring compliance with Nevada Statutes, the International Registration Plan and the International Field Tax Agreement and federal regulations. She added that the technician positions in the Motor Carrier Division required far more knowledge and judgement skills than technicians working in the Field Services Division and she provided examples. She added that these were some of the reasons that they had requested reclassifications. She said that Mr. Long had stated if the positions were reclassified that they would then need to take on Tax Examiner responsibilities and the department's view was that was already the position.

Commissioner Sanchez: Noted he wanted to clarify for himself and the other Commissioners and he asked if it was her remedy that she be allowed to compete for the next examination that occurred. **Bethany Musselman:** Responded that was correct. **Commissioner Sanchez:** Directed this question to the DMV and asked when would the next recruitment occur for this position? **Bethany Musselman:** Responded that that was difficult to know as it would depend on different individuals' decisions with regard to leaving positions or retirement. **Commissioner Brust:** Asked if she would

be eligible within a year and three months. **Bethany Musselman:** Responded if it opened after a year and three months she would qualify. **Peter Long:** Confirmed he would not know when a position would open up. He stated that they had 16 applying for the position, 8 qualified so one was hired and now they had a list of 7 remaining. He noted the agency could use that list or do a new recruitment.

Chairperson Fox: Noted that if the reclassification took place that could affect other employees as well. **Peter Long:** Noted the decision made at the meeting could have an effect on their decisions. He said also that there were Tax Supervisors at the Department of Taxation who might not agree that the experience gained as a DMV Technician II would qualify for a Tax Program Supervisor position. **Commissioner Read:** Noted that there was both a general and specific type of knowledge and a bachelor's degree was more of a general knowledge. He asked if there was a way that applicants could add to their knowledgebase in the form of classes. **Peter Long:** Responded that if any applicant had taken courses/programs in higher education the DHRM would credit that education towards the experience requirement. **Commissioner Sanchez:** Asked Chairperson Fox that if the Commission accepted the appeal exactly what action would they be engaging in. **Chairperson Fox:** Responded that if they accepted the request of the appellant and the Commission approved the appeal in which she was asking for her experience as DMV Technician II to be considered then the next time there was an opening for a Tax Program Supervisor I she could apply. She said that she heard both the appellant and the DHRM state that her experience as a Tax Examiner I and II was considered and utilized towards the three years of professional revenue collection. She continued, but what was not deemed to be qualifying experience was the DMV Technician II position. She said that as an HR professional she was more concerned that if the Personnel Commission accepted her appeal the implications to others similarly situated, who would believe they could also qualify, would be an important consideration.

Chairperson Fox: Noted that there were no further questions.

MOTION: Moved to deny the appeal by Bethany Musselman to have her experience be considered for the next recruitment for Tax Program Supervisor I
BY: Commissioner Read
SECOND: Commissioner Sanchez
VOTE: The vote was passed in favor of the motion with three ayes and two nays. Two nay votes by Commissioners Mauger and Brust.

Chairperson Fox: Noted that in terms of evaluating education experience to ensure you have qualified applicants she considered it evident that it was a balancing act in that you review both qualifying education and experience. She added that the Commission was also concerned about career service and progression of employees and they wanted to see employees given the greatest opportunity to be promoted from within or beyond a series. She stated that it was her opinion that the DHRM had done their role in reviewing all related education experience that both qualified and did not qualify the appellant for the Tax Program Supervisor I position.

Commissioner Brust: Stated that he was concerned that they had a supervisor having eight technicians working for him/her and those technicians irregardless of the number of years of experience would never qualify to test for the supervisory position.

VII. DISCUSSION AND APPROVAL OF REQUEST FOR REVISION TO CLASS SPECIFICATIONS TO INCLUDE PRE-EMPLOYMENT SCREENING FOR

CONTROLLED SUBSTANCES

Action Item

A. Staff I, Associate Engineer

Stephanie Neill, Supervisory Personnel Analyst, Classification, Recruitment and Compensation, DHRM: Stated that during the December 7, 2012 Personnel Commission meeting the Staff I, Associate Engineer position specific to the Nevada Department of Transportation (NDOT) was approved for pre-employment screening for controlled substances. She added that the request to revise the class specification to accommodate the change was inadvertently omitted from the agenda. She stated that the DHRM was respectfully requesting the approval of the revision of the class specification to reflect the pre-employment screening requirement effective December 7, 2012.

Chairperson Fox: Noted that there were no questions or public comment.

MOTION: Moved to approve the revision to class specifications for Staff I, Associate Engineer specifically to include pre-employment screening for controlled substances.

BY: Commissioner Read

SECOND: Commissioner Sanchez

VOTE: The vote was unanimous in favor of the motion

VIII. REPORT OF UNCONTESTED CLASSIFICATION CHANGES

Postings #02-13, #03-13, #04-13, #05-13

Chairperson Fox: Confirmed it was information only and required no action.

IX. SPECIAL REPORT – BOE APPROVAL OF DIVISION OF HEARINGS AND APPEALS INTERLOCAL AGREEMENT

Chairperson Fox: Confirmed it was information only and required no action.

Lee-Ann Easton, Administrator: Confirmed that on December 7, 2012 the Personnel Commission approved the addition of the Hearings and Appeals Division Appeals Officers to be added to the list of Hearing Officers. She confirmed that they had taken the contract to the BOE (Board of Examiners) on February 12, 2013 and it was approved.

X. PUBLIC COMMENT

Read into record by **Chairperson Katherine Fox:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020) 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 Committee Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.

Chairperson Fox: Noted that there was no public comment in the north or south.

XI. ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS

Chairperson Fox: Noted that in the meeting of December 7, 2012 they had agreed on May 10, 2013 as being the date of the next meeting. Additionally there would be meetings on June 24, 2013 to deal with legislative changes that might occur before July 1, 2013. She stated that it had been proposed that the subsequent meeting be for Friday, September 20, 2013.

XII. ADJOURNMENT

The meeting was adjourned 10:00 a.m.

Personnel Commission Meeting
May 10, 2013

FOR DISCUSSION AND POSSIBLE ACTION

PROHIBITIONS AND PENALTIES

Summary

In accordance with NAC 284.742, an agency shall develop policies that describe activities considered inconsistent, incompatible or in conflict with employees' duties and penalties for such. These policies are subject to the approval of the Personnel Commission.

Department of Education - DHRM Recommendation:

The Department of Education has updated their Prohibitions and Penalties previously approved by the Personnel Commission and in effect since April 25, 1980. Prior to the revised version, the Prohibitions and Penalties were presented to the department employees via a videoconferenced town hall meeting. Recommendations from that meeting are reflected in this revision, specifically #B-26 which is currently unique to the department. The Division of Human Resource Management recommends approval of the Department of Education's revised Prohibitions and Penalties. The items submitted for approval have been reviewed by the Division and are generally consistent with those already approved by the Commission including those recommendations from Commission members approved at the Personnel Commission Meeting on December 7, 2012.

State Public Charter School Authority – DHRM Recommendation:

New Prohibitions and Penalties are being submitted for State Public Charter School Authority who will become its own entity once they separate from the Department of Education scheduled to take place on July 1, 2013. The agency would like to avoid a period without Prohibitions and Penalties and is seeking approval from the Personnel Commission with an effective date contingent upon the actual separation date of the 2 agencies.

State Public Charter School Authority Prohibitions and Penalties are identical to those of the Department of Education so any recommended changes will need to be made in both documents.

STATE OF NEVADA
DEPARTMENT OF EDUCATION



PROHIBITIONS AND PENALTIES
A GUIDE FOR EMPLOYEES OF
THE DEPARTMENT OF EDUCATION

Approved by the Personnel Commission on _____

INTRODUCTION

You are part of a dynamic public service agency, which provides services to other State agencies, State employees and the general public. This document will assist you by providing guidance so that you can be confident that your conduct in the work place reflects the quality of service and professionalism that our clients deserve.

Each employee of the Nevada Department of Education (NDE) has the responsibility to follow the rules of proper conduct and performance vital to carrying out our Agency's mission. While there may be situations you encounter that are unfamiliar or unexpected and which require you to exercise your judgment, it is important to have a clear understanding of the rules that govern your actions in performing your duties.

Although it would be impossible to address every infraction or violation that could conceivably develop, this manual should prove to be sufficiently comprehensive to cover the majority of situations that could be a source of concern. Since it covers a wide range of actions and behaviors, it should provide an excellent guide for supervisors and employees on what is expected in the area of proper conduct.

This Prohibitions and Penalties document is intended to clarify existing rules and regulations. It is meant as a supplement and does not attempt to cover all possible infractions and violations of the existing rules; however, it does cover the majority of situations that are important to NDE. All employees of NDE will be issued a copy of the "Prohibitions and Penalties" handbook.

After receipt of this handbook, please sign the "Acknowledgement Form," which is the last page of this handbook and return it to Agency Human Resources Services or to your immediate Supervisor.

AUTHORITY

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes and the Nevada Administrative Code.

NRS 284.383: *"An appointing authority shall provide each permanent classified employee of the appointing authority with a copy of a policy approved by the Commission that explains prohibited acts, possible violations and penalties and a fair and equitable process for taking disciplinary action against such an employee."*

NAC 284.742: *"Each appointing authority shall determine, subject to the approval of the Commission, those specific activities which, for employees under its jurisdiction, are prohibited as inconsistent, incompatible or in conflict with their duties as employees. The appointing authority shall identify those activities in the policy established by the appointing authority pursuant to NRS 284.383, as amended by section 1.5 of Assembly Bill No. 179, chapter 272, Statutes of Nevada 2011, at page 1495."*

These standards are in addition to prohibitions and penalties that are listed in NAC 284.

This handbook has been approved by the Personnel Commission and thus has the same force and effect as other rules and regulations covering classified employees.

TYPES OF CORRECTIVE ACTIONS AND THE PROGRESSIVE DISCIPLINE PROCESS

Letter of Instruction. A letter of instruction to the employee is typically written by the supervisor(s) responsible for the employee's activities. The letter is intended to provide the employee with information and instruction or training, and establishes documentation that the employee has been made aware of his or her responsibility with regard to a particular situation or set of circumstances. The Letter of Instruction is intended as a coaching tool and is not part of the disciplinary process and, therefore, is not included in the order of disciplinary actions that follow.

Progressive discipline normally follows the sequence outlined below. However, accelerated action may be taken when necessary.

1. Oral Warning. The oral warning typically comes from the supervisor responsible for the employee's activities. The warning may actually be oral or written, or both. Oral warnings issued in writing are maintained in the supervisor's file. Oral warnings are not forwarded to the employee's departmental personnel file or to the Division of Human Resource Management's Records section.
2. Written Reprimand. The supervisor responsible for the employee's activities also issues written reprimands. This action should be both oral and written. The supervisor and employee must sign it. A copy is given to the employee and copies are sent to the employee's departmental personnel file as well as the Division of Human Resource Management's Records section. Written reprimands must be on the standardized form NPD-52. If the employee refuses to sign the form, the supervisor will state this fact on the NPD-52 form.
3. Suspension. A suspension is without pay and may not exceed 30 calendar days. It requires an NPD-41 form-Specificity of Charges. If the employee refuses to sign the form, the supervisor will state this fact on the NPD-41 form.
4. Demotion. A demotion to a lower class also requires the NPD-41 form-Specificity of Charges. If the employee refuses to sign the form, the supervisor will state this fact on the NPD-41 form.
5. Dismissal. Dismissal from services also requires NDP-41 form-Specificity of Charges. If the employee refuses to sign the form, the supervisor will state this fact on the NPD-41 form.

PROHIBITIONS AND PENALTIES

NOTE: The Deputy Superintendent of the employee's assigned Division or the Superintendent will review pending disciplinary actions and grievances and consult with Agency Human Resource Services, and the Attorney General's Office as necessary, to ensure proper documentation, timely processing of disciplinary actions and grievances, and accuracy of employee files. According to NRS section 284.385 the Attorney General must be consulted prior to all disciplinary actions involving a recommendation of suspension (3), demotion (4), or dismissal (5) of a permanent employee.

The attached chart shows recommended minimum and maximum penalties for the first, second, and additional offenses for a wide range of prohibited activities. If disciplinary actions 3, 4 or 5, described at the top of each chart are recommended for a permanent employee, the pre-disciplinary hearing guidelines found in NAC 284.656 must be followed.

NOTE: Appropriate disciplinary or corrective action may also be taken for any causes listed in Section 284.650 of the Nevada Administrative Code, "Causes for Disciplinary Action"
(<http://www.leg.state.nv.us/NAC/NAC-284.html#NAC284Sec650>)

Actions that result in an oral warning or a written reprimand can be grieved through the formal grievance process. Corrective actions resulting in suspension, demotion or dismissal provide for a pre-disciplinary hearing process and a post disciplinary appeal before a Personnel Commission Hearing Officer.

Department of Education (NDE) Prohibitions and Penalties

1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal							
		1st Offense		2nd Offense		Additional	
A.	Fraud In Securing Appointment	Min	Max	Min	Max	Min	Max
1	Falsification of application for employment or other personnel records with respect to a material point relating to education & training or employment history & experience which would have adversely affected selection for appointment.	5					
2	Taking, for another person, or permitting another person to take for you, an examination or a portion thereof.	5					
3	Refusal, upon hire, to sign the Acknowledgement of Receipt of Prohibitions and Penalties.	5					
4	Refusal, upon hire, to sign the Acknowledgement of the Governor's Policy Against Sexual Harassment and Discrimination.	5					
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		1 st Offense		2nd Offense		Additional	
B.	Performance On The Job	Min	Max	Min	Max	Min	Max
1	Failure of employee to maintain proper work performance or personal appearance standards after a reasonable period of instruction.	1	3	2	3	3	5
2	Failure to prepare or maintain prescribed records or reports.	1	5	2	5	4	5
3	Willfully falsifying prescribed records or reports.	3	5	5			
4	Withholding or concealing information regarding the job from supervisors or other persons having the necessity for such information.	1	5	2	5	5	
5	Failure to cooperate in work related projects with other employees and/or supervisors.	1	3	2	5	5	
6	Failure of an employee, who is designated as a supervisor and has supervisory authority, to take corrective disciplinary action where such action is needed.	1	2	2	3	4	5
7	Waste or loss of State material, property or equipment.	1	3	2	5	4	5

PROHIBITIONS AND PENALTIES

8	Negligent destruction of, or damage to, State or Federal property.	1	5	2	5	4	5
9	Willful destruction of, or damage to, State or Federal property.	2	5	3	5	5	
10	Jeopardizing the security of departmental property.	1	3	2	5	3	5
11	Unauthorized and willful destruction or alteration of departmental records.	2	5	5			
12	Soliciting or accepting a bribe.	5					
13	Embezzlement or misappropriation of State funds or other funds which come into the employee's possession by reason of their official position for personal gain.	5					
14	Negligent falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not for personal financial gain; b. For personal financial gain.	1 3	3 5	4 5	5	5	
15	Willful falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not for personal financial gain; b. For personal financial gain.	2 5	5	3	5	5	
16	Negligent falsification of time and attendance records including leave requests, overtime, compensatory time or any leave record.	1	2	3	4	5	
17	Willful falsification of time and attendance records including leave requests, overtime, compensatory time or any leave record.	3	5	5			
18	Willful concealment of material facts by omission from records.	2	3	4	5	5	
19	Unauthorized taking or using property belonging to the Federal or State government or fellow employees.	1	3	2	5	5	
20	Making unauthorized departmental transactions for personal profit.	3	5	5			
21	Disregard and/or deliberate failure to comply with or enforce statewide, Department, Division or office regulations and policies.	2	5	3	5	4	5
22	Unauthorized removal of secure or personal records, correspondence or documents from departmental files.	2	5	3	5	4	5

PROHIBITIONS AND PENALTIES

23	Failure to properly account for State or Federal funds where it is a known requirement of the position.	2	5	3	5	5	
24	Theft of property belonging to Federal or State government or fellow employees.	1	5	5			
25	Endangering self, fellow employees, clients or public through careless or willful violation of agency policy as contained in performance standards, procedures and various federal and state laws, regulations and guidelines.	2	5	3	5	5	
26	Failure to follow agency positions when representing the Department or failure to clearly identify that an employee's opinion is being expressed and does not represent the position of NDE, the Governor or the State Board of Education when participating in an advocacy situation related to education.	1	3	3	5	5	
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		1 st Offense		2nd Offense		Additional	
C.	Neglect Of, or Inexcusable Absence From The Job	Min	Max	Min	Max	Min	Max
1	Negligence in performing official duties including failure to follow instructions or regulations.	1	3	2	5	3	5
2	Carelessness, indifference, and/or inattention to duty that results in reduced productivity.	1	5	2	5	3	5
3	Failure to report to work at specified times and in the prescribed manner.	1	3	2	5	3	5
4	Conducting personal business, volunteer duties or work not related to NDE during working hours.	1	3	2	4	3	5
5	Frequent or continual tardiness.	1	3	2	4	3	5
6	Failure to notify supervisor or designated representative promptly when unable to report for work. Notification must occur for each shift unless otherwise pre-arranged.	1	3	2	5	3	5
7	Leaving a work area or a job without authorization or when specifically instructed to remain in work area or at the job.	1	4	2	5	4	5
8	Unauthorized absence from duty or abuse of leave privileges.	1	3	2	5	5	
9	Absence from duty without leave after having been denied permission to take such leave.	2	5	5			
10	Failure to report to work or call supervisor for three (3) consecutive work days without permission or justification.	5					

PROHIBITIONS AND PENALTIES

11	"Loafing" on the job; wasting time; failure to put in a full day's work.	1	3	2	5	3	5
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		1 st Offense		2nd Offense		Additional	
D.	Relations With Clients, Licensees, or Grantees	Min	Max	Min	Max	Min	Max
1	Willfully abridging or denying the rights of clients, licensees or grantees as specified in NRS or agency policy.	3	5	3	5	5	
2	Negligently abridging or denying the rights of clients, licensees or grantees as specified in NRS or agency policy.	1	4	3	5	5	
3	Borrowing items from a client, licensee or grantee, selling to or trading items with a client, licensee or grantee or entering into a transaction with a client, licensee or grantee involving the transfer of the client's, licensee's or grantee's property for personal gain.	2	5	3	5	5	
4	Entering into a romantic or sexual relationship with any client of the employee's agency or program when said employee is involved in the delivery of service to the client; or entering into a romantic or sexual relationship with a licensee or grantee and conditioning their licensure on the relationship.	3	5	3	5	5	
5	Using insulting, intimidating or abusive language to clients, licensees or grantees; neglecting, threatening or causing bodily harm to clients, licensees or grantees.	3	5	3	5	5	
6	Having personal or business relationships with clients, licensees or grantees for the purpose of, or which results in, any program advantages, considerations or benefits to either party which exceeds normal entitlement.	3	5	3	5	5	
7	Soliciting clients, licensees, grantees and/or agency contacts for the establishment or maintenance of a private professional practice similar to their work activities.	2	5	3	5	5	

PROHIBITIONS AND PENALTIES

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		1 st Offense		2nd Offense		Additional	
E.	Relations With Supervisor, Fellow Employees, and The Public	Min	Max	Min	Max	Min	Max
1	Insubordination: Refusal to comply with order or instruction from a supervisor (or superior in employee's chain of command.)	2	5	3	5	5	
2	Threatening or attempting bodily harm to supervisor, the public or fellow employee.	2	5	5			
3	Any act of violence in the course of duties, including stalking, threats, intimidation, assault or battery.	2	5	3	5	5	
4	Using insulting, abusive or profane language to a supervisor, the public or fellow employee.	1	5	2	5	3	5
5	Discourteous treatment of the public, supervisor or a fellow employee.	1	5	2	5	3	5
6	Deliberately making false statements to or about supervisor.	2	3	3	4	5	
7	Making statements, false or otherwise, intended to demean or disparage supervisor, fellow employees or the public; or intended to disrupt the work environment.	2	3	3	4	4	5
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		1 st Offense		2nd Offense		Additional	
F.	Use of Alcoholic Beverages, Narcotics, or Habit Forming Drugs	Min	Max	Min	Max	Min	Max
1	Consuming or being under the influence of alcohol, narcotics, drugs or other controlled substances while on duty, to include lunch and work breaks, unless prescribed by a physician.	3	5	5			
2	Convicted of driving under the influence or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a State vehicle or a privately owned vehicle while on State business.	5					
3	Convicted of violating any State or Federal law prohibiting the sale of a controlled substance.	5					

PROHIBITIONS AND PENALTIES

4	Refusal to take any drug and/or alcohol test when there is reasonable belief an employee is under the influence of drugs or alcohol.	5				
5	Refusal to submit to a screening test for any drug and/or alcohol test mandated by Federal or State law.	2	5	3	5	5
6	Unlawful possession of a controlled substance at work or while on departmental business.	5				
7	Inability to perform the duties of the position because of being under the influence of an alcoholic beverage, narcotics or drugs, or any other controlled substance (includes prescription medication).	1	5	2	5	3 5
8	Failure to pass any drug and or alcohol test mandated by Federal or State law.	3	5	5		
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		1 st Offense		2nd Offense		Additional
G.	Misuse of Departmental or State Property	Min	Max	Min	Max	Min Max
1	Using State or departmental owned or leased property without proper authorization.	1	3	2	5	5
2	Operating State vehicle or equipment in an unsafe or negligent manner, or which results in injury to a person, damage to the equipment, or to the property.	1	5	2	5	5
3	Failure to have State vehicles maintained and or serviced pursuant to Motor Pool Standards resulting in damage to equipment or personal injury	1	5	2	5	5
4	Operating State vehicles or equipment without a valid or proper license: a. Without knowledge that the license is no longer valid. b. With knowledge that the license is no longer valid.	2 4	5 5	5 5		
5	Failure to report accident involving State equipment or vehicles assigned to the employee within 24 hours.	2	5	3	5	4 5
6	Removing property, equipment or documents from the workplace unless approved by the appropriate authority.	1	5	2	5	5
7	Negligently leaving state equipment or machinery which results in damage to the equipment or other property.	1	5	3	5	5
8	Rendering of services or goods to recipients that are not in accordance with departmental or divisional policies.	1	5	3	5	5
9	Making unauthorized copies such as books, manuals, and	1	5	2	5	5

PROHIBITIONS AND PENALTIES

	computer software in violation of copyright laws or vendor licensing agreements.					
10	Cashing a paycheck before the State's designated payday.	2	3	3	5	5
11	All State issued charge cards are to be used for travel purposes according to the guidelines provided in the State Administrative Manual. No personal expenses are permitted to be charged on this card.	3	5	4	5	5
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		1 st Offense		2nd Offense		Additional
H.	Misuse of Information Technology	Min	Max	Min	Max	Min Max
1	Use that interferes with employee performance or departmental functions to include downloading and using entertainment software such as games or other non-work related materials, or on-line gambling.	1	5	2	5	3 5
2	Use for activities that are illegal, inappropriate or offensive to fellow employees or the public such as harassment or hate speech to include language that discriminates against others on the basis of race, religion, gender, disability, national origin, sexual orientation, genetic information or gender identity and expression, or any other state or federal anti-discrimination laws.	1	5	2	5	5
3	Obtaining unauthorized access to another's e-mail or data files or to confidential records maintained by the Department.	2	4	3	4	5
4	Accessing, displaying and/or printing material or images that are sexually explicit and serve to create a hostile environment in the work place.	1	4	2	5	5
5	Use that violates copyright laws, software licensing agreements, property rights, the privacy of others, or local, State, or Federal laws.	1	5	3	5	5
6	Accessing a website that results in a fee being charged to the State.	1	2	3	4	5
7	Personal use that could slow down, delay or disrupt computer services such as chain letters, greeting cards and streaming of radio or TV broadcasts or other audio or video material. Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	1	2	3	4	5
8	Revealing passwords or using another person's user identification or password to access confidential information without authorization.	2	5	3	5	5

PROHIBITIONS AND PENALTIES

9	Negligent use of information technology that results in the introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to the equipment, software or data.	1	5	2	5	4	5
10	Knowing and willful sabotage of information technology resources such as the introduction of computer viruses, system monitoring devices, or devices that can cause damage or limit access to the equipment, software or data.	5					
11	Using state information technology resources, including but not limited to, computing and communications equipment, services or facilities for soliciting business, selling products or otherwise engaging in commercial activities.	2	5	3	5	5	
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal							
		1 st Offense		2nd Offense		Additional	
I.	Other Acts of Misconduct or Incompatibility	Min	Max	Min	Max	Min	Max
1	Creating an atmosphere not conducive to a professional workplace, including creating discord among employees.	1	4	2	5	5	
2	Engaging in outside employment activity or enterprise which the appointing authority considers to be inconsistent, incompatible, or a conflict of interest with employment without authorization.	1	3	2	4	5	
3	Disgraceful personal conduct which impairs job performance.	1	4	3	5	5	
4	Accepting gifts, service, favor, employment, engagement or economic opportunity from any individual, firm or organization doing business with NDE or the State when the employee is responsible for making any recommendations or decisions affecting their business activities.	1	5	2	5	3	5
5	Misrepresentation of official capacity or authority.	2	5	4	5	5	
6	Bringing into State and/or NDE owned, leased, or occupied buildings any firearm or implement considered to be a weapon, unless permitted by law to do so.	3	5	4	5	5	
7	Unauthorized or improper disclosure of confidential information.	2	5	3	5	5	

PROHIBITIONS AND PENALTIES

8	Refusal to undergo a criminal background check, when it is a requirement of the job by law, regulation or divisional policy.	5				
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		1 st Offense		2nd Offense		Additional
J.	Improper Political Activity	Min	Max	Min	Max	Min Max
1	Directly or indirectly solicit or be in any manner concerned in soliciting or receiving any assessment, subscription, monetary, or non-monetary contribution for a political purpose from anyone who is in the same Department and who is a subordinate of the solicitor.	1	5	4	5	5
2	Engaging in political activity during the hours of employment for the purpose of improving the chance of a political party or individual seeking office.	1	3	2	4	3 5
3	Engaging in political activity for the purpose of securing preference for promotion, transfer or salary advancement.	1	5	2	5	5
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		1 st Offense		2nd Offense		Additional
K.	Discrimination and Harassment	Min	Max	Min	Max	Min Max
1	Engaging in sexual harassment as defined in Federal and State law, the Governor's policy, or NDE policy against employee, an applicant for employment or any other another person in the workplace.	2	5	4	5	5
2	Creating or endorsing a hostile work environment.	2	5	3	5	5
3	Failure of a supervisor to report instances of sexual harassment or discrimination as defined and required in Federal and State law, the Governor's policy, or NDE policy.	1	5	3	5	5
4	Discrimination on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin, genetic information, gender identity and expression or other violations of the Title VII of the Civil Rights Act, or any other state or federal anti-discrimination laws.	3	5	4	5	5

PROHIBITIONS AND PENALTIES

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		1 st Offense		2nd Offense		Additional	
L.	Safety and Health	Min	Max	Min	Max	Min	Max
1	Willful removal or interference with a safety device or safeguard.	2	3	2	4	3	5
2	Dangerous horseplay or inattention that threatens the life of an individual.	2	5	3	5	5	
3	Workplace violence, threat of workplace violence, harassment or intimidation.	2	5	3	5	5	

PROHIBITIONS AND PENALTIES

ACKNOWLEDGMENT FORM

**DEPARTMENT OF EDUCATION
PROHIBITIONS AND PENALTIES**

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes and the *Disciplinary Procedures, Adjustment of Grievances, and Prohibitions and Offenses* sections of the State of Nevada Rules for State Personnel Administration. These regulations provide that each appointing authority shall determine and describe in writing activities that are inconsistent, incompatible, or in conflict with the duties and responsibilities of Department of Education employees.

The Department of Education's Prohibitions and Penalties document is a guide that intends to clarify existing rules and regulations, but does not cover all infractions and violations that could conceivably occur. It does however cover the majority of situations that are important to the State of Nevada Department of Education. As a tool, which describes behavior that is subject to discipline, the guide will serve the needs of both supervisory personnel and employees. Additions, deletions or changes to the guide as they are approved by The State Personnel Commission, will be communicated to employees in the same manner as other Department of Education policies and procedures.

The State Personnel Commission approved this guide, thus it has the same force and effect as other rules and regulations covering classified employees.

Once signed, this acknowledgment will be placed in the employee's personnel file.

Acknowledgment of Receipt:

I acknowledge receipt of the Department of Education's Prohibitions and Penalties.

Print Employee Name

Employee Signature

Employee ID

Date

Human Resources Representative or
Immediate Supervisor

Date

STATE OF NEVADA
STATE PUBLIC CHARTER SCHOOL AUTHORITY



PROHIBITIONS AND PENALTIES

**A GUIDE FOR EMPLOYEES OF
THE STATE PUBLIC CHARTER
SCHOOL AUTHORITY**

Approved by the Personnel Commission on _____

INTRODUCTION

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Each employee of the State Public Charter School Authority (SPCSA) has the responsibility to follow the rules of proper conduct and performance vital to carrying out our Agency's mission. While there may be situations you encounter that are unfamiliar or unexpected and which require you to exercise your judgment, it is important to have a clear understanding of the rules that govern your actions in performing your duties.

Although it would be impossible to address every infraction or violation that could conceivably develop, this manual should prove to be sufficiently comprehensive to cover the majority of situations that could be a source of concern. Since it covers a wide range of actions and behaviors, it should provide an excellent guide for supervisors and employees on what is expected in the area of proper conduct.

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Progressive discipline normally follows the sequence outlined below. However, accelerated action may be taken when necessary.

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(<http://www.leg.state.nv.us/NAC/NAC-284.html#NAC284Sec650>)

Actions that result in an oral warning or a written reprimand can be grieved through the formal grievance process. Corrective actions resulting in suspension, demotion or dismissal provide for a pre-disciplinary hearing process and a post disciplinary appeal before a Personnel Commission Hearing Officer.

State Public Charter School Authority (SPCSA) Prohibitions and Penalties

1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal							
		1st Offense		2nd Offense		Additional	
A.	Fraud In Securing Appointment	Min	Max	Min	Max	Min	Max
1	Falsification of application for employment or other personnel records with respect to a material point relating to education & training or employment history & experience which would have adversely affected selection for appointment.	5					
2	Taking, for another person, or permitting another person to take for you, an examination or a portion thereof.	5					
3	Refusal, upon hire, to sign the Acknowledgement of Receipt of Prohibitions and Penalties.	5					
4	Refusal, upon hire, to sign the Acknowledgement of the Governor's Policy Against Sexual Harassment and Discrimination.	5					
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal							
		1 st Offense		2nd Offense		Additional	
B.	Performance On The Job	Min	Max	Min	Max	Min	Max
1	Failure of employee to maintain proper work performance or personal appearance standards after a reasonable period of instruction.	1	3	2	3	3	5
2	Failure to prepare or maintain prescribed records or reports.	1	5	2	5	4	5
3	Willfully falsifying prescribed records or reports.	3	5	5			
4	Withholding or concealing information regarding the job from supervisors or other persons having the necessity for such information.	1	5	2	5	5	
5	Failure to cooperate in work related projects with other employees and/or supervisors.	1	3	2	5	5	
6	Failure of an employee, who is designated as a supervisor and has supervisory authority, to take corrective disciplinary action where such action is needed.	1	2	2	3	4	5
7	Waste or loss of State material, property or equipment.	1	3	2	5	4	5

PROHIBITIONS AND PENALTIES

8	Negligent destruction of, or damage to, State or Federal property.	1	5	2	5	4	5
9	Willful destruction of, or damage to, State or Federal property.	2	5	3	5	5	
10	Jeopardizing the security of departmental property.	1	3	2	5	3	5
11	Unauthorized and willful destruction or alteration of departmental records.	2	5	5			
12	Soliciting or accepting a bribe.	5					
13	Embezzlement or misappropriation of State funds or other funds which come into the employee's possession by reason of their official position for personal gain.	5					
14	Negligent falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not for personal financial gain; b. For personal financial gain.	1 3	3 5	4 5	5	5	
15	Willful falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not for personal financial gain; b. For personal financial gain.	2 5	5	3	5	5	
16	Negligent falsification of time and attendance records including leave requests, overtime, compensatory time or any leave record.	1	2	3	4	5	
17	Willful falsification of time and attendance records including leave requests, overtime, compensatory time or any leave record.	3	5	5			
18	Willful concealment of material facts by omission from records.	2	3	4	5	5	
19	Unauthorized taking or using property belonging to the Federal or State government or fellow employees.	1	3	2	5	5	
20	Making unauthorized departmental transactions for personal profit.	3	5	5			
21	Disregard and/or deliberate failure to comply with or enforce statewide, Department or office regulations and policies.	2	5	3	5	4	5

PROHIBITIONS AND PENALTIES

22	Unauthorized removal of secure or personal records, correspondence or documents from departmental files.	2	5	3	5	4	5
23	Failure to properly account for State or Federal funds where it is a known requirement of the position.	2	5	3	5	5	
24	Theft of property belonging to Federal or State government or fellow employees.	1	5	5			
25	Endangering self, fellow employees, clients or public through careless or willful violation of agency policy as contained in performance standards, procedures and various federal and state laws, regulations and guidelines.	2	5	3	5	5	
26	Failure to follow agency positions when representing the Department or failure to clearly identify that employee's opinion is being expressed and does not represent the position of SPCSA, the Governor or the State Board of Education when participating in an advocacy situation related to education.	1	3	3	5	5	
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal							
		1 st Offense		2nd Offense		Additional	
C.	Neglect Of, or Inexcusable Absence From The Job	Min	Max	Min	Max	Min	Max
1	Negligence in performing official duties including failure to follow instructions or regulations.	1	3	2	5	3	5
2	Carelessness, indifference, and/or inattention to duty that results in reduced productivity.	1	5	2	5	3	5
3	Failure to report to work at specified times and in the prescribed manner.	1	3	2	5	3	5
4	Conducting personal business, volunteer duties or work not related to SPCSA during working hours.	1	3	2	4	3	5
5	Frequent or continual tardiness.	1	3	2	4	3	5
6	Failure to notify supervisor or designated representative promptly when unable to report for work. Notification must occur for each shift unless otherwise pre-arranged.	1	3	2	5	3	5
7	Leaving a work area or a job without authorization or when specifically instructed to remain in work area or at the job.	1	4	2	5	4	5
8	Unauthorized absence from duty or abuse of leave privileges.	1	3	2	5	5	
9	Absence from duty without leave after having been denied permission to take such leave.	2	5	5			

PROHIBITIONS AND PENALTIES

10	Failure to report to work or call supervisor for three (3) consecutive work days without permission or justification.	5				
11	"Loafing" on the job; wasting time; failure to put in a full day's work.	1	3	2	5	3 5
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal						
		1 st Offense		2nd Offense		Additional
D.	Relations With Clients, Licensees, or Grantees	Min	Max	Min	Max	Min Max
1	Willfully abridging or denying the rights of clients, licensees or grantees as specified in NRS or agency policy.	3	5	3	5	5
2	Negligently abridging or denying the rights of clients, licensees or grantees as specified in NRS or agency policy.	1	4	3	5	5
3	Borrowing items from a client, licensee or grantee, selling to or trading items with a client, licensee or grantee or entering into a transaction with a client, licensee or grantee involving the transfer of the client's, licensee's or grantee's property for personal gain.	2	5	3	5	5
4	Entering into a romantic or sexual relationship with any client of the employee's agency or program when said employee is involved in the delivery of service to the client; or entering into a romantic or sexual relationship with a licensee or grantee and conditioning their licensure on the relationship.	3	5	3	5	5
5	Using insulting, intimidating or abusive language to clients, licensees or grantees; neglecting, threatening or causing bodily harm to clients, licensees or grantees.	3	5	3	5	5
6	Having personal or business relationships with clients, licensees or grantees for the purpose of, or which results in, any program advantages, considerations or benefits to either party which exceeds normal entitlement.	3	5	3	5	5
7	Soliciting clients, licensees, grantees and/or agency contacts for the establishment or maintenance of a private professional practice similar to their work activities.	2	5	3	5	5

PROHIBITIONS AND PENALTIES

1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal							
		1 st Offense		2nd Offense		Additional	
E.	Relations With Supervisor, Fellow Employees, and The Public	Min	Max	Min	Max	Min	Max
1	Insubordination: Refusal to comply with order or instruction from a supervisor (or superior in employee's chain of command.)	2	5	3	5	5	
2	Threatening or attempting bodily harm to supervisor, the public or fellow employee.	2	5	5			
3	Any act of violence in the course of duties, including stalking, threats, intimidation, assault or battery.	2	5	3	5	5	
4	Using insulting, abusive or profane language to a supervisor, the public or fellow employee.	1	5	2	5	3	5
5	Discourteous treatment of the public, supervisor or a fellow employee.	1	5	2	5	3	5
6	Deliberately making false statements to or about supervisor.	2	3	3	4	5	
7	Making statements, false or otherwise, intended to demean or disparage supervisor, fellow employees or the public; or intended to disrupt the work environment.	2	3	3	4	4	5
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal							
		1 st Offense		2nd Offense		Additional	
F.	Use of Alcoholic Beverages, Narcotics, or Habit Forming Drugs	Min	Max	Min	Max	Min	Max
1	Consuming or being under the influence of alcohol, narcotics, drugs or other controlled substances while on duty, to include lunch and work breaks, unless prescribed by a physician.	3	5	5			
2	Convicted of driving under the influence or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a State vehicle or a privately owned vehicle while on State business.	5					
3	Convicted of violating any State or Federal law prohibiting the sale of a controlled substance.	5					

PROHIBITIONS AND PENALTIES

4	Refusal to take any drug and/or alcohol test when there is reasonable belief an employee is under the influence of drugs or alcohol.	5				
5	Refusal to submit to a screening test for any drug and/or alcohol test mandated by Federal or State law.	2	5	3	5	5
6	Unlawful possession of a controlled substance at work or while on departmental business.	5				
7	Inability to perform the duties of the position because of being under the influence of an alcoholic beverage, narcotics or drugs, or any other controlled substance (includes prescription medication).	1	5	2	5	3 5
8	Failure to pass any drug and or alcohol test mandated by Federal or State law.	3	5	5		
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal						
		1 st Offense		2nd Offense		Additional
G.	Misuse of Departmental or State Property	Min	Max	Min	Max	Min Max
1	Using State or departmental owned or leased property without proper authorization.	1	3	2	5	5
2	Operating State vehicle or equipment in an unsafe or negligent manner, or that results in injury to a person, damage to the equipment, or to the property.	1	5	2	5	5
3	Failure to have State vehicles maintained and or serviced pursuant to Motor Pool Standards resulting in damage to equipment or personal injury	1	5	2	5	5
4	Operating State vehicles or equipment without a valid or proper license: a. Without knowledge that the license is no longer valid. b. With knowledge that the license is no longer valid.	2 4	5 5	5 5		
5	Failure to report accident involving State equipment or vehicles assigned to the employee within 24 hours.	2	5	3	5	4 5
6	Removing property, equipment or documents from the workplace unless approved by the appropriate authority.	1	5	2	5	5
7	Negligently leaving state equipment or machinery, which results in damage to the equipment or other property.	1	5	3	5	5
8	Rendering of services or goods to recipients that is not in accordance with departmental or divisional policies.	1	5	3	5	5
9	Making unauthorized copies such as books, manuals, and	1	5	2	5	5

PROHIBITIONS AND PENALTIES

	computer software in violation of copyright laws or vendor licensing agreements.					
10	Cashing a paycheck before the State's designated payday.	2	3	3	5	5
11	All State issued charge cards are to be used for travel purposes according to the guidelines provided in the State Administrative Manual. No personal expenses are permitted to be charged on this card.	3	5	4	5	5
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal						
		1 st Offense		2nd Offense		Additional
H.	Misuse of Information Technology	Min	Max	Min	Max	Min Max
1	Use that interferes with employee performance or departmental functions to include downloading and using entertainment software such as games or other non-work related materials, or on-line gambling.	1	5	2	5	3 5
2	Use for activities that are illegal, inappropriate or offensive to fellow employees or the public such as harassment or hate speech to include language that discriminates against others on the basis of race, religion, gender, disability, national origin, sexual orientation, genetic information or gender identity and expression, or any other state or federal anti-discrimination laws.	1	5	2	5	5
3	Obtaining unauthorized access to another's e-mail or data files or to confidential records maintained by the Department.	2	4	3	4	5
4	Accessing, displaying and/or printing material or images that are sexually explicit and serve to create a hostile environment in the work place.	1	4	2	5	5
5	Use that violates copyright laws, software licensing agreements, property rights, the privacy of others, or local, State, or Federal laws.	1	5	3	5	5
6	Accessing a website that results in a fee being charged to the State.	1	2	3	4	5
7	Personal use that could slow down, delay or disrupt computer services such as chain letters, greeting cards and streaming of radio or TV broadcasts or other audio or video material. Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	1	2	3	4	5
8	Revealing passwords or using another person's user identification or password to access confidential information without authorization.	2	5	3	5	5

PROHIBITIONS AND PENALTIES

9	Negligent use of information technology that results in the introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to the equipment, software or data.	1	5	2	5	4	5
10	Knowing and willful sabotage of information technology resources such as the introduction of computer viruses, system monitoring devices, or devices that can cause damage or limit access to the equipment, software or data.	5					
11	Using state information technology resources, including but not limited to, computing and communications equipment, services or facilities for soliciting business, selling products or otherwise engaging in commercial activities.	2	5	3	5	5	
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal							
		1 st Offense		2nd Offense		Additional	
I.	Other Acts of Misconduct or Incompatibility	Min	Max	Min	Max	Min	Max
1	Creating an atmosphere not conducive to a professional workplace, including creating discord among employees.	1	4	2	5	5	
2	Engaging in outside employment activity or enterprise which the appointing authority considers to be inconsistent, incompatible, or a conflict of interest with employment without authorization.	1	3	2	4	5	
3	Disgraceful personal conduct which impairs job performance.	1	4	3	5	5	
4	Accepting gifts, service, favor, employment, engagement or economic opportunity from any individual, firm or organization doing business with SPCSA or the State when the employee is responsible for making any recommendations or decisions affecting their business activities.	1	5	2	5	3	5
5	Misrepresentation of official capacity or authority.	2	5	4	5	5	
6	Bringing into State and/or SPCSA owned, leased or occupied buildings any firearm or implement considered to be a weapon, unless permitted by law to do so.	3	5	4	5	5	
7	Unauthorized or improper disclosure of confidential information.	2	5	3	5	5	

PROHIBITIONS AND PENALTIES

8	Refusal to undergo a criminal background check when it is a requirement of the job by law, regulation or divisional policy.	5				
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal						
		1 st Offense		2nd Offense		Additional
J.	Improper Political Activity	Min	Max	Min	Max	Min Max
1	Directly or indirectly solicit or be in any manner concerned in soliciting or receiving any assessment, subscription, monetary, or non-monetary contribution for a political purpose from anyone who is in the same Department and who is a subordinate of the solicitor.	1	5	4	5	5
2	Engaging in political activity during the hours of employment for the purpose of improving the chance of a political party or individual seeking office.	1	3	2	4	3 5
3	Engaging in political activity for the purpose of securing preference for promotion, transfer or salary advancement.	1	5	2	5	5
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal						
		1 st Offense		2nd Offense		Additional
K.	Discrimination and Harassment	Min	Max	Min	Max	Min Max
1	Engaging in sexual harassment as defined in Federal and State law, the Governor's policy, or SPCSA policy against an employee, an applicant for employment or any other another person in the workplace.	2	5	4	5	5
2	Creating or endorsing a hostile work environment.	2	5	3	5	5
3	Failure of a supervisor to report instances of sexual harassment or discrimination as defined and required in Federal and State law, the Governor's policy, or SPCSA policy.	1	5	3	5	5
4	Discrimination on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin, genetic information, gender identity and expression or other violations of the Title VII of the Civil Rights Act, or any other state or federal anti-discrimination laws.	3	5	4	5	5

PROHIBITIONS AND PENALTIES

		1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal					
		1 st Offense		2nd Offense		Additional	
L.	Safety and Health	Min	Max	Min	Max	Min	Max
1	Willful removal or interference with a safety device or safeguard.	2	3	2	4	3	5
2	Dangerous horseplay or inattention that threatens the life of an individual.	2	5	3	5	5	
3	Workplace violence, threat of workplace violence, harassment or intimidation.	2	5	3	5	5	

PROHIBITIONS AND PENALTIES

**ACKNOWLEDGMENT FORM
STATE PUBLIC CHARTER SCHOOL AUTHORITY (SPCSA)
PROHIBITIONS AND PENALTIES**

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes and the *Disciplinary Procedures, Adjustment of Grievances, and Prohibitions and Offenses* sections of the State of Nevada Rules for State Personnel Administration. These regulations provide that each appointing authority shall determine and describe in writing activities that are inconsistent, incompatible, or in conflict with the duties and responsibilities of State Public Charter School Authority employees.

The State Public Charter School Authority Prohibitions and Penalties document is a guide that intends to clarify existing rules and regulations, but does not cover all infractions and violations that could conceivably occur. It does however cover the majority of situations that are important to the State Public Charter School Authority. As a tool which describes behavior that is subject to discipline, the guide will serve the needs of both supervisory personnel and employees. Additions, deletions or changes to the guide as they are approved by The State Personnel Commission, will be communicated to employees in the same manner as other State Public Charter School Authority policies and procedures.

The State Personnel Commission approved this guide, thus it has the same force and effect as other rules and regulations covering classified employees.

Once signed, this acknowledgment will be placed in the employee's personnel file.

Acknowledgment of Receipt:

I acknowledge receipt of the State Public Charter School Authority's Prohibitions and Penalties.

Print Employee Name

Employee Signature

Employee ID

Date

Human Resources Management Representative or
Immediate Supervisor

Date

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 Transportation has requested the following positions be removed from the positions approved for pre-employment screening for controlled substances:

AGENCY	CLASS CODE	CLASS TITLE	POSITION CONTROL NUMBER
Transportation	6.976	Communications Systems Supervisor	PCN 93002
Transportation	6.977	Communications Systems Specialist II	PCNS 91001, 91005, 92001, 92002, 93001, 94001, 95001 & 96001

Staff recommendation:

Staff recommends the removal of position numbers 93002, 91001, 91005, 92001, 92002, 93001, 94001, 95001 and 96001 as the Department has indicated that these previously approved positions have been reclassified to different classes (IT Professional II and III) and approved for pre-employment testing under the new class codes. Please note that PCN 94001 has also been changed to PCN 93003.

Additionally, the class specification for Communication Systems Supervisor and Communication Systems Specialist II has been changed to reflect the removal of the requirement for pre-employment screening for controlled substances.

Representatives from the Department of Transportation will be available to answer any questions Commission members may have.

A list of all classes and positions previously approved by the Personnel Commission for pre-employment testing is also enclosed.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
COMMUNICATIONS SYSTEMS SUPERVISOR	37	A	6.976
COMMUNICATIONS SYSTEMS SPECIALIST II	35	C	6.977
COMMUNICATIONS SYSTEMS SPECIALIST I	33	C	6.973

SERIES CONCEPT

Communications Systems Specialists perform specialized electronic technician work involving the fabrication, installation, maintenance, repair and modification of 24-hour communications systems in a geographical area or on a statewide basis. This may include two-way radio and microwave equipment, mountaintop base stations, power systems, towers, antennas, multiple station/operator radio control console systems, data, voice, and data terminals.

Repair, align and troubleshoot radio frequency (RF) components, units, and systems, microwave, radios and other ancillary equipment making frequency, modulation, distortion, noise and power measurements; use and maintain test equipment such as oscilloscopes, voltmeters, microwave link analyzers, spectrum analyzers, baseband analyzers, radio frequency transmission reflectometer test sets, sweep generators and deviation calibrators, tuning and adjusting tools, microcomputers and microprocessor controlled test/status/alarm equipment.

Maintain RF systems at peak efficiency using advanced troubleshooting skills and electronics theory at a systems engineering level.

Implement and monitor an integrated geographically dispersed radio communications processing network comprised of multiple hardware platforms, information resources, communications protocols and physical network topologies for an agency's district or statewide trunked radio communications system.

Install, align and troubleshoot other communications equipment such as frequency and digital multiplex equipment, digital encoding equipment, analog and digital video systems, radio control, switching equipment, multiple station/operator radio control console systems, multiple channel information logging recorders, data terminals and printing systems, scanning monitor receivers, receiver voting systems, grounding system and surge protection equipment using test equipment and understanding of schematics.

Install, repair and maintain agency mountaintop base station radios, microwave and radio systems, power distribution systems, antenna systems, towers, lighting systems and primary and back-up power generation systems to create remote communication sites to cover a geographical area and radio communications network.

Install copper and fiber optic cabling and cable distribution systems in division facilities enabling radio, telephone and data systems to be inter-connected and distributed as required.

Perform electrical and mechanical installation, maintenance and repairs on emergency vehicle equipment and maintenance vehicles including electronic siren and public address amplifiers, emergency lights and light control systems, antenna systems, data terminals, printers, data multiplexers, radio control consoles, logging recorders, radar sets, mobile and portable radios to ensure reliability of public safety and maintenance vehicles, communications equipment and networks.

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SERIES CONCEPT (cont'd)

Conduct research and develop custom circuit boards and sub-systems to provide necessary system components which are unavailable from commercial sources or which require modification for use with existing components and communications system.

Provide on-site direction and assistance to lower level Communication Systems Specialists to facilitate reliable, efficient, cost effective service to the agency.

Coordinate with other communications entities including federal, State and private agencies in the repair, maintenance and modification of the agency's communications system.

Review and analyze system utilization statistics, user training needs, hardware, software and environmental needs.

Maintain shop inventory of parts and equipment and maintain replacement and repair stock by researching part numbers, descriptions, and prices.

Prepare and maintain documentation of work completed, files for the system and vendor information for the assigned work area.

Train equipment operators in the use of communications equipment.

Perform related duties as assigned.

CLASS CONCEPTS

Communications Systems Supervisor: Under general direction, incumbents perform the full range of duties in the series concept, supervise a statewide staff of Communications Systems Specialists, and provide systems engineering design, research and development of an agency's statewide communications system.

Conduct communications systems engineering including frequency availability, path analysis, coverage area charts, site layout, installation and interconnection methods and site power source and sizing; develop and implement technical parameters and standard practices for the installation, maintenance and repair of communication equipment; and ensure the integrity of the communications system is maintained.

Perform needs analysis concerning a statewide communications system; write detailed plans and other documentation to meet identified needs including annual work plans and broad system improvements and strategy; analyze existing system configuration and proposed improvements to ensure compatibility, reliability, efficiency and cost effectiveness.

Assign, direct and evaluate the work of assigned staff; interview, select and hire personnel; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; identify training needs and provide for appropriate training opportunities based on organizational requirements and within budget constraints.

Communications Systems Specialist II: Under direction, at the journey level, incumbents perform the full range of duties in the series concept and in addition, may act as a leadworker for lower level Communications Systems Specialists and other technical staff.

Assist the Communications Systems Supervisor in performing systems engineering and design, research and development including frequency availability, path analysis, coverage area charts, site layout, installation

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COMMUNICATIONS SYSTEMS SPECIALIST I	33	C	6.973

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CLASS CONCEPTS (cont'd)

Communications Systems Specialist II (cont'd)

methods, interconnection methods, site power sizing and determination of power source types for each additional site or site to be modified as well as the repair and maintenance of a statewide communication system.

Communications Systems Specialist I: Under general supervision of a higher-level Communications Systems Specialist or Supervisor, incumbents either:

- 1) perform routine installation, repair and maintenance of the agency's communications equipment below the journey level. Progression to the journey level is not automatic, and positions may be permanently allocated to this level; or
- 2) function in a training capacity and learn to perform the duties described in the series concept. Progression to the next level may occur upon meeting the minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * [~~Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to a pre-employment screening for controlled substances.~~]
- * Some positions require extensive travel.
- * Some positions require on-call availability and emergency response during non-working hours including holidays.
- * Work is performed during inclement weather conditions and includes climbing towers and hiking into remote site areas as required.
- * Applicants must submit proof of certification of competency issued by one of the following: National Association of Radio Telecommunication Engineers (NARTE), Association of Public Safety Communications Officers (APCO), or National Association of Business and Educational Radio (NABER); or possess a Federal Communication Commission (FCC) radio-telephone license.
- * A valid driver's license is required at time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * Communications Systems Specialist I applicants must submit proof of certification of competency as specified above within six months of employment.

COMMUNICATIONS SYSTEMS SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree in electrical engineering, electronics technology or closely related field and three years of technical electronics experience, two years of which included installing, maintaining and repairing communications and ancillary equipment; **OR** an associate's degree in electronics technology and four years of technical electronics experience, two years of which included experience installing, maintaining and repairing communications and ancillary equipment; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Communications Systems Specialist II in Nevada State service. (See *Special Requirements and Informational Note*)

COMMUNICATIONS SYSTEMS SUPERVISOR	37	A	6.976
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MINIMUM QUALIFICATIONS (cont'd)

COMMUNICATIONS SYSTEMS SUPERVISOR (cont'd)

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

Working knowledge of: FCC licensing procedures including frequency coordination; communications system design; systems engineering to include needs analysis, system requirements and the development and implementation of solutions; correct English grammar, usage, punctuation and spelling. **Ability to:** establish and maintain effective working relationships with other State agencies, equipment suppliers, employees and the public; plan and set project priorities; motivate and direct subordinates; organize and coordinate the work of others. **Skill in:** oral and written communications; *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: State Rules for Personnel Administration; State regulatory requirements applicable to communications; principles and practices of supervision and training. **Ability to:** manage projects such as site development, system upgrades and modifications; train, supervise and evaluate the performance of assigned staff; represent the agency regarding its communications system; purchase parts and supplies according to established policies and regulations. **Skill in:** assessing technical and administrative issues, analyzing potential solutions and reaching sound decisions in a timely manner.

COMMUNICATION SYSTEMS SPECIALIST II

EDUCATION AND EXPERIENCE: Associate's degree in electronics technology or equivalent with course work in algebra, trigonometry, schematics, electronics laboratories, corrective maintenance procedures and technical writing courses and three years of technical electronics experience, one year of which included installing, maintaining and repairing communications and ancillary equipment; **OR** completion of trade school, military or college training to the certificate level in electronics technology which included theory of communication technology and three years of technical electronics experience, one year of which included installing, maintaining and repairing communications and ancillary equipment; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Communications Systems Specialist I in Nevada State service. (*See Special Requirements and Informational Note*)

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

Detailed knowledge of: math including algebra and trigonometry; microwave, radio and antenna systems (transmitters, receivers, repeater stations, transceivers, mobile and portable radios and base station dispatch consoles); telephone systems; standby power including generators, uninterruptible power supplies, and solar electric systems; processes and procedures used in circuit analysis and corrective diagnosis for repair and troubleshooting communications equipment. **Working knowledge of:** calibration principles and techniques; federal communications rules and regulations. **Ability to:** coordinate and implement communications site development and improvement projects; provide training and direction to lower level technical staff; supervise the work of outside contractors; prepare technical and analytical reports; analyze communications protocols; 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: theory of communications technology as applied to specialized communications networks. **Ability to:** use word processing, spreadsheet and database management software.

COMMUNICATIONS SYSTEMS SPECIALIST I

EDUCATION AND EXPERIENCE: Associate's degree or equivalent with course work in algebra, trigonometry, schematics and electronics laboratories and two years of technical experience in the installation, maintenance and repair of electronic equipment; **OR** completion of trade school, military or

COMMUNICATIONS SYSTEMS SUPERVISOR	37	A	6.976
COMMUNICATIONS SYSTEMS SPECIALIST II	35	C	6.977
COMMUNICATIONS SYSTEMS SPECIALIST I	33	C	6.973

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MINIMUM QUALIFICATIONS (cont'd)

COMMUNICATIONS SYSTEMS SPECIALIST I (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

college training to the certificate level in electronics technology which included theory of communication technology and two years of technical electronics experience as described above; **OR** an equivalent combination of education and experience. (See *Special Requirements and Informational Note*)

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

Detailed knowledge of: electronics including AC/DC principles, pulse circuits, solid state integrated circuit devices and microprocessors; microwave and multiplex principles and theories; analog and digital electronics. **Working knowledge of:** math including algebra and trigonometry; public address systems; processes and procedures used in circuit analysis and corrective diagnosis for the repair and troubleshooting of communications equipment. **General knowledge of:** basic calibration principles and techniques. **Ability to:** operate a variety of electronic test equipment that measures time, frequency, phase, amplitude and power; install, repair and maintain communications and ancillary equipment; operate a variety of hand and power tools; read and understand complex schematics and understand the operations of components, units, and systems; work independently and as a team member; write reports and documentation in a clear and concise manner.

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

Working knowledge of: electronics technology as applied to specialized communications networks; microwave, radio and antenna systems including transmitters, receivers, repeater stations, transceivers, mobile and portable radios, and base station dispatch consoles; voice and data communications servers; standby power including generator, uninterruptible power supply and solar electric systems; analog and digital video; copper and fiber optic data and voice cabling distribution systems. **General knowledge of:** federal communications rules and regulations.

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.

	<u>6.976</u>	<u>6.977</u>	<u>6.973</u>
ESTABLISHED:	12/13/88R 10/91/90PC	12/13/88R 10/19/90PC	7/1/93P 8/31/92PC
REVISED:	7/1/93P 8/31/92PC	7/1/93P 8/31/92PC	
REVISED:	9/19/03PC	9/19/03PC	9/19/03PC
REVISED:	5/12/06PC	5/12/06PC	5/12/06PC
REVISED:	5/9/12UC	5/9/12UC	5/9/12UC
REVISED:	5/10/13PC	5/10/13PC	5/10/13PC

STATE OF NEVADA
CLASSES APPROVED FOR PRE-EMPLOYMENT DRUG TESTING
CHANGES EFFECTIVE DECEMBER 7, 2012

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

CLASS CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
1.608	FIELD ASSISTANT II (PARC)	
1.737	BIOLOGIST I*	AGR - PCN 4600-0025
1.770	WILDLIFE AREA SUPERVISOR II	
1.771	WILDLIFE AREA SUPERVISOR I	
1.772	FISH HATCHERY SUPERVISOR II	
1.774	FISH HATCHERY SUPERVISOR I	
1.776	FISH HATCHERY TECHNICIAN III	
1.778	FISH HATCHERY TECHNICIAN II	
1.780	FISH HATCHERY TECHNICIAN I	
1.785	WILDLIFE AREA TECHNICIAN III	
1.786	WILDLIFE AREA TECHNICIAN II	
1.787	WILDLIFE AREA TECHNICIAN I	
1.811	FORESTER III	
1.812	FIRE MANAGEMENT OFFICER II	
1.813	FORESTER II	
1.814	<i>FIRE MANAGEMENT OFFICER I</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
1.850	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
2.210	ADMINISTRATIVE ASSISTANT IV*	DPS - PCNS 3743-0106, 3743-33, 4709-42, 4709-63, 4709-70, 4709-71, 4709-72, 4709-73, 4709-206, 4709-625, 4709-645, 4709-665, 4709-1004, 4709-1006, 4709-1007, 4709-8004, 4713-0706, 4713-155, 4713-805

CLASS CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
2.211	ADMINISTRATIVE ASSISTANT III*	DPS - PCNS 3743-0028, 3743-5, 3743-15, 3743-17, 3743-32, 3743-34, 3743-60, 3743-61, 3743-62, 3743-64, 3743-65, 3743-1011, 3743-1014, 3743-1017, 3743-1020, 3744-10, 3744-13, 3744-16, 3744-19, 4709-36, 4709-37, 4709-58, 4709-620, 4709-630, 4709-8005, 4709-8007, 4709-8010, 4709-8011
2.212	ADMINISTRATIVE ASSISTANT II*	DPS - PCNS 3743-1021, 4709-2, 4709-16, 4709-17, 4709-18, 4709-25, 4709-26, 4709-34, 4709-35, 4709-57, 4709-62, 4709-204, 4709-205, 4709-605, 4709-660, 4709-8006, 4709-8008, 4709-8009, 4713-0870, 4733-32
2.301	ACCOUNTING ASSISTANT III*	DPS - PCNS 3743-16, 4709-38
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
3.505	DRIVER - SHUTTLE BUS	
3.506	DRIVER - VAN/AUTOMOBILE	
3.520	FAMILY SUPPORT WORKER III*	BCN - ALL PCNS
3.521	FAMILY SUPPORT WORKER II*	BCN - ALL PCNS
3.524	FAMILY SUPPORT WORKER I*	BCN - ALL PCNS
5.103	PRINCIPAL	
5.104	VICE PRINCIPAL	
5.106	ACADEMIC TEACHER	
5.112	VOCATIONAL EDUCATION INSTRUCTOR	
5.174	CHILD CARE WORKER II*	BCN - ALL PCNS
5.175	CHILD CARE WORKER I*	BCN - ALL PCNS
6.209	SUPERVISOR III, ASSOCIATE ENGINEER*	NDOT - PCNS 017009, 017046, ALL PCNS BEGINNING W/ 930
6.211	SUPERVISOR II, ASSOCIATE ENGINEER*	NDOT - PCNS 027006 , 028006, 255001, ALL PCNS BEGINNING W/ 930
6.215	SUPERVISOR I, ASSOCIATE ENGINEER*	NDOT - PCNS 017021, 017034 , 017048, 028008 , ALL PCNS BEGINNING W/ 930
6.223	ADMINISTRATOR I, PROFESSIONAL ENGINEER*	NDOT - PCN 301012
6.224	MANAGER I, PROFESSIONAL ENGINEER*	NDOT - ALL PCNS BEGINNING W/ 930
6.229	STAFF I, ASSOCIATE ENGINEER*	NDOT - PCNS 020014 , 027036 , 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 , 255003, ALL PCNS BEGINNING W/ 930
6.355	ARCHITECTURAL DRAFTER IV*	BCN - ALL PCNS
6.358	ARCHITECTURAL DRAFTER III*	BCN - ALL PCNS
6.750	CONSTRUCTION PROJECT COORDINATOR III*	BCN - ALL PCNS
6.751	PROJECT MANAGER III*	BCN - ALL PCNS
6.754	BUILDING CONSTRUCTION INSPECTOR III*	BCN - ALL PCNS
6.758	CONSTRUCTION PROJECT COORDINATOR II*	BCN - ALL PCNS
6.762	PROJECT MANAGER II*	BCN - ALL PCNS
6.763	PROJECT MANAGER I*	BCN - ALL PCNS
6.976	COMMUNICATIONS SYSTEMS SUPERVISOR*	NDOT - PCN 093002
6.977	COMMUNICATIONS SYSTEMS SPECIALIST II*	NDOT - PCNS 091001, 091005, 092001, 092002, 093001, 094001, 095001, 096001
6.981	ELECTRONICS TECHNICIAN II*	BCN, NDOC - ALL PCNS
6.987	ELECTRONICS TECHNICIAN III*	BCN, NDOC - ALL PCNS
6.988	ELECTRONICS TECHNICIAN I*	BCN, NDOC - ALL PCNS
7.141	ACCOUNTANT TECHNICIAN II*	DPS - PCNS 0030, 4709-1010
7.143	ACCOUNTANT TECHNICIAN I*	DPS - PCN 4733-30

CLASS CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
7.217	ADMINISTRATIVE SERVICES OFFICER II*	DPS - PCN 4709-23
7.218	ADMINISTRATIVE SERVICES OFFICER I*	DPS - PCNS 3743-6, 4709-3, 4709-200
7.519	TRAINING OFFICER I*	BCN-FIRE SCIENCE ACADEMY, NDOT - ALL PCNS
7.524	TRAINING OFFICER II*	BCN-FIRE SCIENCE ACADEMY - ALL PCNS; DPS - NHP - HAZARDOUS MATERIALS - PCN 5
7.625	MANAGEMENT ANALYST II*	DPS - PCN 4709-39
7.637	MANAGEMENT ANALYST I*	DPS - PCNS 3743-9, 3743-79, 4709-40
7.647	PROGRAM OFFICER II*	DPS- PCNS 3743-1022, 4709-19, 4709-24, 4709-8003, 4709-8012
7.649	PROGRAM OFFICER I*	DPS - PCN 3744-82; FIRE MARSHAL - PCNS 4, 106; NDOC - PCNS 3710-0064, 3710-0202
7.653	PUBLIC SERVICE INTERN II*	NDOT - ALL PCNS BEGINNING W/ 940
7.724	TRAFFIC CENTER TECHNICIAN II	
7.725	TRAFFIC CENTER TECHNICIAN I	
7.726	TRAFFIC CENTER TECHNICIAN TRAINEE	
7.745	STATISTICIAN II*	DPS - PCN 4709-21
7.901	CHIEF IT MANAGER*	DPS - PCN 0005; NDOT - PCN 016060
7.902	IT MANAGER III*	DPS - PCNS 0127, 0207, 4733-35
7.904	IT MANAGER I*	DPS - PCN 0020; NDOT - PCN 016065
7.921	IT PROFESSIONAL IV*	DPS - PCNS 0010, 0025, 0036, 0040, 0045, 0100, 0111, 0125, 4733-115; NDOT - PCNS 016061 , 016063
7.925	IT PROFESSIONAL III*	DPS - PCNS 0055, 0070, 0105, 0112, 0115, 0120, 0128, 0130, 0135, 0145, 0150, 4733-46; NDOT - PCNS 016062 , 016064 , 91001, 92001, 93002
7.926	IT PROFESSIONAL II*	DPS - PCNS 0015, 0050, 0110, 0200, 0201, 0202, 0251, 0260, 0450 0677, 0681, 0129, 4733-301; NDOT - PCNS 91005, 92002, 93001, 93003, 95001, 96001, 92003, 93005, 94003
7.928	IT TECHNICIAN VI*	DPS - PCNS 0026, 0204, 0205, 4733-230, 4733-235, 4733-240
7.929	IT PROFESSIONAL I*	DPS - PCN 0090
7.931	IT TECHNICIAN V*	DPS - PCN 4733-220
7.935	IT TECHNICIAN IV*	DPS - PCNS 0065, 0075, 0080, 0085, 0095, 0096
7.940	IT TECHNICIAN III*	DPS - PCN 4733-314, 4733-353
7.943	IT TECHNICIAN TRAINEE*	DPS - ALL PCNS
7.951	IT PROFESSIONAL TRAINEE*	DPS - ALL PCNS
9.103	HIGHWAY MAINTENANCE MANAGER	
9.106	HIGHWAY MAINTENANCE SUPERVISOR II	
9.115	HIGHWAY MAINTENANCE SUPERVISOR I	
9.117	HIGHWAY MAINTENANCE WORKER IV	
9.120	HIGHWAY MAINTENANCE WORKER III	
9.127	HIGHWAY MAINTENANCE WORKER II	
9.130	HIGHWAY MAINTENANCE WORKER I	
9.137	HIGHWAY CONSTRUCTION AID	
9.200	SPECIAL EQUIPMENT OPERATOR III	
9.201	EQUIPMENT OPERATION INSTRUCTOR	
9.203	SPECIAL EQUIPMENT OPERATOR II	
9.204	GROUPS EQUIPMENT OPERATOR I*	BCN - ALL PCNS
9.208	DRIVER WAREHOUSE WORKER TRAINEE*	NDOC - ALL PCNS
9.209	GROUPS 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

CLASS CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
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	AIR OPERATIONS SUPERVISOR	
9.354	CHIEF PILOT	
9.355	PILOT II	
9.356	PILOT III	
9.357	AIRCRAFT MAINTENANCE SPECIALIST	
9.359	PILOT I	
9.404	HVACR SPECIALIST IV*	BCN - ALL PCNS
9.408	HVACR SPECIALIST II*	BCN, NDOC - ALL PCNS
9.413	HVACR SPECIALIST III*	BCN, NDOC - ALL PCNS
9.417	WELDER I*	BCN, NDOC, NDOT - ALL PCNS
9.418	LOCKSMITH I*	BCN, NDOC - ALL PCNS
9.420	HEAT PLANT SPECIALIST II*	BCN, NDOC - ALL PCNS
9.421	HVACR SPECIALIST I*	BCN, NDOC, NDOT - ALL PCNS
9.422	HEAT PLANT SPECIALIST IV*	BCN, NDOC - ALL PCNS
9.423	CARPENTER I*	BCN, NDOC, NDOT - ALL PCNS
9.424	CARPENTER II*	BCN, NDOC - ALL PCNS
9.425	HEAT PLANT SPECIALIST III*	BCN, NDOC - ALL PCNS
9.426	ELECTRICIAN I*	BCN, NDOC, NDOT - ALL PCNS
9.428	HEAT PLANT SPECIALIST I*	BCN, NDOC - ALL PCNS
9.429	PAINTER I*	BCN - ALL PCNS
9.430	WELDER II*	BCN, NDOC, NDOT - ALL PCNS
9.431	LOCKSMITH II*	BCN, NDOC - ALL PCN'S
9.432	PLUMBER I*	BCN, NDOC - ALL PCNS
9.439	CARPENTER III*	BCN - ALL PCNS
9.441	MAINTENANCE REPAIR SPECIALIST I*	BCN, NDOC, NDOT, NDOW, NSVH - ALL PCNS
9.445	MAINTENANCE REPAIR SPECIALIST II*	BCN, NDOC, NDOW - ALL PCNS
9.447	ELECTRICIAN II*	BCN, NDOC, NDOT - ALL PCNS
9.448	ELECTRICIAN III*	BCN, NDOC, NDOT - ALL PCNS
9.459	PAINTER II*	BCN - ALL PCN'S
9.460	PAINTER III*	BCN - ALL PCNS
9.462	PLUMBER II*	BCN, NDOC - ALL PCNS
9.463	PLUMBER III*	BCN - ALL PCNS
9.465	CRAFT WORKER-IN-TRAINING IV*	BCN - ALL PCNS
9.466	CRAFT WORKER-IN-TRAINING III*	BCN - ALL PCNS
9.467	CRAFT WORKER-IN-TRAINING II*	BCN - ALL PCNS
9.468	CRAFT WORKER-IN-TRAINING I*	BCN - ALL PCNS
9.481	MAINTENANCE REPAIR AID IV*	BCN - ALL PCNS
9.482	MAINTENANCE REPAIR AID III*	BCN - ALL PCNS
9.483	MAINTENANCE REPAIR AID II*	BCN - ALL PCNS
9.484	MAINTENANCE REPAIR AID I*	BCN - ALL PCNS
9.485	MAINTENANCE REPAIR WORKER IV*	BCN, NDOC - ALL PCNS
9.486	MAINTENANCE REPAIR WORKER III*	BCN, NDOC - ALL PCNS
9.487	MAINTENANCE REPAIR WORKER II*	BCN, NDOC, NSVH - ALL PCNS
9.488	MAINTENANCE REPAIR WORKER I*	BCN, NDOC, NSVH - ALL PCNS
9.496	WASTEWATER TREATMENT OPERATOR II*	NDOC - ALL PCNS

CLASS CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
9.497	WASTEWATER TREATMENT OPERATOR I*	NDOC - ALL 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
9.610	GROUND 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	GROUND SUPERVISOR II*	BCN - ALL PCNS
9.623	CUSTODIAL SUPERVISOR II*	BCN - ALL PCNS
9.625	CUSTODIAL SUPERVISOR I*	BCN - ALL PCNS
9.627	GROUND SUPERVISOR I*	BCN - ALL PCNS
9.630	GROUND MAINTENANCE WORKER V*	BCN - ALL PCNS
9.631	CUSTODIAL WORKER II*	BCN - ALL PCNS
9.633	GROUND MAINTENANCE WORKER IV*	BCN - ALL PCNS
9.634	CUSTODIAL WORKER I*	BCN - ALL PCNS
9.635	GROUND MAINTENANCE WORKER III*	BCN - ALL PCNS
9.637	FACILITY ATTENDANT*	BCN-FIRE SCIENCE ACADEMY - ALL PCNS
9.639	GROUND MAINTENANCE WORKER II*	BCN - ALL PCNS
9.641	GROUND 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
10.150	CLINICAL SOCIAL WORKER I*	NDOC - ALL PCNS
10.151	CLINICAL SOCIAL WORKER III*	NDOC - ALL PCNS
10.179	PSYCHOMETRIST *	NDOC - ALL PCNS
10.229	MID-LEVEL MEDICAL PRACTITIONER*	DHHS, NDOC - ALL PCNS
10.244	QUALITY ASSURANCE SPECIALIST I*	NSVH - ALL PCNS
10.260	DENTAL CLINIC SUPERVISOR*	UNLV - ALL PCNS
10.262	DENTAL ASSISTANT III*	NDOC, UNLV - ALL PCNS
10.263	DENTAL ASSISTANT II*	NDOC, UNLV - ALL PCNS
10.264	DENTAL ASSISTANT I*	NDOC, UNLV - ALL PCNS
10.300	DIRECTOR, NURSING SERVICES II*	DHHS, NDOC - ALL PCNS, NSVH - ALL PCNS
10.301	DIRECTOR, NURSING SERVICES I*	DHHS, NDOC - ALL PCNS
10.305	PSYCHIATRIC NURSE III*	DHHS, NDOC - ALL PCNS
10.306	PSYCHIATRIC NURSE IV*	DHHS, NDOC - ALL PCNS
10.307	PSYCHIATRIC NURSE II*	DHHS, NDOC - ALL PCNS
10.309	PSYCHIATRIC NURSE I*	DHHS, NDOC - ALL PCNS
10.310	CHIEF OF NURSING SERVICES*	NDOC - ALL PCNS
10.316	CORRECTIONAL NURSE III*	NDOC - ALL PCNS
10.318	CORRECTIONAL NURSE II*	DHHS, NDOC - ALL PCNS
10.319	CORRECTIONAL NURSE I*	DHHS, NDOC - ALL PCNS
10.338	MENTAL HEALTH TECHNICIAN IV*	DHHS - ALL PCNS
10.339	DEVELOPMENTAL SUPPORT TECH IV*	DHHS - ALL PCNS
10.346	MENTAL HEALTH TECHNICIAN III*	DHHS - ALL PCNS
10.347	DEVELOPMENTAL SUPPORT TECH III*	DHHS - ALL PCNS
10.352	REGISTERED NURSE V*	NSVH - ALL PCNS
10.354	REGISTERED NURSE IV*	NSVH - ALL PCNS
10.355	REGISTERED NURSE III*	NSVH - ALL PCNS
10.356	MENTAL HEALTH TECHNICIAN II*	DHHS - ALL PCNS
10.357	DEVELOPMENTAL SUPPORT TECH II*	DHHS - ALL PCNS
10.358	NURSE I*	BCN, DHHS, NDOC, NSVH - ALL PCNS
10.359	REGISTERED NURSE II*	NSVH - ALL PCNS
10.360	LICENSED PRACTICAL NURSE II*	DHHS, NDOC, NSVH - ALL PCNS
10.364	LICENSED PRACTICAL NURSE III*	DHHS, NDOC - ALL PCNS
10.365	LICENSED PRACTICAL NURSE I*	DHHS, NDOC - ALL PCNS

CLASS CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
10.366	MENTAL HEALTH TECHNICIAN I*	DHHS - ALL PCNS
10.367	DEVELOPMENTAL SUPPORT TECH I*	DHHS - ALL PCNS
10.369	CERTIFIED NURSING ASSISTANT*	NDOC, NSVH - ALL PCNS
10.373	COMMUNITY HEALTH NURSING MANAGER*	DHHS - ALL PCNS
10.375	COMMUNITY HEALTH NURSE IV*	DHHS - ALL PCNS
10.376	COMMUNITY HEALTH NURSE III*	DHHS - ALL PCNS
10.377	COMMUNITY HEALTH NURSE II*	DHHS - ALL PCNS
10.378	COMMUNITY HEALTH NURSE I*	DHHS - ALL PCNS
10.723	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
11.118	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 - PCN 4709-14
11.129	N.C.J.I.S. PROGRAM SPECIALIST*	DPS - PCNS 4709-13, 4709-41, 4709-63, 4709-74, 4709-600, 4709-615, 4709-650, 4709-680, 4709-1005
11.130	N.C.J.I.S. PROGRAM SPECIALIST TRAINEE	
11.132	MANAGER, CRIMINAL JUSTICE RECORDS*	DPS - ALL PCNS
11.133	FINGERPRINT/RECORDS EXAMINER III*	DPS - PCNS 4709-201, 4709-8015
11.134	FINGERPRINT/RECORDS EXAMINER II*	DPS - PCNS 4709-6, 4709-7, 4709-32, 4709-33, 4709-59, 4709-60, 4709-61, 4709-202, 4709-590, 4709-8014
11.135	FINGERPRINT/RECORDS EXAMINER I	
11.144	FINGERPRINT/RECORDS SUPERVISOR*	DPS - PCNS 4709-4, 4709-5
11.239	MILITARY SECURITY OFFICER V	
11.240	MILITARY SECURITY OFFICER IV	
11.241	MILITARY SECURITY OFFICER III	
11.242	MILITARY SECURITY OFFICER II	
11.243	MILITARY SECURITY OFFICER I	
11.260	SECURITY OFFICER SUPERVISOR*	BCN, NSVH - ALL PCNS
11.263	SECURITY OFFICER*	BCN, MILITARY, NSVH - ALL PCNS
11.363	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
11.506	FIRE & LIFE SAFETY INSPECTOR I	
11.510	FIRE & LIFE SAFETY INSPECTOR II	
11.522	SAFETY REPRESENTATIVE, CONSULTATION*	BCN - ALL PCNS
11.523	SAFETY ASSOCIATE, CONSULTATION*	BCN-FIRE SCIENCE ACADEMY - ALL PCNS
11.540	SAFETY SPECIALIST, RAILWAY-TRACKS	
11.541	SAFETY SPECIALIST, RAILWAY-MOTIVE POWER	
11.542	SAFETY SPECIALIST, RAILWAY-HAZARDOUS MATERIALS	
11.543	SAFETY SPECIALIST, RAILWAY-OPERATING PRACTICES	
11.550	TAXICAB VEHICLE INSPECTOR I	
11.552	TAXICAB VEHICLE INSPECTOR II	
11.560	MFG. HOUSING CODE COMPLIANCE OFFICER	
11.561	MANUFACTURED HOUSING INSPECTOR	

CLASS CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
11.565	AGENCY LOSS CONTROL COORDINATOR*	NDOT - PCN 078002
12.466	SUBSTANCE ABUSE COUNSELOR III	
12.469	SUBSTANCE ABUSE COUNSELOR II	
12.470	SUBSTANCE ABUSE COUNSELOR I	
12.501	WARDEN	
12.510	CORRECTIONAL MANAGER	
12.517	CORRECTIONAL ASSISTANT*	NDOC - ALL PCNS
12.523	ASSISTANT SUPERINTENDENT, YOUTH FACILITY	
12.532	HEAD GROUP SUPERVISOR	
12.534	ASSISTANT HEAD GROUP SUPERVISOR	
12.535	GROUP SUPERVISOR IV	
12.537	GROUP SUPERVISOR III	
12.538	GROUP SUPERVISOR II	
12.541	GROUP SUPERVISOR I	
12.553	ASSOCIATE WARDEN	
12.556	CORRECTIONAL CASEWORK SPECIALIST III	
12.559	CORRECTIONAL CASEWORK SPECIALIST II	
12.565	CORRECTIONAL CASEWORK SPECIALIST I	
12.571	CORRECTIONAL CASEWORK SPECIALIST TR	
13.101	AGRICULTURE ENFORCEMENT OFFICER III	
13.102	AGRICULTURE ENFORCEMENT OFFICER II	
13.103	AGRICULTURE ENFORCEMENT OFFICER I	
13.111	DEPUTY BRAND INSPECTOR (COMMISSIONED)	
13.115	STAFF GAME WARDEN	
13.121	GAME WARDEN IV	
13.122	GAME WARDEN III	
13.123	GAME WARDEN II	
13.124	GAME WARDEN I	
13.131	PARKS REGIONAL MANAGER (COMMISSIONED)	
13.135	PARK SUPERVISOR III (COMMISSIONED)	
13.136	PARK SUPERVISOR II (COMMISSIONED)	
13.137	PARK SUPERVISOR I (COMMISSIONED)	
13.141	PARK RANGER III (COMMISSIONED)	
13.142	PARK RANGER II (COMMISSIONED)	
13.143	PARK RANGER I (COMMISSIONED)	
13.202	DPS MAJOR	
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	
13.231	AIRPORT CONTROL OFFICER III	
13.232	AIRPORT CONTROL OFFICER II	
13.233	AIRPORT CONTROL OFFICER I	
13.234	SENIOR LAW ENFORCEMENT SPECIALIST	
13.235	LAW ENFORCEMENT SPECIALIST	
13.241	SUPERVISORY CRIMINAL INVESTIGATOR II	
13.242	SUPERVISORY CRIMINAL INVESTIGATOR I	
13.243	CRIMINAL INVESTIGATOR III	
13.244	CRIMINAL INVESTIGATOR II	
13.245	CRIMINAL INVESTIGATOR I	
13.246	AG DEPUTY CHIEF INVESTIGATOR*	AG - ALL PCNS
13.247	AG CRIMINAL INVESTIGATOR, SUPERVISOR*	AG - ALL PCNS
13.248	AG CRIMINAL INVESTIGATOR II*	AG - ALL PCNS
13.249	AG CRIMINAL INVESTIGATOR I*	AG - ALL PCNS

CLASS CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
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	
13.265	SENIOR YOUTH PAROLE COUNSELOR	
13.266	YOUTH PAROLE COUNSELOR II	
13.267	YOUTH PAROLE COUNSELOR I	
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
U4102	BUREAU CHIEF, YOUTH PAROLE	
U9010	CHIEF, NEVADA HIGHWAY PATROL	
U9033	DEPUTY DIRECTOR, INDUSTRIAL PROGRAMS	
U9034	DEPUTY DIRECTOR, OPERATIONS SOUTH	
U9041	CHIEF GAME WARDEN	
U9074	PHARMACIST 1*	DHHS, NDOC - ALL PCNS
U9075	PHARMACIST 2*	DHHS - ALL EXCEPT PCN 3243-0014; NDOC - ALL PCNS
U9076	PHARMACIST 3*	DHHS, NDOC - ALL PCNS
U9085	SENIOR INSTITUTIONAL DENTIST (RANGE A)*	NDOC - ALL PCNS
U9086	SENIOR INSTITUTIONAL DENTIST (RANGE B)*	NDOC - ALL PCNS
U9087	SENIOR PHYSICIAN (RANGE C)*	DHHS, NDOC - ALL PCNS
U9088	SENIOR PSYCHIATRIST (RANGE C)*	DHHS, NDOC - ALL PCNS

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

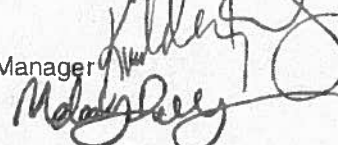
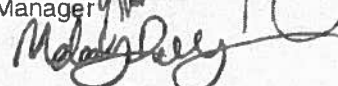


1263 South Stewart Street
Carson City, Nevada 89712
Phone: (775) 888-7430
Fax: (775) 888-7116

MEMORANDUM

Human Resources

February 1, 2013

To: Carrie Hughes, Personnel Analyst
Through: Kimberley King, Human Resources Manager 
From: Melody Duley, Management Analyst 
Subject: Pre-Employment Drug Screen Requirements – Position Removals

The Department of Transportation is requesting that the following positions be removed from the list of positions approved for pre-employment drug screening under their former classifications.

These positions were approved for pre-employment drug screening under their previous classifications and were later reclassified. At the September 14, 2012 personnel commission meeting, the positions were approved for pre-employment drug screening under their new classifications added to the list of positions approved for pre-employment drug screening accordingly.

As the positions have been added to the list under their new classifications, The Department of Transportation is requesting that the positions be removed from the list under their previous classifications.

PCN	Former Class	Former Title	Current Class	Current Title
93002	6.976	Communications Systems Supervisor	7.925	IT Professional 3
91001	6.977	Communications Systems Specialist II	7.925	IT Professional 3
91005	6.977	Communications Systems Specialist II	7.926	IT Professional 2
92001	6.977	Communications Systems Specialist II	7.925	IT Professional 3
92002	6.977	Communications Systems Specialist II	7.926	IT Professional 2
93001	6.977	Communications Systems Specialist II	7.926	IT Professional 2
94001	6.977	Communications Systems Specialist II	7.926	IT Professional 2
95001	6.977	Communications Systems Specialist II	7.926	IT Professional 2
96001	6.977	Communications Systems Specialist II	7.926	IT Professional 2

Personnel Commission
 May 10, 2013

It is recommended the following class series be created effective July 1, 2013, upon approval by the Legislature.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		13.269	Parole Major	48* D
	NEW		13.270	Parole Captain	46* D
	NEW		13.271	Parole Lieutenant	44* D

*Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention

Basis for Recommendation

Governor Brian Sandoval, as a part of his Executive Budget, has recommended the transfer of parole functions from the Department of Public Safety, Division of Parole & Probation, to the Department of Corrections. Using the existing DPS Major, DPS Captain and DPS Lieutenant class specifications, the Division of Human Resource Management recommends separating out the class and series concepts, minimum qualifications and knowledge, skills and abilities specific to parole-related duties and creating a 3-level series. The DPS Major, Captain and Lieutenant series is currently approved for pre-employment screening of controlled substances. Therefore, the agency asks that the new classes be subject to the same requirements for pre-employment screening for controlled substances. This class specification outlines the responsibilities of command staff.

Parole Major: Under administrative direction, manage the operations of the Community Services Division within the Department of Corrections. Incumbents plan, organize, direct, control, and coordinate resources and personnel ensuring efficiency and effectiveness in effort; formulate budget development; and provide executive leadership when needed or as requested. They also participate in and/or direct the development of the division/department mission, goals and objectives, long-range plans and programs; identify parole issues, concerns, and projected trends affecting the division and department mission, to include impact statements, budget constraints, political factors, and established laws affecting the division's resources; participate in and/or direct the preparation of the biennial budget; evaluate the effects of approved funding and programs against submitted requests; direct the development of division operating policies and procedures to fulfill operational needs and ensure compatibility with department policies and procedures. Additionally, they manage commissioned and civilian personnel to ensure law enforcement and support activities are performed efficiently; give presentations before the department director and legislative committees as directed; maintain cooperative relationships with other state and federal agencies, local law enforcement and governmental officials, representatives of the State Legislature, public safety interest groups, the public, and the media; and represent the division/department before individuals and groups through oral and written presentations.

Parole Captain: Under administrative direction, plan, coordinate and direct the parole activities and operations of a geographical region in the Community Services Division within the Department of Corrections. Incumbents direct operations and review requests for assistance, staffing and equipment; review requests for services and assign to appropriate section ensuring proper staffing and resources are available; develop and maintain cooperative relationships with State and federal law enforcement agencies, community organizations, the judicial system and other state agencies by responding to inquiries or requests for services and questions regarding policy and procedure; and train, supervise and evaluate the performance of subordinate staff. Additionally, they review and analyze statistical data and records regarding division activities; oversee and maintain recordkeeping and reporting systems by developing and ensuring proper policy and procedure are utilized; and provide interpretation of department and division policies and

procedures to the general public and news media, public officials, or on a statewide basis, to other agencies as directed.

Parole Lieutenant: Parole Lieutenants are responsible for the operations and administrative functions of an assigned work unit to include overseeing parole activities, services and programs in the Community Services Division within the Department Corrections. Incumbents review and approve reports and investigations; plan, coordinate and control operations by evaluating the performance of subordinate supervisors and assigned staff, and by determining unit needs for equipment, staffing and training; identify and formulate measurable and verifiable objectives consistent with division and department goals; enforce policy and procedures regarding personnel and performance issues; and develop work schedules, approve leave, assign work and ensure staffing levels are adequate to meet workload. They also participate in policy and procedure development to ensure effectiveness of operations and compliance with State and federal guidelines and directives and conduct liaison activities with local law enforcement agencies, the judicial system, social service agencies and other resources to explain policy and procedure, and promote positive community relations. Additionally, they determine, administer and monitor established budget; participate as part of the comprehensive law enforcement effort in local areas by interfacing with allied agencies; and determine joint information, techniques, capabilities and goals to achieve optimum use of staff and equipment and to provide support and backup to allied agencies.

The Division of Human Resource Management worked in conjunction with staff from the Departments of Corrections and Public Safety to create the new series.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PAROLE MAJOR	48*	A	13.269
PAROLE CAPTAIN	46*	A	13.270
PAROLE LIEUTENANT	44*	D	13.271

CLASS CONCEPTS

Parole Major: Under administrative direction, manage the operations of the Community Services Division. At this level, primary emphasis is on developing long range and short term goals and objectives consistent with the division and department mission. Incumbents plan, organize, direct, control, and coordinate resources and personnel ensuring efficiency and effectiveness in effort; formulate budget development; and provide executive leadership when needed or as requested.

Participate in and/or direct the development of the division/department mission, goals and objectives, long-range plans and programs; identify parole issues, concerns, and projected trends affecting the division and department mission, to include impact statements, budget constraints, political factors, and established laws affecting the division's resources.

Participate in and/or direct the preparation of the biennial budget; ensure the budget is consistent with directives and guidelines; review budget requests submitted by staff for completeness, justification and consistency with goals, objectives and long range plans; amend, add, delete and prioritize requests; and negotiate budget proposals as required.

Participate in and/or administer the biennial budget to ensure adequate funding and budget compliance; evaluate the effects of approved funding and programs against submitted requests; determine and approve adjustments to previously planned programs, activities and priorities; report problem areas and provide alternative solutions with impact statements.

Direct the development of division operating policies and procedures to fulfill operational needs and ensure compatibility with department policies and procedures.

Manage commissioned and civilian personnel to ensure parole and support activities are performed efficiently and effectively; direct personnel deployment and assignments; ensure compliance with laws, regulations, policies and procedures; review and approve submitted studies and reports; identify individual and/or group training needs, approve training recommended by subordinate supervisors, and direct the instruction of existing or new methods and practices; prepare performance appraisal reports, review appraisal reports prepared by subordinate supervisors, recommend and/or review recommendations from subordinate supervisors for disciplinary actions or commendations/awards, and provide guidance and counseling.

Participate in the development of legislative proposals and the preparation of impact statements and/or justifications; develop legislative requests based on needs identified by evaluation of activities; give presentations before the department director and legislative committees as directed.

**Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention*

PAROLE MAJOR	48	A	13.269
PAROLE CAPTAIN	46	A	13.270
PAROLE LIEUTENANT	44	D	13.271

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CLASS CONCEPTS (cont'd)

Parole Major (cont'd)

Maintain cooperative relationships with other state and federal agencies, local law enforcement and governmental officials, representatives of the State Legislature, public safety interest groups, the public, and the media; maintain cooperation and support for, and information and education about, the department's activities and mission; represent the division/department before individuals and groups through oral and written presentations.

Parole Captain: *Under administrative direction, plan, coordinate and direct the parole activities and operations of a geographical region in the Community Services Division within the Department of Corrections.*

Direct operations and review requests for assistance, staffing and equipment; develop financial status and other reports and submit to management; determine the effectiveness of work units in meeting the goals and objectives of the department and division.

Review requests for services and assign to appropriate section ensuring proper staffing and resources are available; coordinate assignments based on changes in priorities, equipment and resources in relation to current assignments and activities, available personnel, and budgetary constraints.

Develop and maintain cooperative relationships with State and federal law enforcement agencies, community organizations, the judicial system and other state agencies by responding to inquiries or requests for services and questions regarding policy and procedure; establish agreements regarding joint operations, staffing levels, and investigative operations.

Train, supervise and evaluate the performance of subordinate staff; review recommendations and/or take appropriate disciplinary action in situations where employees fail to meet standards or comply with agency policies and regulations; participate in the applicant screening process and recommend the hiring of staff; assess staff development and training needs and counsel staff in work-related activities, professional growth, and career development.

Review and analyze statistical data and records regarding division activities; participate in the development of department and division goals and objectives, long-range plans and programs, budgets, department and division policy and procedure, and legislation and its implementation.

Oversee and maintain recordkeeping and reporting systems by developing and ensuring proper policy and procedure are utilized; track and maintain information; develop security policy and procedure and review requests for information; authorize the release and dissemination of material in accordance with legal requirements and division policy.

Provide interpretation of department and division policies and procedures to the general public and news media, public officials, or on a statewide basis, to other agencies as directed; release information to the local media concerning division operations, arrests, seizures and related incidents as appropriate.

Parole Lieutenant: *Parole Lieutenants are responsible for the operations and administrative functions of an assigned work unit to include overseeing parole activities, services and programs in the Community Services Division within the Department Corrections. Incumbents review and approve reports and investigations; observe field work; coordinate staff training; manage special programs, and ensure recordkeeping practices follow established policy and procedure. This class represents the first management level within the division and assignments are characterized by program management, budget administration, and development of goals, objectives, and performance measures.*

PAROLE MAJOR	48	A	13.269
PAROLE CAPTAIN	46	A	13.270
PAROLE LIEUTENANT	44	D	13.271

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CLASS CONCEPTS (cont'd)

Parole Lieutenant (cont'd)

Plan, coordinate and control operations by evaluating the performance of subordinate supervisors and assigned staff, and by determining unit needs for equipment, staffing and training; approve requests for training within budgetary limitations; ensure consistency and proper delivery of training; provide direction to staff regarding law enforcement practices in compliance with policies and department procedures.

Identify and formulate measurable and verifiable objectives consistent with division and department goals; advise and assist subordinate supervisors and other staff in the preparation of work plans for achieving objectives within established time frame; and submit objectives and work plans to management.

Enforce policy and procedures regarding personnel and performance issues; respond to infractions according to department guidelines and State statutes and regulations for personnel administration; document incidents and take appropriate action.

Develop work schedules, approve leave, assign work and ensure staffing levels are adequate to meet workload; approve payroll documents and track budget expenditures as required.

Compile statistical data to ensure appropriate staffing levels.

Participate in policy and procedure development to ensure effectiveness of operations and compliance with State and federal guidelines and directives; work with management and staff to exchange ideas and information.

Conduct liaison activities with local law enforcement agencies, the judicial system, social service agencies and other resources to explain policy and procedure, and promote positive community relations.

Determine, administer and monitor established budget; review expenditures and identify problem areas; take appropriate action to correct problems or make recommendations for solution to the Parole Captain.

Participate as part of the comprehensive law enforcement effort in local areas by interfacing with allied agencies; and determining joint information, techniques, capabilities and goals to achieve optimum use of staff and equipment and to provide support and backup to allied agencies.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *A valid Nevada Class C driver's license is required at the time of appointment and as a condition of continuing employment.*
- * *Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment must submit to a pre-employment screening for controlled substances.*
- * *Some positions are subject to call-out or call-back.*
- * *Some positions require statewide travel.*
- * *Some positions require work on evenings, weekends, and/or holidays.*

PAROLE MAJOR	48	A	13.269
PAROLE CAPTAIN	46	A	13.270
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MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES:

- * *Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.*
- * *Incumbents must pass the Peace Officer Standards & Training (POST) fitness test and possess the physical and mental abilities to perform the essential functions of the position as a condition of continuing employment.*
- * *Incumbents must meet firearms qualification/certification standards and proficiency requirements as established by agency policy.*

PAROLE MAJOR

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in public administration, business administration, criminal justice, or related field and three years of management experience which included supervision of law enforcement personnel, budget preparation and control, and participation in the development of policy and procedures, one year of which was equivalent to a Parole Captain in Nevada State service; OR one year of experience as a Parole Captain in Nevada State service; OR an equivalent combination of law enforcement education and experience. (See Special Requirements and Informational Notes)*

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

Working knowledge of: personnel administration including the selection, promotion and discipline of employees; budgeting and fiscal management principles and practices; principles and practices of public administration, organization and management; nationally recognized law enforcement principles and practices including specialized programs pertaining to criminal investigation, criminal and intelligence systems and enforcement programs; State and federal criminal laws and court decisions; criminal justice system and due process. Ability to: manage staff using appropriate supervisory techniques; analyze existing or potential emergency situations with regional impact; recognize organizational and operational problems and apply analysis and judgment in arriving at solutions and making appropriate decisions; develop and monitor policy and procedures; interpret laws, regulations, policies and procedures as needed to coordinate parole and support activities; establish and maintain cooperative relationships with the public, other law enforcement agencies, members of the judicial system and other State and federal agency personnel contacted while performing work assignments; communicate effectively within the organization and with the public; plan, organize, coordinate and direct diverse law enforcement activities and operations; utilize and integrate modern technology into the department's mission; and all knowledge, skills and abilities required at the lower Parole management level classes.

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

Working knowledge of: administrative, State and legislative budget processes; the department's mission as needed to direct the development of policies, procedures, goals, objectives and long-range plans. Ability to: develop, implement and evaluate the achievement of goals, objectives and work plans; present issues and needs of the department to governmental agencies.

PAROLE CAPTAIN

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in business or public administration, criminal justice or related field and two years of management experience which included supervision of law enforcement personnel, budget preparation and monitoring, and participation in the development of policy and procedures; OR two years of experience as a Parole Lieutenant in Nevada State service; OR an equivalent combination of education and*

PAROLE MAJOR	48	A	13.269
PAROLE CAPTAIN	46	A	13.270
PAROLE LIEUTENANT	44	D	13.271

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MINIMUM QUALIFICATIONS (cont'd)

PAROL CAPTAIN (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

experience. (See Special Requirements and Informational Notes)

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

Working knowledge of: supervisory principles and practices as applied to supervising commissioned and civilian personnel; personnel principles and practices needed to oversee staff activities to include reviewing employee development reports, disciplinary action, internal affairs, and recommendations for awards and commendations; management principles and practices needed to develop operating procedures and assist in the development of regional or divisional goals, objectives and policies; methods of effective investigation and enforcement techniques; general budgeting principles and practices; the division mission as needed to assist in the development of regional goals and objectives and to direct special project development and funding; planning and research techniques. Ability to: communicate orally and in writing to disseminate information; prepare a variety of reports and correspondence regarding law enforcement, parole, support and special program/project activities; establish a system of accountability and evaluation for staff responsibilities; analyze data to formulate program goals and budgetary needs; conduct research, collect data, prepare reports, and develop and implement specialized criminal investigation programs; develop regional or divisional budgetary requests and justifications; develop community resources and available programs; interpret and apply various laws and regulations; develop division policy and procedure and proposed legislation; coordinate staff assignments and prioritize tasks; analyze existing or potential emergency situations and prepare contingency plans; establish and maintain cooperative relationships with the public, other law enforcement agencies, members of the judicial system, and other State and federal agency personnel; and all knowledge, skills and abilities required at the lower Parole management level.

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

Working knowledge of: current functions and practices of the assigned division; agency policies related to assigned parole functions and activities. Ability to: manage a variety of diverse programs on an ongoing basis.

PAROLE LIEUTENANT

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and two years of supervisory law enforcement experience equivalent to a Parole Sergeant in Nevada State service; OR two years of experience as a Parole Sergeant in Nevada State service. (See Special Requirements and Informational Notes)*

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

Working knowledge of: principles and practices of management and supervision; federal and State laws and regulations and department procedures pertinent to the assignment including arrest, evidence, crimes, citizens' rights, court procedures and general law enforcement; psychological testing methods, terminology and diagnosis for making classification and sentencing recommendations; the division's classification system; methods used and problems involved with the supervision and programming of parolees; casework techniques and programming opportunities of offenders; training methods and techniques. Ability to: establish and maintain cooperative working relationships with other law enforcement agencies, government officials, the judicial system, the general public and the community; analyze, evaluate and present data and statistics related to work and program activities; communicate effectively both orally and in writing to prepare and present oral and written reports as needed for establishing program goals and objectives, operating policy and procedures; manage multiple programs;

PAROLE MAJOR	48	A	13.269
PAROLE CAPTAIN	46	A	13.270
PAROLE LIEUTENANT	44	D	13.271

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MINIMUM QUALIFICATIONS (cont'd)

PAROLE LIEUTENANT (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

analyze problems and situations to monitor casework and supervise parolees effectively; interpret and evaluate legal reports and forms, criminal histories and parole agreements to ensure compliance with federal, State and agency laws, regulations, and procedures; interpret and apply laws and regulations to administer assigned program areas; effectively supervise personnel, coordinate staff assignments and prioritize tasks; administer the unit's budget; develop, interpret and disseminate division policy and procedure; take appropriate action in emergency situations to ensure safety; maximize opportunities for staff training and resource development.

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

Working knowledge of: fiscal management and generally accepted budgeting practices; principles and practices of effective program planning, development, implementation and evaluation. Ability to: evaluate the performance of subordinates and when necessary, administer disciplinary action; develop and implement recordkeeping and reporting systems; plan, organize and direct activities of a parole unit within the division.

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.

	<u>13.269</u>	<u>13.270</u>	<u>13.271</u>
ESTABLISHED:	7/1/13P 5/10/13PC	7/1/13P 5/10/13PC	7/1/13P 5/10/13PC

Personnel Commission
 May 10, 2013

It is recommended the following class series be created effective July 1, 2013, upon approval by the Legislature.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		13.272	Parole Sergeant	41* D
	NEW		13.273	Parole Agent II	39* D
	NEW		13.274	Parole Agent I	36* D

*Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention

Basis for Recommendation

Governor Brian Sandoval, as a part of his Executive Budget, has recommended the transfer of parole functions from the Department of Public Safety, Division of Parole & Probation, to the Department of Corrections. Using the existing DPS Officer series class specification, the Division of Human Resource Management recommends separating out the class and series concepts, minimum qualifications and knowledge, skills and abilities specific to parole-related duties and creating a new 3-level class series. The DPS Officer series is currently approved for pre-employment screening of controlled substances. Therefore, the agency asks that the new classes be subject to the same requirements for pre-employment screening for controlled substances.

Parole Agents perform public safety Parole functions within the Department of Corrections, Community Services Division. All positions in the series are trained peace officers in accordance with requirements set forth by the Commission on Peace Officer Standards and Training (POST). Incumbents obtain and verify facts and statements regarding incidents; conduct interviews and collect evidence; obtain and serve legal documents; perform extraditions as assigned; conduct surveillance activities; work cooperatively with staff in other public safety agencies, government officials, judicial system staff and general public; and provide guidance and informal training to peers and subordinate staff.

Parole Sergeant: Under general direction, incumbents supervise parole agents and subordinate civilian staff in the Community Services Division within the department. Incumbents may also be assigned to administrative duties including, but not limited to, Pre-release, Interstate Compact, Fugitive Apprehension, Field Operations, Planning and Research, and Support Services. Supervisory duties include developing work performance standards; evaluating employee performance; identifying training needs and providing guidance; scheduling, assigning and reviewing work; reviewing records, reports and statistics for conformance to established policies, procedures, regulations and formats; and initiating or implementing counseling and discipline as required.

Parole Agent II: Incumbents at this level work under limited supervision and perform law enforcement duties in the Community Services Division. Incumbents enforce laws, codes, regulations, ordinances, and standards applicable to parole assignments; read and interpret technical materials and documents to ensure enforcement activities are in compliance with the law; arrest criminal offenders and maintain appropriate use of force to subdue violators in accordance with current Use of Force training standards described in department policy and POST requirements.

Supervise parolees who present varying degrees of individual needs and risk to the community, with the primary focus on protection of the community and successful compliance with the terms and conditions of parole. Incumbents apply a risk-based classification system to assess and review offenders in accordance with the needs of the offender and the best interest of the community, establish supervision levels, develop case plans that address the needs of the offender, and perform casework services.

Conduct restitution or other administrative investigations; research criminal and personal history of offender, facts and conditions surrounding the current and/or previous offenses, drug or alcohol treatment, counseling and/or community service, and make recommendations regarding sentencing, parole, and stipulated conditions of agreements.

Collect restitution and supervision fees; conduct drug/alcohol testing; conduct unannounced visits to offender's home, job site or various other locations; contact family, friends, employers, counselors and other law enforcement agencies to ensure parolee is in compliance with rules of supervision; work with employers to develop job training programs; refer clients to services or activities to facilitate social adjustment and prevent further criminal acts or technical violations of conditions of parole.

This is the journey level in the series.

Parole Agent I: Incumbents at this level are trained in a law enforcement academy to perform law enforcement duties. The instruction and training is provided in a formal classroom setting and in practical field exercises as certified by Nevada POST. Upon successful graduation from the academy, incumbents work under supervision as a trainee with the Community Services Division. Incumbents receive training in the duties described in the series concept and may progress to the next level upon meeting minimum qualifications, satisfactory performance and with approval of the appointing authority.

The Division of Human Resource Management worked in conjunction with staff from the Departments of Corrections and Public Safety to create the new series.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PAROLE SERGEANT	41*	D	13.272
PAROLE AGENT II	39*	D	13.273
PAROLE AGENT I	36*	D	13.274

SERIES CONCEPT

Parole Agents perform public safety Parole functions within the Department of Corrections, Community Services Division. All positions in this series are trained peace officers in accordance with requirements established by the Commission on Peace Officer Standards and Training (POST). Allocation of positions to various levels within the series is based on the nature and complexity of the assignment; the depth of knowledge in specialized areas of law enforcement and public safety; supervisory responsibility; and level of independence.

Obtain and verify facts and statements regarding incidents; weigh facts impartially and accurately; conduct interviews and collect evidence and information as required in the course of law enforcement and administrative and regulatory activities; recognize, develop and secure evidence for orderly presentation in a court of law and/or Parole Board; prepare cases for court and testify as required.

Obtain and serve legal documents such as subpoenas, affidavits, and arrest, search and administrative warrants; perform extraditions as assigned; write routine and specialized reports; document work activities and maintain related records.

Operate and maintain a variety of public safety equipment including tools, weapons, protective gear and vehicles applicable to the specific assignment.

Conduct surveillance activities utilizing appropriate equipment and techniques applicable to the assignment.

Work cooperatively with staff in other public safety agencies, government officials, judicial system staff and the general public; refer victims and witnesses to community services and resources as appropriate; make presentations to community groups to provide information and raise awareness of public safety issues, problems and services.

Provide guidance and informal training to peers and subordinate staff as needed; and provide input in the development of laws, regulations, and procedures.

Perform related duties as assigned.

**Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention*

PAROLE SERGEANT	41	D	13.272
PAROLE AGENT II	39	D	13.273
PAROLE AGENT I	36	D	13.274

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CLASS CONCEPTS

Parole Sergeant: Under general direction, incumbents supervise subordinate parole agents and subordinate civilian staff in the Community Services Division within the department. Incumbents may also be assigned to administrative duties including, but not limited to, Pre-release, Interstate Compact, Fugitive Apprehension, Field Operations, Planning and Research, and Support Services. Supervisory duties include developing work performance standards; evaluating employee performance; identifying training needs and providing guidance; scheduling, assigning and reviewing work; reviewing records, reports and statistics for conformance to established policies, procedures, regulations and formats; and initiating or implementing counseling and discipline as required.

Conduct initial review of reports and case logs; monitor casework activities; ensure conformance with federal, State and division requirements, and endorse fair and equitable treatment to criminal defendants, offenders under supervision, and victims of crime; and secure or provide proper training and direction to staff. Establish internal controls of staff activities; implement training for assigned staff in the areas of supervision, enforcement techniques, report writing, policy and procedure, records management, classification, case management and related functions; and provide direction regarding referral services, educational programs and job services so that parole agreements and the needs of the offender are met.

Parole Agent II: Incumbents at this level work under limited supervision and perform law enforcement duties in the Community Services Division. Incumbents enforce laws, codes, regulations, ordinances, and standards applicable to parole assignments; read and interpret technical materials and documents to ensure enforcement activities are in compliance with the law; arrest criminal offenders and maintain appropriate use of force to subdue violators in accordance with current Use of Force training standards described in department policy and POST requirements.

Supervise parolees who present varying degrees of individual needs and risk to the community, with the primary focus on protection of the community and successful compliance with the terms and conditions of parole. Incumbents apply a risk-based classification system to assess and review offenders in accordance with the needs of the offender and the best interest of the community, establish supervision levels, develop case plans that address the needs of the offender, and perform casework services.

Conduct restitution or other administrative investigations; research criminal and personal history of offender, facts and conditions surrounding the current and/or previous offenses, drug or alcohol treatment, counseling and/or community service, and make recommendations regarding sentencing, parole, and stipulated conditions of agreements.

Collect restitution and supervision fees; conduct drug/alcohol testing; conduct unannounced visits to offender's home, job site or various other locations; contact family, friends, employers, counselors and other law enforcement agencies to ensure parolee is in compliance with rules of supervision; work with employers to develop job training programs; refer clients to services or activities to facilitate social adjustment and prevent further criminal acts or technical violations of conditions of parole.

This is the journey level in the series.

Parole Agent I: Incumbents at this level are trained in a law enforcement academy to perform law enforcement duties. The instruction and training is provided in a formal classroom setting and in practical field exercises as certified by Nevada POST. Upon successful graduation from the academy, incumbents work under supervision as a trainee with the Community Services Division. Incumbents receive training in the duties described in the series concept and may progress to the next level upon meeting minimum qualifications, satisfactory performance and with approval of the appointing authority.

PAROLE SERGEANT
PAROLE AGENT II
PAROLE AGENT I

41	D	13.272
39	D	13.273
36	D	13.274

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *A valid Nevada Class C driver's license is required at the time of appointment and as a condition of continuing employment.*
- * *Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment must submit to a pre-employment screening for controlled substances.*
- * *Some positions are subject to call-out or call-back.*
- * *Some positions require statewide travel.*
- * *Some positions require work on evenings, weekends, and/or holidays.*

INFORMATIONAL NOTES:

- * *Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.*
- * *Incumbents must pass the Peace Officer Standards & Training (POST) fitness test and possess the physical and mental abilities to perform the essential functions of the position as a condition of continuing employment.*
- * *Incumbents must meet firearms qualification/certification standards and proficiency requirements as established by agency policy.*

PAROLE SERGEANT

EDUCATION AND EXPERIENCE: *Graduation from a Nevada POST approved law enforcement academy with at least a Category II Peace Officer certification and three years of law enforcement experience, two years of which were at the journey level; OR two years of experience as a Parole Agent II in Nevada State service; OR an equivalent combination of education and experience. (See Special Requirements and Informational Notes)*

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

Working knowledge of: constitutional laws related to search and seizure, arrest, and legal rights of citizens; investigative techniques and rules of evidence needed to investigate criminal/civil cases; the judicial records system to obtain needed documents. General knowledge of: basic practices of supervision. Ability to: read, understand, interpret, implement and explain State laws pertaining to department and division policies, procedures, and regulations; review reports and forms to detect discrepancies and ensure compliance with policy and procedure; coordinate staff assignments and prioritize tasks; clearly communicate to give direction, provide instruction, and take command in emergency situations; 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: supervisory techniques such as planning, organizing, directing and scheduling work; statistical record keeping and reporting methods; the warrant application process; departmental policy and procedure applicable to law enforcement activities; computer software and applications commonly used in the department. Ability to: train, supervise and evaluate the performance of subordinates according to established principles and practices of personnel management; compile and evaluate statistical data regarding unit activities and services; plan, organize, schedule and coordinate work unit activities.

PAROLE SERGEANT	41	D	13.272
PAROLE AGENT II	39	D	13.273
PAROLE AGENT I	36	D	13.274

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MINIMUM QUALIFICATIONS (cont'd)

PAROLE AGENT II

EDUCATION AND EXPERIENCE: Graduation from a Nevada POST approved law enforcement academy with at least a Category II Peace Officer certification and one year of law enforcement or experience in a police or fire agency; OR one year of experience as a Parole Agent I in Nevada State service; OR an equivalent combination of education and experience. (See Special Requirements and Informational Notes)

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

Working knowledge of: criminal law to include court procedures, laws of arrest, drug enforcement, rules of evidence, search and seizure, and the rights of citizens as required to take appropriate enforcement action, conduct investigations and testify in court; proper English grammar, punctuation, spelling and vocabulary sufficient to complete reports, forms, and other written materials; appropriate use and care of equipment such as firearms, baton, handcuffs, radios, and motor vehicles; investigative principles and techniques required to gather facts and information; basic psychology, human relations/interactions, and body language to assess and select appropriate communication methods when dealing with deviant, emotional, or aggressive behavior; operation of a personal computer and associated business software. General knowledge of: interviewing techniques; functions and practices of various law enforcement and criminal justice agencies; effects and detection of substance abuse; community service organizations and resources. Ability to: conduct all aspects of casework services for an assigned caseload of offenders; coordinate and carry out enforcement activities; operate a motor vehicle under normal and adverse road, weather and traffic conditions; work independently; organize, prioritize/re-prioritize tasks and assignments, often on short notice in both formal and informal environments and potentially hazardous situations; maintain familiarity with assigned geographical area; keep informed and aware of persons and places suspected of illegal activity and/or potential problems; communicate orally and in writing sufficient to enforce laws, investigate incidents/crimes, prepare detailed forms, reports and diagrams, obtain subpoenas and warrants, and testify in court; analyze routine and emergency situations and develop a logical course of action; secure facts by personal contact and observation and checking records; research State statutes concerning criminal offenses; read and interpret laws, regulations and procedures; read blueprints, maps, diagrams and schematics; identify and carry out appropriate enforcement action; communicate effectively with individuals of various social, cultural, economic, and educational backgrounds; establish and maintain positive and effective working relationships with others; coordinate activities with other law enforcement agencies; conduct interviews both in person and by phone to obtain information; organize information and data; work independently and as a part of a team, operate a personal computer to prepare reports and obtain information; provide in-service training to subordinate staff; make public presentations. Skill in: the use of firearms and defensive tactics to meet qualification/certification standards and proficiency requirements established by agency policies; 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: interviewing and investigative techniques. Ability to: independently conduct surveillance activities using appropriate equipment and techniques; research complex technical matters; assist in the development of agency goals, objectives, and operating policy and procedures.

PAROLE AGENT I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of military service or public contact experience which included problem solving and applying policies to specific situations; OR Associate of Arts degree from an accredited college or university in criminal justice, psychology, social work, fire science, or related field and one year of experience as described above; OR Bachelor's degree from an accredited college or university in criminal justice, psychology, sociology, social work, public administration, or related field; OR an equivalent combination of education and experience. (See Special Requirements and Informational Notes)

PAROLE SERGEANT	41	D	13.272
PAROLE AGENT II	39	D	13.273
PAROLE AGENT I	36	D	13.274

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MINIMUM QUALIFICATIONS (cont'd)

PAROLE AGENT I (cont'd)

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

General knowledge of: traffic/public safety laws and practices; proper grammar, punctuation and spelling sufficient to complete written examinations and assignments in the Academy, and prepare reports and written communication required after assignment; operation of computer equipment sufficient to enter, retrieve, and access information. Ability to: calculate solutions to arithmetic and algebra problems as required for successful completion of the accident investigation course; analyze information, problems and objectives; think clearly and logically and apply to problem situations; diagnose situations correctly, think and act quickly, and adopt an effective course of action; understand and follow oral and written instructions/directions; establish and maintain effective interpersonal relations with classmates, instructors, and academy staff.

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

	<u>12.272</u>	<u>12.273</u>	<u>12.274</u>
ESTABLISHED:	7/1/13P 5/10/13PC	7/1/13P 5/10/13PC	7/1/13P 5/10/13PC

Personnel Commission
 May 10, 2013

It is recommended the following class series be created effective July 1, 2013, upon approval by the Legislature.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		12.633	Parole Specialist III	33 B
	NEW		12.634	Parole Specialist II	31 E
	NEW		12.635	Parole Specialist I	29 E

Basis for Recommendation

Governor Brian Sandoval, as a part of his Executive Budget, has recommended the transfer of parole functions from the Department of Public Safety, Division of Parole & Probation, to the Department of Corrections. Using the existing Parole & Probation Specialist series class specification, the Division of Human Resource Management recommends separating out the class and series concepts, minimum qualifications and knowledge, skills and abilities specific to parole-related duties and creating a new class series titled Parole Specialist.

Parole Specialists perform technical duties within the Department of Corrections, Community Services Division, which do not require a peace officer status. Duties include casework services, investigations, tracking and monitoring assigned parolees and referral services. Additionally, incumbents obtain and verify information; prepare and process parolee case files; and monitor offender status. Incumbents are not law enforcement agents and are not POST certified.

Parole Specialist III: Incumbents perform as leadworker in the Pre-Release Unit, Interstate Compact Unit, or similar work unit staffed with a large number of Parole Specialists. They review and monitor complex cases; train and provide guidance to lower level specialists; and prepare statistical reports. In the absence of the supervisor, incumbents review and approve the work of others.

Parole Specialist II: Incumbents work in the Pre-Release Unit, Interstate Compact Unit, or similar work unit in which positions perform professional level duties. In the Pre-Release Unit, incumbents track and monitor a case load of parolees who are currently incarcerated and they process all documentation associated with the release of offenders being paroled. In the Interstate Compact Unit, incumbents track and monitor offenders and process all documentation associated with offenders who have requested permission to reside in a state other than Nevada during their term of parole.

Parole Specialist I: Under the direct supervision of an assigned supervisor, incumbents acquire skills and experience in performing duties outlined in the series concept. This is the entry level in the series, and progression to the next level may occur upon successful completion of the probationary period, meeting the minimum qualifications, and with the recommendation of the appointing authority.

The Division of Human Resource Management worked in conjunction with staff from the Departments of Corrections and Public Safety to create the new series.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PAROLE SPECIALIST III	33	B	12.633
PAROLE SPECIALIST II	31	E	12.634
PAROLE SPECIALIST I	29	E	12.635

SERIES CONCEPT

Parole Specialists perform technical and administrative duties within the Department of Corrections, Community Services Division, which do not require peace officer status. Duties include casework services, investigations, tracking and monitoring assigned parolees and referral services for the assigned unit. Positions in this series obtain and verify information; prepare and process case files and recommend appropriate action; and monitor offender activities. Incumbents are not Peace Officer's Standards and Training (POST) certified and do not perform law enforcement functions such as conducting field inspections of offenders' worksite or residence, conducting surveillance, searches and arrests, or transporting prisoners to court or detention facilities.

Process documentation associated with the release of offenders being paroled, in residential confinement, and residing in a state other than Nevada; review files received from the parole board for required signatures, pre-release plan, criminal history, parole eligibility dates, and the terms and conditions of parole.

Research the criminal and personal history of the offender including the facts surrounding the current offense, special conditions of release involving restitution, drug and alcohol treatment and testing, counseling and/or community service; obtain reporting instructions and transfer offender files to the appropriate location; notify victims prior to release of offenders or of special circumstances as requested; contact law enforcement agencies that have placed a hold on the offender and arrange for parole to the agency's custody; contact service providers such as residential and inpatient programs and arrange for program participation upon release from custody.

Monitor offenders through written correspondence and the telephone; contact family, friends, neighbors, employers, treatment counselors and other law enforcement agencies to ensure the parolee is in compliance with stipulated agreements; establish and monitor compliance with payment plans and renegotiate payments if offender falls in arrears; track actions taken by the parole board; prepare various reports regarding violations of parole, progress or discharge, and monthly case load status; advise and direct offenders to comply with the terms of parole.

Develop and maintain case files for each offender containing legal documents regarding criminal history, parole agreements, monthly reports, correspondence and records which chronologically list contacts with the offender; compile information, present recommendations, and submit various reports and documents to the parole board for review and action after obtaining supervisory approval; audit case files in compliance with agency standards; prepare statistical reports detailing case activity to conform with agency requirements.

Monitor and track hearing dates; provide documentation for hearings; make appearances at hearings and provide testimony as necessary; obtain hearing results and follow up on parole board directives, actions, and recommendations.

Perform related duties as assigned.

PAROLE SPECIALIST III	33	B	12.633
PAROLE SPECIALIST II	31	E	12.634
PAROLE SPECIALIST I	29	E	12.635

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CLASS CONCEPTS

Parole Specialist III: Incumbents at this level perform as leadworker in the Pre-Release Unit, Interstate Compact Unit, or similar work unit staffed with a large number of Parole Specialists. Incumbents spend the preponderance of time on complex cases; train and provide guidance to lower level specialists; prepare statistical reports; and review and approve the work of others during peak workload periods and in the absence of the supervisor.

Parole Specialist II: Incumbents at this level work in the Pre-Release Unit, Interstate Compact Unit, or similar work unit in which positions perform professional level duties but do not require POST certification. In the Pre-Release Unit, incumbents track and monitor a case load of parolees who are currently incarcerated, process all documentation associated with the release of offenders being paroled, and for inmates allowed to reside in Nevada communities under residential confinement supervision. Incumbents do not typically have face-to-face contact with offenders. In the Interstate Compact Unit, incumbents track and monitor offenders and process all documentation associated with offenders who have requested permission to reside in a state other than Nevada during their term of parole. Incumbents typically have telephone contact with the offenders. In these units, incumbents make decisions subject to supervisory review; however, they work independently and must use judgment and initiative to apply general guidelines and regulations to specific situations.

Parole Specialist I: Under the direct supervision of an assigned supervisor, incumbents acquire skills and experience in performing duties outlined in the series concept. This is the entry level in the series, and progression to the next level may occur upon successful completion of the probationary period, meeting the minimum qualifications, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

INFORMATIONAL NOTE:

- * Education above the high school level in criminal justice, law enforcement, social or human services, social or behavioral sciences, public administration or business administration, liberal arts, or related field may be substituted for experience on a year-for-year basis.

PAROLE SPECIALIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, social or behavioral sciences, human or social services, public or business administration, liberal arts, or related field and one year of experience making eligibility determinations, researching and verifying information, maintaining case records, performing casework services in a law enforcement, social or behavioral services environment; OR graduation from high school and five years of progressively responsible administrative or technical program support experience, three years of which included making eligibility determinations, researching and verifying information, maintaining case records, performing casework services in a law enforcement, social or behavioral services environment; OR one year of experience as a Parole Specialist II in Nevada State

PAROLE SPECIALIST III	33	B	12.633
PAROLE SPECIALIST II	31	E	12.634
PAROLE SPECIALIST I	29	E	12.635

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MINIMUM QUALIFICATIONS (cont'd)

PAROLE SPECIALIST III (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

service; **OR** an equivalent combination of education and experience. (See Special Requirement and Informational Note)

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

Working knowledge of: techniques used to conduct extensive research into client or offender criminal, employment and/or income history; English composition skills sufficient to prepare comprehensive reports and recommendations; correct English usage, grammar, spelling and punctuation. General knowledge of: appropriate courtroom behavior. Ability to: provide guidance and train new and lower level staff; 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: division policies and procedures as applied to the assignment; interstate compact process. Ability to: understand, interpret and apply policies and procedures required of the program assignment; objectively investigate and review information in accordance with federal regulations and State laws; independently determine the nature of investigations; understand technical terms, abbreviations and phrases used in law enforcement and legal records; read and evaluate law enforcement documents to determine the appropriate course of action.

PAROLE SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in criminal justice, social or behavioral sciences, human or social services, public or business administration, liberal arts, or a related field; **OR** graduation from high school or equivalent education and four years of progressively responsible administrative or technical program support experience, two years of which included interviewing and providing guidance, explaining rules, regulations and eligibility criteria equivalent to an Administrative Assistant III in Nevada State service. One year of the experience must have included working with clients or individuals in a law enforcement, social or behavioral services environment; **OR** one year of experience as a Parole Specialist I in Nevada State service; **OR** an equivalent combination of education and experience. (See Special Requirement and Informational Note)

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

Working knowledge of: techniques used to maintain detailed information concerning cases; methods and techniques of interviewing, advising and providing guidance to others; confidentiality rules and regulations; functions and purpose of the parole and probation system. General knowledge of: criminal and administrative law and criminal procedure; legal procedures sufficient to prepare relevant documentation and testimony for the Parole Board; functions and jurisdiction of law enforcement agencies, related criminal justice and service entities. Ability to: apply casework principles and practices; read, interpret and evaluate client history from records and information system files; act decisively on administrative actions by recording and transmitting information in an authoritative and professional manner; read, interpret and evaluate various criminal statutes; evaluate financial information and make appropriate recommendations as required; calculate payments, arrearages,

PAROLE SPECIALIST III	33	B	12.633
PAROLE SPECIALIST II	31	E	12.634
PAROLE SPECIALIST I	29	E	12.635

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MINIMUM QUALIFICATIONS (cont'd)

PAROLE SPECIALIST II (cont'd)

compile statistical data; read and understand violations of parole agreements, directives, parole board orders, and act in accordance with prescribed policies and procedures; provide testimony before hearing boards, communicate Parole Board orders, and division policies and procedures; prepare a variety of forms and reports according to established policies and procedures; 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: department and division policy, procedure, and directives related to the assignment; Nevada criminal justice system including court processes and systems; computer systems and programs used by the division. Ability to: effectively manage assigned workload with minimal supervision; carry out multiple tasks and assignments in a timely manner; make appropriate casework decisions.

PAROLE SPECIALIST I

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and three years of progressively responsible administrative or technical program support experience, one year of which included interviewing and providing guidance, explaining rules, regulations and eligibility criteria equivalent to an Administrative Assistant III in Nevada State service; OR an equivalent combination of education and experience. (See Special Requirement and Informational Note)*

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

Working knowledge of: methods and techniques of interviewing, advising and providing guidance to others; techniques used to maintain detailed information; methods and techniques used to research and confirm information from a variety of sources. General knowledge of: criminal justice system; confidentiality rules and regulations. Ability to: write and prepare concise, logical, and grammatically correct reports and written materials; read, interpret, apply, and explain rules and regulations to others; communicate effectively both orally and in writing; interview individuals to obtain and verify information; secure facts by personal contacts and researching/verifying records; establish and maintain effective working relationships; maintain records and files including recording and retaining information in chronological order; use modern office equipment including computers and applicable software; make decisions within established limits of authority; evaluate historical data and current information in order to reach logical conclusions.

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

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

	<u>12.633</u>	<u>12.634</u>	<u>12.635</u>
ESTABLISHED:	7/1/13P 5/10/13PC	7/1/13P 5/10/13PC	7/1/13P 5/10/13PC

FOR DISCUSSION AND POSSIBLE ACTION

At the request of the Department of Public Safety, the Division of Human Resource Management made revisions to the class specification relevant to pilot duties. The following classes are recommended to be revised effective May 10, 2013.

CURRENT				PROPOSED			
CODE	TITLE	GRADE/EEO-4		CODE	TITLE	GRADE/EEO-4	
13.205	DPS Sergeant	41	D	13.205	DPS Sergeant	41	D
13.206	DPS Officer II	39	D	13.206	DPS Officer II	39	D
13.207	DPS Officer I	36	D	13.207	DPS Officer I	36	D

Basis for Recommendation

The Department of Public Safety has requested revisions to the class concepts for the DPS Sergeant/DPS Officer series. As a result of a June, 2012 audit of the flight program, it was determined pilot duties at the classification level of Sergeant was no longer necessary. Therefore, the pilot duties at the DPS Sergeant level, which is a supervisory level, have been removed from the Highway Patrol Division Benchmark Descriptions and piloting duties have been added to the DPS Officer II level class concepts.

Currently the DPS Sergeant, pilot option, coordinates and administers the division's air enforcement and safety program for the northern or southern region and supervises and evaluates the performance of assigned staff. The Department of Public Safety is the only agency currently using this class specification and management believes these revisions are appropriate.

13.205 - DPS Sergeant, Grade 41: incumbents supervise subordinate law enforcement officers in an assigned division within the department. Incumbents may also be assigned to administrative duties including, but not limited to, Pre-release, Interstate Compact, Fugitive Apprehension, Field Operations, Planning and Research, and Support Services. Supervisory duties include developing work performance standards; evaluating employee performance; identifying training needs and providing guidance; scheduling, assigning and reviewing work; reviewing records, reports and statistics for conformance to established policies, procedures, regulations and formats; and initiating or implementing counseling and discipline as required. Assignments at this level vary widely, depending upon the division to which assigned.

13.206 – DPS Officer II, Grade 39: Incumbents Perform a variety of law enforcement duties in the Highway Patrol or Parole & Probation divisions; serve as a first-line supervisor in the Capitol Police Division and perform foot and vehicular patrol of State properties; or conduct complex and special investigations in the Investigations Division, State Fire Marshal's Office, Major Accident Investigation Team, or the State's Fusion Centers. In conjunction with performing law

enforcement duties within the Nevada Highway Patrol, qualified incumbents may also pilot single-engine fixed-winged aircraft for law enforcement purposes.

13.207 – DPS Officer I, Grade 36: Incumbents are trained in a law enforcement academy to perform law enforcement duties. Upon successful graduation from the academy, incumbents either work under supervision as a trainee within the Divisions of Highway Patrol, Parole & Probation, Investigations, or the State Fire Marshal's Office; or, Work under general supervision in the Capitol Police Division at the journey level.

POSTING #: 07-13
Effective: 03-26-2013

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
13.205	DPS Sergeant	41 D	13.205	DPS Sergeant	41 D
13.206	DPS Officer II	39 D	13.206	DPS Officer II	39 D
13.207	DPS Officer I	36 D	13.207	DPS Officer I	36 D

EXPLANATION OF CHANGE

The Department of Public Safety has requested revisions to the class concepts for the DPS Sergeant and DPS Officer series. As a result of a June, 2012 audit of the flight program, it was determined a Sergeant was no longer necessary. Therefore, the pilot duties at the DPS Sergeant level, which is a supervisory level, have been removed and piloting duties have been added to the DPS Officer II level.

Currently the DPS Sergeant, pilot option, coordinates and administers the division's air enforcement and safety program for the northern or southern region and supervises and evaluates the performance of assigned staff. The Department of Public Safety is the only agency currently using this class specification and management believes these revisions are appropriate.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DPS SERGEANT	41*	D	13.205
DPS OFFICER II	39*	D	13.206
DPS OFFICER I	36*	D	13.207

SERIES CONCEPT

DPS Officers perform a variety of law enforcement and public safety functions within the Department of Public Safety (DPS). Assignments vary widely and incumbents are assigned to various divisions within the department including the Nevada Highway Patrol, State Fire Marshal's Office, Investigations, Parole & Probation, and Capitol Police. All positions in this series are trained peace officers in accordance with requirements established by the Commission on Peace Officer Standards and Training (P.O.S.T.). Allocation of positions to various levels within the series is based on the nature and complexity of the assignment; the depth of knowledge in specialized areas of law enforcement and public safety; supervisory responsibility; and level of independence.

Obtain and verify facts and statements regarding incidents; weigh facts impartially and accurately; conduct interviews and collect evidence and information as required in the course of law enforcement and administrative and regulatory activities; recognize, develop and secure evidence for orderly presentation in a court of law and/or Parole Board; prepare cases for court and testify as required.

Obtain and serve legal documents such as subpoenas, affidavits, and arrest, search and administrative warrants; perform extraditions as assigned; write routine and specialized reports; document work activities and maintain related records.

Operate and maintain a variety of public safety equipment including tools, weapons, protective gear and vehicles applicable to the specific assignment.

Respond to emergency situations, accidents, incidents and crime scenes; develop a logical course of action; identify hazards and provide assistance and protection as required and trained.

Conduct surveillance activities utilizing appropriate equipment and techniques applicable to the assignment.

Work cooperatively with staff in other public safety agencies, government officials, judicial system staff and the general public; refer victims and witnesses to community services and resources as appropriate; make presentations to community groups to provide information and raise awareness of public safety issues, problems and services.

Provide guidance and informal training to peers and subordinate staff as needed; and provide input in the development of laws, regulations, and procedures.

Perform related duties as assigned.

***Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention**

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DPS OFFICER I	36	D	13.207

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CLASS CONCEPTS

DPS Sergeant: Under general direction, incumbents typically supervise subordinate law enforcement officers in an assigned division within the department. Incumbents may also be assigned to administrative duties including, but not limited to, Pre-release, Interstate Compact, Fugitive Apprehension, Field Operations, Planning and Research, and Support Services. Supervisory duties include developing work performance standards; evaluating employee performance; identifying training needs and providing guidance; scheduling, assigning and reviewing work; reviewing records, reports and statistics for conformance to established policies, procedures, regulations and formats; and initiating or implementing counseling and discipline as required. Assignments at this level vary widely, depending upon the division to which assigned, and examples are provided in the Benchmark Descriptions.

DPS Officer II: Incumbents at this level work under limited supervision and either:

- 1) Perform a variety of law enforcement duties in the Highway Patrol or Parole & Probation divisions. Incumbents enforce laws, codes, regulations, ordinances, and standards applicable to the assignment; read and interpret technical materials and documents to ensure enforcement activities are in compliance with the law; arrest criminal offenders and maintain appropriate use of force to subdue violators in accordance with current Use of Force training standards described in department policy and P.O.S.T. requirements. This is the journey level for positions assigned within Divisions of Highway Patrol or Parole & Probation; or
- 2) Serve as a first-line supervisor in the Capitol Police Division and perform foot and vehicular patrol of State properties. Incumbents supervise daily operations by planning, organizing and monitoring field operations and assigning work schedules; evaluate employee performance; review and approve or reject officers' written reports; assist management in developing and interpreting new or existing regulations, policies, and procedures; ensure officers receive proper training by identifying training needs; develop and present training classes; and prepare statistics and reports. This is the supervisory level for the Capitol Police Division; or
- 3) Conduct complex and special investigations in the Investigations Division, State Fire Marshal's Office, Major Accident Investigation Team, or the State's Fusion Centers. These positions are assigned complex investigative responsibilities that require additional experience and expertise and warrant a salary adjustment of 5% in addition to the established grade level for this class. Specific duties assigned to these positions are described in the Benchmark Descriptions; or
- 4) *Pilot single-engine fixed-winged aircraft for enforcement of the federally mandated National Maximum Speed Limit (NMSL) and coordinate the selection of speed monitoring sites; and perform pre-flight and post-flight inspections of division aircraft pursuant to Federal Aviation Administration (FAA) regulations, in conjunction with law enforcement duties within the Highway Patrol division.*

DPS Officer I: Incumbents at this level are trained to perform law enforcement duties in a law enforcement academy. The instruction and training is provided in a formal classroom setting and in practical field exercises. Academy staff review and evaluate each cadet's class participation, coursework, assignments, and written performance examinations. Upon successful graduation from the academy, incumbents either:

- 1) Work under supervision as a trainee within the Divisions of Highway Patrol, Parole & Probation, Investigations, or the State Fire Marshal's Office. Incumbents receive training in the duties described in the series concept and may progress to the next level upon meeting minimum qualifications and with approval of the appointing authority; or

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CLASS CONCEPTS (cont'd)

DPS Officer I (cont'd)

- 2) Work under general supervision in the Capitol Police Division at the journey level. Incumbents perform foot and vehicular patrol of State owned and leased property; check for unsecured doors and windows, vandalism, water leaks, and safety hazards; administer first aid in emergencies and/or call emergency personnel; patrol the Governor's Mansion and adjacent grounds and investigate suspicious circumstances or persons in the area. Additionally, some positions are assigned to a 24-hour desk operation where they receive and relay information to on-duty officers; maintain a daily incident log; operate a two-way radio base station; answer incoming calls to the Governor's Mansion and screen for threatening, obscene or harassing callers; and provide the public with general information and assistance in locating public buildings. For positions assigned to the Capital Police Division, there is no automatic progression to DPS Officer II.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid Nevada Class C driver's license is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment must submit to a pre-employment screening for controlled substances.
- * Some positions are subject to call-out or call-back.
- * Some positions require statewide travel.
- * Some positions require work on evenings, weekends, and/or holidays.
- * Applicants [~~for DPS Sergeant,~~] **performing** Pilot **duties** must possess: 1) a valid FAA commercial pilot's license with single-engine land and instrument ratings; 2) a valid FAA second-class medical certificate; 3) a current Cardiopulmonary Resuscitation Certificate; 4) a minimum of 1000 flight hours logged (100 logged within the last twelve calendar months) as pilot-in-command of a single-engine, fixed winged, land aircraft.

INFORMATIONAL NOTES:

- * Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Incumbents must pass the Peace Officer Standards & Training (P.O.S.T.) fitness test and possess the physical and mental abilities to perform the essential functions of the position as a condition of continuing employment.
- * Incumbents must meet firearms qualification/certification standards and proficiency requirements as established by agency policy.
- * DPS Sergeants and DPS Officer II's, as a condition of continuing employment with the State Fire Marshal's Office, must successfully complete the National Fire Academy's Arson Investigation course (R205) or an approved equivalent course within one year of appointment.
- * Some DPS Officer II and DPS Sergeant positions are granted a salary adjustment of 5% for complex investigative responsibilities or the supervision of DPS Officer II's performing complex investigations that require additional experience and expertise. These positions will be identified at the time of recruitment and are assigned to the Investigations Division, State Fire Marshal's Office, Major Accident Investigation Team, and the State's Fusion Centers. Specific duties assigned to DPS Officer II positions are described in the Benchmark Descriptions.

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MINIMUM QUALIFICATIONS (cont'd)

DPS SERGEANT

EDUCATION AND EXPERIENCE: Completion of a Category I Peace Officer Nevada P.O.S.T. approved law enforcement academy and three years of law enforcement experience, two years of which were at the journey level; **OR** two years of experience as a DPS Officer II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Notes)*

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

Working knowledge of: constitutional laws related to search and seizure, arrest, and legal rights of citizens; investigative techniques and rules of evidence needed to investigate criminal/civil cases; the judicial records system to obtain needed documents. **General knowledge of:** basic practices of supervision. **Ability to:** read, understand, interpret, implement and explain State laws pertaining to department and division policies, procedures, and regulations; review reports and forms to detect discrepancies and ensure compliance with policy and procedure; coordinate staff assignments and prioritize tasks; clearly communicate to give direction, provide instruction, and take command in emergency situations; *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: supervisory techniques such as planning, organizing, directing and scheduling work; statistical record keeping and reporting methods; the warrant application process; departmental policy and procedure applicable to law enforcement activities; computer software and applications commonly used in the department. **Ability to:** train, supervise and evaluate the performance of subordinates according to established principles and practices of personnel management; compile and evaluate statistical data regarding unit activities and services; plan, organize, schedule and coordinate work unit activities.

DPS OFFICER II

EDUCATION AND EXPERIENCE: Graduation as a Category I Peace Officer from a Nevada P.O.S.T. approved law enforcement academy and one year of law enforcement or experience in a police or fire agency; **OR** one year of experience as a DPS Officer I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Notes)*

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

Working knowledge of: criminal law to include court procedures, laws of arrest, drug enforcement, rules of evidence, search and seizure, and the rights of citizens as required to take appropriate enforcement action, conduct investigations and testify in court; proper English grammar, punctuation, spelling and vocabulary sufficient to complete reports, forms, and other written materials; appropriate use and care of equipment such as firearms, baton, handcuffs, radios, and motor vehicles; investigative principles and techniques required to gather facts and information; basic psychology, human relations/interactions, and body language to assess and select appropriate communication methods when dealing with deviant, emotional, or aggressive behavior; operation of a personal computer and associated business software. **General knowledge of:** interviewing techniques; functions and practices of various law enforcement and criminal justice agencies; effects and detection of substance abuse; community service organizations and resources. **Ability to:** maintain familiarity with assigned geographical area including highways, landmarks, buildings and topography; keep informed and aware of persons and places suspected of illegal activity and/or potential problems; communicate orally and in writing sufficient to enforce laws, investigate accidents/incidents/crimes, prepare detailed forms, reports and diagrams, obtain subpoenas and warrants, and testify in court; analyze routine and emergency situations and develop a logical course of action; operate a motor vehicle under normal and adverse road, weather and traffic conditions; secure facts by personal contact and observation and checking records; read and interpret laws, regulations and procedures; read

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MINIMUM QUALIFICATIONS (cont'd)

DPS OFFICER II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

blueprints, maps, diagrams and schematics; identify and carry out appropriate enforcement action; communicate effectively with individuals of various social, cultural, economic, and educational backgrounds; establish and maintain positive and effective working relationships with others; coordinate activities with other law enforcement agencies; conduct interviews both in person and by phone to obtain information; organize information and data; work independently and as a part of a team, operate a personal computer to prepare reports and obtain information; provide in-service training to subordinate staff; make public presentations. **Skill in:** the use of firearms and defensive tactics to meet qualification/certification standards and proficiency requirements established by agency policies; *and all knowledge, skills and abilities required at the lower level. *See benchmark descriptions for additional knowledge, skills and abilities for specialized assignments.*

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

Working knowledge of: interviewing and investigative techniques. **Ability to:** independently conduct surveillance activities using appropriate equipment and techniques; research complex technical matters; assist in the development of agency goals, objectives, and operating policy and procedures.

DPS OFFICER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of military service or public contact experience which included problem solving and applying policies to specific situations; **OR** Associate of Arts degree from an accredited college or university in criminal justice, psychology, social work, fire science, or related field and one year of experience as described above; **OR** Bachelor's degree from an accredited college or university in criminal justice, psychology, sociology, social work, public administration, or related field; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Notes)*

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

General knowledge of: traffic/public safety laws and practices; proper grammar, punctuation and spelling sufficient to complete written examinations and assignments in the Academy, and prepare reports and written communication required after assignment; operation of computer equipment sufficient to enter, retrieve, and access information. **Ability to:** calculate solutions to arithmetic and algebra problems as required for successful completion of the accident investigation course; analyze information, problems and objectives; think clearly and logically and apply to problem situations; diagnose situations correctly, think and act quickly, and adopt an effective course of action; understand and follow oral and written instructions/directions; establish and maintain effective interpersonal relations with classmates, instructors, and academy staff.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for DPS Officer II.)

BENCHMARK DESCRIPTIONS

The following benchmark descriptions are representative examples of specialized assignments in several user agencies, but they are not intended to be all-inclusive. Allocation of new or existing positions not described below must be determined by a review of the nature and complexity of work performed; the knowledge, skills

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BENCHMARK DESCRIPTIONS (cont'd)

and abilities required; independence/supervision received; scope of responsibility/consequence of error; authority to take action/decision-making; and personal contacts necessary to complete work.

DPS SERGEANT

- 1) **Parole & Probation Division** - Either manage a rural satellite office or act as a first-line supervisor for subordinate staff and conduct initial review of reports and case logs; monitor casework activities; ensure conformance with federal, State and division requirements, and endorse fair and equitable treatment to criminal defendants, offenders under supervision, and victims of crime; and secure or provide proper training and direction to staff. Establish internal controls of staff activities; implement training for assigned staff in the areas of supervision, enforcement techniques, report writing, policy and procedure, records management, classification, case management and related functions; and provide direction regarding referral services, educational programs and job services so that parole and probation agreements and the needs of the offender are met.

- 2) **Highway Patrol Division**

~~[Pilot—Coordinate and administer the division's air enforcement and safety program for the northern or southern region; pilot single engine fixed winged aircraft for enforcement of the federally mandated National Maximum Speed Limit (NMSL) and coordinate the selection of speed monitoring sites; formulate detailed objectives for the air operation program; prepare the regional aircraft operating budget for submission to the Federal Projects Coordinator; perform pre flight and post flight inspections of division aircraft pursuant to Federal Aviation Administration (FAA) regulations; establish and direct a comprehensive public information program regarding the NHP air enforcement and public safety programs; develop course outlines, lesson plans, and minimum training standards for certification and re-certification of officers designated as airborne traffic observers, and provide classroom and on-the-job instruction and training; supervise and evaluate the performance of staff as assigned.]~~

Traffic or Commercial Operations – Supervise traffic or hazardous materials enforcement activities; assign work schedules, evaluate the performance of subordinate staff, complete employee development reports, and when appropriate, recommend disciplinary action or commendation. Administer training needs by determining specific needs, recommending curriculum and presenting training classes. Collect traffic data to identify traffic problem areas and devise corrective plans, or audit commercial carrier records and reports to ensure compliance with established laws and regulations.

DPS SERGEANT - COMPLEX & SPECIAL INVESTIGATIONS

Sergeant positions supervising DPS Officers performing complex investigations are granted a salary adjustment of +5% for supervising complex operations and investigative activities; establishing protocols, training and guidelines for complex investigations and when inter-agency involvement exists; and auditing case files to determine accuracy and quality of investigations. These positions train, supervise and evaluate the performance of subordinate officers and are located in the State's Fusion Centers, Major Accident Investigation Team, Investigations Division and State Fire Marshal's Office.

DPS OFFICER II

- 1) **Parole & Probation Division** - Supervise parolees and probationers who present varying degrees of individual needs and risk to the community, with the primary focus on protection of the community and successful compliance with the terms and conditions of parole or probation. Incumbents apply a risk-based classification system to assess and review offenders in accordance with the needs of the offender

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BENCHMARK DESCRIPTIONS (cont'd)

DPS OFFICER II (cont'd)

Parole & Probation Division (cont'd)

and the best interest of the community, establish supervision levels, develop case plans that address the needs of the offender, and perform casework services.

Conduct restitution or other administrative investigations; research criminal and personal history of offender, facts and conditions surrounding the current and/or previous offenses, drug or alcohol treatment, counseling and/or community service, and make recommendations regarding sentencing, parole or probation, and stipulated conditions of agreements.

Collect restitution and supervision fees; conduct drug/alcohol testing; conduct unannounced visits to offender's home, job site or various other locations; contact family, friends, employers, counselors and other law enforcement agencies to ensure parolee or probationer is in compliance with rules of supervision; work with employers to develop job training programs; refer clients to services or activities to facilitate social adjustment and prevent further criminal acts or technical violations of conditions of parole or probation.

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

Ability to: conduct all aspects of casework services for an assigned caseload of offenders; coordinate and carry out enforcement activities; work independently; organize, prioritize/re-prioritize tasks and assignments, often on short notice in both formal and informal environments and potentially hazardous situations; use word processing software proficiently to prepare detailed reports; research State statutes concerning criminal offenses.

- 2) **Highway Patrol Division** - Enforce federal, State and local laws and regulations on the public highways and on all property to which the general public has access, with the primary focus on accident reduction programs. DPS Officers investigate accidents within the NHP's jurisdiction and criminal violations on public highways according to established procedures and assist other agencies as needed or requested. In addition, incumbents assist in coordinating and directing initial emergency operations at the scene of hazardous materials accidents and incidents using training, experience and discretion to ensure the safety of the general public. Some positions are assigned to commercial vehicle inspection and enforcement of emission control laws and regulations.

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

Working knowledge of: federal, State and local laws governing traffic enforcement, motor vehicle registration, hazardous material licensing and commercial vehicles; patrol methods and procedures necessary for the prevention or reduction of traffic accidents. **Ability to:** patrol the public highways of the State, investigate accidents/incidents, and take appropriate enforcement action; follow traffic enforcement procedures such as pre-stop observation, violator contact, violator safety and use of force with combative persons, to initiate traffic stops and make arrests.

- 3) **Capitol Police** - Serve as first-line supervisor in the Capitol Police Division and perform foot and vehicular patrol of State properties. Incumbents supervise daily operations by planning, organizing and monitoring daily field operations and assigning work schedules; review and approve or reject officers' written reports; assist management in developing and interpreting new or existing regulations, policies and procedures; ensure officers receive proper training by identifying training needs; develop and present training classes; and prepare statistics and reports.

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BENCHMARK DESCRIPTIONS (cont'd)

DPS OFFICER II - COMPLEX & SPECIAL INVESTIGATIONS: (See Informational Notes)

- 1) **Investigations Division** - Investigate complex crimes including, but not limited to, homicides, sexual assault, drug trafficking, drug diversion, clandestine laboratories, and unidentified deceased or missing persons. Incumbents perform overt/covert activities utilizing surveillance technology, have direct interaction with suspects, collect criminal intelligence, and manage confidential sources of information.
- 2) **State Fire Marshal's Office** - Conduct complex investigations involving structure, vehicle and wildland fire; explosives, pyrotechnics, environmental and regulatory issues; participate on a local, State or federal team or task force to conduct enforcement and interdiction activities involving commercial trucking, environmental crimes, hazardous materials, explosives and pyrotechnics or controlled substances as specified by the State Fire Marshal. Incumbents perform overt/covert activities utilizing surveillance technology, collect criminal intelligence, manage confidential sources of information and serve as field training officer as assigned.

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

Detailed knowledge of: fire prevention principles; fire investigation and arson detection principles and techniques; National Fire Protection Association codes and standards; International Fire Code; International Building Code; federal and State regulations related to fire and life safety, building construction and materials. **Working knowledge of:** civil and criminal court procedures. **General knowledge of:** criminal laboratory procedures and capabilities. **Ability to:** independently investigate small fires; perform standard mathematical computations to include basic algebra and geometry; research complex technical matters, analyze information and identify key patterns, problems and objectives; communicate effectively under demanding conditions.

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

Ability to: effectively manage investigations of large and/or complex fires resulting in criminal charges.

- 3) **Major Accident Investigation Team** - Investigate/reconstruct complex traffic collisions resulting in fatality and/or serious injury with the potential for prosecution, and collisions determined to be high profile, to the extent and detail necessary to determine causation, contributing factors, and provide for successful prosecution as necessary. Incumbents maintain investigative/reconstruction expertise through training and certification requirements; follow investigative protocols or memorandums of understanding as guidelines for investigating collisions when inter-agency involvement exists; and develop and maintain a division-wide database of statistical information related to collisions.

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

Working knowledge of: recognized investigative principles and practices; interviewing and interrogation techniques; illicit and prescription controlled substance drug enforcement; crime scene processing, documentation and preservation; evidence management including identification, collection and preservation. **Ability to:** develop evidence for orderly presentation in a court of law; testify effectively in court; maintain equanimity in the face of resistance, indifference or hostility; research and obtain needed information or documents required to substantiate or negate suspected criminal violations; independently conduct surveillance activities utilizing appropriate equipment and techniques, within the confines of case law and State and federal law; independently conduct a variety of investigative functions and follow through with minimal direction; prioritize assignments with changing workloads and deadlines.

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BENCHMARK DESCRIPTIONS (cont'd)

DPS OFFICER II - COMPLEX & SPECIAL INVESTIGATIONS: *(See Informational Notes)*

3) **Major Accident Investigation Team** (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: agency policy and procedure related to the mission of the department, including identifying, establishing and articulating elements of a crime necessary for prosecution; advanced or specialized analytical investigative techniques to perform complex or difficult case assignments with minimal supervision or direction; criminal laboratory procedures, capabilities and limitations. **Ability to:** work in a covert manner to gain the confidence of others, reason persuasively, and take appropriate action; draw, utilize and account for divisional monies (cash) with regard to purchasing/attainment of evidence through "undercover buys," informant rewards and investigative expenses; identify and minimize safety hazards in regard to crime scenes.

4) **State Fusion Centers** - Investigate and pursue offenders who commit crimes of violence; conduct interdiction of criminal offenses conducted on the interstates, highways and byways; investigate the manufacture, delivery, transportation, and sales of illegal drugs, narcotics and weapons; pursue and investigate sex offenders and fugitives; work in conjunction with other law enforcement entities in response to domestic or international terrorism; and seize for forfeiture the assets of violators of controlled substance laws or criminal enterprises. Incumbents are assigned to the All Threats/All Crimes Task Force (ATAC) in the Highway Patrol Division and provide investigatory response to the Fusion and Intelligence Centers in Nevada, nationally and internationally.

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.

	<u>13.205</u>	<u>13.206</u>	<u>13.207</u>
ESTABLISHED:	1/1/61	1/1/61	7/1/91P 10/19/90PC
REVISED:		4/1/69	
REVISED:	4/1/70		
REVISED:	6/29/73		
REVISED:		7/1/75	
REVISED:	10/16/75		
REVISED:		2/26/76	
REVISED:		5/28/76	
REVISED:		6/29/78-3	
REVISED:	8/15/78-3	8/15/78-3	
REVISED:		10/11/79-3	
REVISED:	10/24/80		
REVISED:	3/25/81-3		
REVISED:	5/7/82-3		
REVISED:	7/1/82P	7/1/82P	
REVISED:	6/11/82PC	6/11/82PC	
REVISED:		12/7/84	
REVISED:	7/18/86-3	7/18/86-3	
REVISED:	1/30/87-3		
REVISED:	4/14/87-3		
REVISED:	8/6/87-3	8/6/87-3	
REVISED:	6/9/89PC	6/9/89PC	

DPS SERGEANT
DPS OFFICER II
DPS OFFICER I

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	<u>13.205</u>	<u>13.206</u>	<u>13.207</u>
REVISED:	7/1/89LG	7/1/89LG	
REVISED:	7/1/91P	7/1/91P	
	10/19/90PC	10/19/90PC	
REVISED:		8/23/91-3	
REVISED:	11/15/91PC	11/15/91PC	11/15/91PC
REVISED:		7/13/94UC	7/13/94UC
REVISED:	7/1/95LG	7/1/95LG	7/1/95LG
REVISED:		12/4/95UC	12/4/95UC
REVISED:		10/19/00UC	10/19/00UC
REVISED:	3/29/01UC		
REVISED:	7/1/01LG	7/1/01LG	7/1/01LG
REVISED:	7/1/05P	7/1/05P	7/1/05P
	3/25/05PC	3/25/05PC	3/25/05PC
REVISED:	7/1/05LG		
REVISED:	9/29/06UC	9/29/06UC	9/29/06UC
REVISED:	10/1/07LG	10/1/07LG	10/1/07LG
REVISED:	3/5/09R	3/5/09R	
	6/4/09UC	6/4/09UC	
REVISED:	5/10/13PC	5/10/13PC	

REPORT OF CLASSIFICATION CHANGES NOT REQUIRING PERSONNEL
COMMISSION APPROVAL

Attached is a report of changes made to the classification plan pursuant to NRS 284.160, sections 4 through 6 which reads as follows:

- “4. The classification plan and changes therein are subject to approval by the Commission, except that the Administrator may make a change in the classification plan without the prior approval of the Commission if:
- (a) The Administrator deems it necessary for the efficiency of the public service;
 - (b) The change is not proposed in conjunction with an occupational study; and
 - (c) The Administrator, at least 20 working days before acting upon the proposed change:
 - (1) Provides written notice of the proposal to each member of the Commission, to all departments and to any head of an employees' organization who requests notice of such proposals; and
 - (2) Posts a written notice of the proposal in each of the principal offices of the Division.
- Any occupational study conducted by the Division in connection with the preparation, maintenance or revision of the classification plan must be approved by the Commission.
5. If no written objection to the proposed change to the classification plan is received by the Administrator before the date it is scheduled to be acted upon, the Administrator may effect the change. The Administrator shall report to the Commission any change in the classification plan made without its approval at the Commission's next succeeding regular meeting.
6. If a written objection is received before the date the proposed change is scheduled to be acted upon, the Administrator shall place the matter on the agenda of the Commission for consideration at its next succeeding regular meeting.”

The conditions set forth in these statutes have been met. A copy of the justifications and revised class specifications are on file in the office of the Administrator of the Division of Human Resource Management.

The following changes have been effected:

REPORT OF CLASSIFICATION CHANGES

POSTING #: 06-13
Effective: 03-21-2013

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		7.714	Transportation Technician IV	31 C
7.713	Transportation Technician III	29 C	7.713	Transportation Technician III	29 C
7.715	Transportation Technician II	27 C	7.715	Transportation Technician II	27 C
7.716	Transportation Technician I	25 C	7.716	Transportation Technician I	25 C

EXPLANATION OF CHANGE

In order to recognize supervisory responsibility of lower-level Transportation Technicians which has been assigned to two Transportation Technician III positions within the Traffic Information Office, the Nevada Department of Transportation has requested that the Division of Human Resource Management establish a fourth level in the Transportation Technician series. The Transportation Technician IV provides work direction, work review, and evaluates assigned staff of at least four Transportation Technician II's and/or III's. Incumbents determine when special studies can be performed including manual counts, turn movements, stop delays and any other special studies that need to be completed. Additionally, the incumbents coordinate, communicate and provide technical assistance as required to State, county/city agencies, consultants and private contract personnel; review construction plan sheets; and make site visits to ensure correct location placement of traffic data collection sensors on construction contracts.

It is recommended that the Transportation Technician IV be allocated at grade 31, to align two grades above the highest level subordinate and to recognize the decision-making authority and consequence of error associated with the class.

During this review, the Division of Human Resource Management worked closely with staff from the Nevada Department of Transportation.

POSTING #: 07-13
Effective: 03-26-2013

CURRENT				PROPOSED			
CODE	TITLE	GRADE/EEO-4		CODE	TITLE	GRADE/EEO-4	
13.205	DPS Sergeant	41	D	13.205	DPS Sergeant	41	D
13.206	DPS Officer II	39	D	13.206	DPS Officer II	39	D
13.207	DPS Officer I	36	D	13.207	DPS Officer I	36	D

EXPLANATION OF CHANGE

The Department of Public Safety has requested revisions to the class concepts for the DPS Sergeant and DPS Officer series. As a result of a June, 2012 audit of the flight program, it was determined a Sergeant was no longer necessary. Therefore, the pilot duties at the DPS Sergeant level, which is a supervisory level, have been removed and piloting duties have been added to the DPS Officer II level.

Currently the DPS Sergeant, pilot option, coordinates and administers the division's air enforcement and safety program for the northern or southern region and supervises and evaluates the performance of assigned staff. The Department of Public Safety is the only agency currently using this class specification and management believes these revisions are appropriate.

POSTING #: 08-13
Effective: 03-26-2013

CURRENT			PROPOSED		
CODE	TITLE	GRADE/ EEO-4	CODE	TITLE	GRADE/ EEO-4
9.354	Chief Pilot – Options A. NDOW (Wildlife) B. NDOT (Transportation)	41 C	9.354	Chief Pilot – Options A. NDOW (Wildlife) B. NDOT (Transportation)	41 C
9.356	Pilot III – Options A. NDF (Forestry) and NDOW B. NDOT	39 C	9.356	Pilot III – Options A. NDF (Forestry) and NDOW B. NDOT	39 C
9.355	Pilot II – Options A. NDF B. NDOW	37 C	9.355	Pilot II – Options A. NDF B. NDOW	37 C
9.359	Pilot I – Options A. DCNR (Conservation & Natural Resources) B. NDOT	36 C	9.359	Pilot I – Options A. DCNR (Conservation & Natural Resources) B. NDOT	36 C

EXPLANATION OF CHANGE

The Nevada Department of Transportation has requested revisions to the minimum qualifications of the Pilot Series. Changes are requested to Chief Pilot, Option B – NDOT and Pilot III, Option B – NDOT to improve recruitment efforts. The agency wants to remove the requirement of having pilot-in-command experience in a Cessna 500 series turbojet aircraft to the more general term of fixed-wing multi-engine turbojet aircraft. This would allow pilots with relevant flight experience in aircraft comparable to the Cessna 500 series to meet the qualifications. The agency is requesting to increase the required flight hours as Pilot III, Option B – NDOT pilot-in-command in fixed-wing multi-engine turbojet or turboprop aircraft from 250 total hours to 500 total hours as directed by Risk Management.

During this review, the Division of Human Resource Management worked with the Nevada Department of Transportation in revising the class specification in the minimum qualifications that are specific to their department and option.

POSTING #: 09-13

Effective: 04-4-2013

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
7.186	Securities Registration Examiner	37 B	7.186	Securities Registration & Licensing Examiner	39 B

EXPLANATION OF CHANGE

The Nevada Secretary of State, Securities Division has requested modification to the Securities Registration Examiner series in order to recognize additional duties assigned to the position due to the elimination of the unclassified Chief of Registration position and the need for the position to be licensed with the Nevada Bar or be eligible for certification pursuant to Supreme Court Rule 49.10.

In consultation with a Subject Matter Expert from the specified division it was determined, as a result of added responsibilities over the licensing function, changes to the duty statements to include responsibility for the management over the licensing of broker/dealers, sales representatives, transfer agents, and investment adviser representatives were necessary.

Requiring this position to possess a Nevada Bar License or be eligible for licensing pursuant to Supreme Court Rule 49.10 regarding the limited practice of attorneys employed in government or as in-house counsel allows for this position to perform its duties with more autonomy. Also, by adding this requirement this position will be able to present cases and matters dealing with licensing or registration to the Administrator, or appear in court on behalf of the Securities Division. Furthermore, this change will allow the Securities Division to have more flexibility in dealing with changing federal laws as they relate to State licensing authority.

As a result of added responsibilities and qualifications it is recommended that the Securities Registration Examiner be re-titled to Securities Registration & Licensing Examiner and be allocated at grade 39.