



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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PERSONNEL COMMISSION

Meeting Notice

DATE: Friday, September 18, 2020

TIME: 9:00 a.m.

This meeting will be held via teleconference only.

Pursuant to Governor Sisolak's March 12, 2020, Declaration of Emergency Directives 026 and 029 the requirement contained in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate is suspended in order to mitigate the possible exposure or transmission of COVID-19 (Corona Virus). Accordingly, anyone planning to participate in the meeting must participate by using the teleconference number.

Meeting materials are available on the Division of Human Resource Management's website at: [http://hr.nv.gov/Boards/Master Meetings Calendar/](http://hr.nv.gov/Boards/Master_Meetings_Calendar/)

Teleconference Access:
Teleconference Number – 877-848-7030
Participant Code – 4277490#

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

Agenda

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

	II.	Public Comment: No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)	
FOR POSSIBLE ACTION	III.	Approval of Minutes of Previous Meeting Dated June 26, 2020.....	4
FOR POSSIBLE ACTION	IV.	Discussion and Approval of Addition of Classes or Positions for Pre-employment Screening for Controlled Substances	9
	A.	The Department of Public Safety requests the addition of the following positions to the list approved for pre-employment screening for controlled substances:	
	1.	Class and positions requested for approval of pre-employment screening for controlled substances:	
		2.210 Administrative Assistant IV; PCNs: 4709-8049, 4709-8050	
		7.649 Program Officer I; PCNs: 4709-8052, 4709-9020, 4709-9021	
		11.134 Fingerprint/Records Examiner II; PCN: 4709-8051	
FOR POSSIBLE ACTION	V.	Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions and Abolishment.....	25
	A.	Library & Archives	
	1.	Subgroup: Library Services	
	a.	4.106 Librarian Series	
	b.	4.116 Library Technician/Assistant Series	
	B.	Fiscal Management & Staff Services	
	1.	Subgroup: Financial	
	a.	7.174 Loan Administration Officer	
	2.	Subgroup: Property Appraisal & Valuation & Acquisition	
	a.	7.415 State Land Agent Series	
	b.	7.425 Supervisor, Centrally Assessed Properties	
	c.	7.426 Supervisor, Locally Assessed Properties	
	d.	7.433 Property Appraiser Series	
	e.	7.434 Utility Valuation Analyst	
	3.	Subgroup: Public Information	
	a.	7.862 Graphic Designer Series	
	C.	Mechanical & Construction Trades	
	1.	Subgroup: Equipment Management, Maintenance & Repair	
	a.	9.311 Highway Equipment Mechanic Specialist	
	b.	9.312 Highway Equipment Mechanic Supervisor Series	
	2.	Subgroup: Graphics & Printing & Reproduction	
	a.	9.708 Duplicating Machine Operator Series	
	b.	9.737 Sign Production Supervisor	

INFORMATIONAL ITEM

VI. Report of Uncontested Classification Plan Changes Not Requiring Personnel Commission Approval per NRS 284.160..... 89

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

Posting: #17-20

6.305 Engineering Technician Series

Posting: #23-20

7.869 Historic Preservation Specialist Series

Posting: #24-20

13.321 Forensic Specialist Series

VII. Discussion and Announcement of Dates for Upcoming Meetings. Next Meeting Scheduled for December 4, 2020.

VIII. Commission Comments

IX. 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)

X. Adjournment

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

Inquiries regarding the items scheduled for this Commission meeting may be made to Michelle Garton at (775) 684-0136 or mgarton@admin.nv.gov.

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

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

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

Nevada Public Notice website: <http://notice.nv.gov>

Division of Human Resource Management website: www.hr.nv.gov

**STATE OF NEVADA
PERSONNEL COMMISSION**

Pursuant to Section 1 of Governor Sisolak's Emergency Directive 006, there was no physical location for this meeting.

**MEETING MINUTES
June 26, 2020
Subject to Commission Approval**

**COMMISSIONERS PRESENT
IN CARSON CITY:**

Ms. Katherine Fox, Chairperson
Ms. Patricia Hurley, Commissioner
Ms. Priscilla Maloney, Commissioner

Ms. Mary Day, Alternate Commissioner, non-voting

**COMMISSIONERS PRESENT
IN LAS VEGAS:**

Mr. Mark Olson, Commissioner
Mr. Andreas Spurlock, Commissioner

Mr. Armen Asherian, Alternate Commissioner, non-voting

STAFF PRESENT IN CARSON CITY:

Mr. Peter Long, Administrator, Division of Human Resource Management (DHRM)
Ms. Michelle Garton, Deputy Administrator, DHRM
Ms. Beverly Ghan, Deputy Administrator, DHRM
Ms. Rachel Baker, Personnel Analyst, DHRM
Ms. Carrie Hughes, Personnel Analyst, DHRM
Ms. Tori Sundheim, Deputy Attorney General, Office of the Attorney General

STAFF PRESENT IN LAS VEGAS:

Ms. Heather Dapice, Supervisory Personnel Analyst, DHRM

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

Chairperson Fox: Called the meeting to order on Friday, June 26, 2020, at approximately 9:00 a.m. She welcomed everyone, noting Alternate Commissioners Mary Day and Armen Asherian were also in attendance.

II. PUBLIC COMMENT

Chairperson Fox: Advised that no vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken under NRS 241.020. She asked if there were any public comments; there were none.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING DATED MARCH 6, 2020 – Action Item

Chairperson Fox: Asked if there were any corrections or changes to be made on the minutes from March 6, 2020. There were none.

MOTION: Moved to approve minutes of the March 6, 2020, meeting.
BY: Commissioner Olson
SECOND: Commissioner Maloney
VOTE: The vote was unanimous in favor of the motion.

IV. DISCUSSION AND APPROVAL OF PROPOSED REGULATIONS CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284 – Action Item

A. LCB File No. R047-20

Section 1. NAC 284.589 Administrative leave with pay.

Michelle Garton: Deputy Administrator of DHRM's Employee & Management Services section stated the proposed amendment to NAC 284.589 Administrative leave with pay is based on an Emergency Regulation signed by Governor Sisolak on March 15, 2020, that addresses the state of emergency he declared on March 12, 2020, due to the COVID-19 pandemic. The intent of the amendment is to expand the authorization of paid administrative leave for State employees in a state of emergency. This regulation includes more flexibility for state offices that did not close and is intended to provide an appointing authority with more flexibility to handle whatever circumstance may arise.

Chairperson Fox: Asked if there were any comments or questions from the Commissioners or the public.

Peter Long: DHRM Administrator clarified the regulation needed to be approved as written.

Michelle Garton: Added that since the Legislative Commission had already approved the regulation in this form, the regulation needed to move forward exactly as written.

MOTION: Moved to approve Item IV-A.
BY: Chairperson Fox
SECOND: Commissioner Olson
VOTE: The vote was unanimous in favor of the motion.

Tori Sundheim: Asked the Commissioners to please state their names for the record when voting.

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

A. The Nevada System of Higher Education, Business Center North, requests the removal of the following classes/positions from the list approved for pre-employment screening for controlled substances:

9.534 Research Aid II; All Wolf Pack Meats PCNs
9.555 Research Aid I; All Wolf Pack Meats PCNs
9.580 Research Technician; All Wolf Pack Meats PCNs

Carrie Hughes: DHRM Personnel Analyst, stated the Nevada System of Higher Education, Business Center North (BCN) is requesting the removal of the requirement of pre-employment screening for controlled substances for the positions listed in Agenda Item V-A. The Department is requesting removal because the positions have been reclassified. Pre-employment screening has been approved for the positions in their new classes.

Chairperson Fox: Asked if there were any further comments or questions from Commissioners or the public. Hearing none, she entertained a motion.

MOTION: Moved to approve Item V-A.
BY: Commissioner Olson
SECOND: Commissioner Hurley
VOTE: The vote was unanimous in favor of the motion.

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

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

9.501 National Guard Range Specialist; PCN: 103

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

9.501 National Guard Range Specialist

Carrie Hughes: The Office of the Military is requesting the addition of the requirement of pre-employment screening for controlled substances for the National Guard Range Specialist position, PCN: 103. The request indicated various reasons, including access to and use of firearms and explosives. If pre-employment screening for controlled substances is approved for this class, DHRM is requesting a change to the class series specification to reflect the approval of pre-employment screening for controlled substances in this class.

Chairperson Fox: Asked if there were any further comments or questions from Commissioners or the public. Hearing none, she entertained a motion.

MOTION: Moved to approve Items V-B-1 and V-B-2.
BY: Commissioner Olson
SECOND: Chairperson Fox
VOTE: The vote was unanimous in favor of the motion.

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

- A. Library & Archives
 1. Subgroup: Archives & Records
 - a. 4.204 State Records Manager/Records Analyst Series
 - b. 4.220 State Archives Manager/Archivist Series
- B. Engineering & Allied
 1. Subgroup: Earth Science
 - a. 6.615 Seismic Data Technician Series
- C. Mechanical & Construction Trades
 1. Subgroup: Equipment Management, Maintenance & Repair
 - a. 9.303 Equipment Superintendent
 - b. 9.309 Equipment Operations Manager

Chairperson Fox: Indicated the Commissioners would hear Items VI-A, VI-B and VI-C and vote on all three together.

Rachel Baker: DHRM Personnel Analyst, Compensation, Classification and Recruitment section, presented recommended changes for the Library & Archives, Archives & Records Subgroup for the State Records Manager/Records Analyst and State Archives Manager/Archivist series. As part of the class specification maintenance review process and upon review by subject matter experts from the State Library, Archives and Public Records and analysts within DHRM, it has been recommended that revisions be made to the Series Concept for Item VI-A-1-a to remove duty statements no longer performed and Knowledge, Skills and Abilities accordingly. It is also recommended that revisions be made to the Minimum Qualifications to maintain consistency with verbiage, formatting and structure. For Item VI-A-1-b, subject matter experts from the State Library, Archives and Public Records and the Nevada System of Higher Education recommended that revisions be made to both the series and class concepts at every level to update duties and reflect technology and industry terms. It is also recommended that both an Informational Note be added and revisions be made to the Education and Experience section of the Minimum Qualifications at every level to allow for additional equivalencies and to maintain consistency with verbiage, formatting and structure.

Heather Dapice: DHRM Supervisory Personnel Analyst, Compensation, Classification and Recruitment section, presented recommended changes to Item VI-B-1-a, Engineering & Allied Occupational Group, Earth Science Subgroup for the Seismic Data Technician series. As part of the classification specification maintenance review process and upon review by subject matter experts from BCN, it was determined that the series and class concepts are consistent with current expectations and no

changes were required. It is recommended that minor revisions be made to the Special Requirements to clarify expectations in the event of an emergency response to an earthquake. In addition modifications were made to the Education and Experience section at every level to clarify experience, establish equivalencies and to maintain consistency with verbiage, formatting and structure.

Rachel Baker: Items VI-C-1-a and VI-C-1-b consist of the Equipment Superintendent and Equipment Operations Manager from the Mechanical & Construction Trades Occupational Group, Equipment Management, Maintenance & Repair Subgroup. Upon review from subject matter experts from the Department of Transportation, it was determined that the Class Concept, Minimum Qualifications, and Knowledge, Skills and Abilities for the Equipment Superintendent are consistent with current expectations; it is recommended that minor revisions be made to the series to maintain consistency with verbiage, formatting and structure. With regard to the Equipment Operations Manager, it is recommended that revisions be made to the Minimum Qualifications to maintain consistency with verbiage, formatting and structure, and to enhance recruitment efforts. We respectfully request the Personnel Commission to approve the recommended changes as presented effective this date.

Chairperson Fox: Hearing no questions entertained a motion.

MOTION: Moved to approve Agenda Item VI.
BY: Commissioner Hurley
SECOND: Chairperson Fox
VOTE: The vote was unanimous in favor of the motion.

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

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

Posting: #9-20
9.549 Meat Plant Manager/Supervisor/Technician Series
Posting: #10-20
10.540 Marijuana Program Inspector Series
Posting: #14-20
12.457 Disability Adjudicator Series
Posting: #15-20
9.501 National Guard Range Specialist
Posting: #16-20
12.416 Vocational Rehabilitation Supervisor/Counselor Series (formerly Rehabilitation Counselor Series)
Posting: #18-20
1.401 Weights & Measures Inspector Series
Posting: #19-20
10.540 Marijuana Program Inspector Series
Posting: #20-20
1.868 Conservation Camp Series
Posting: #21-20
12.378 Family Readiness Specialist Series
Posting: #22-20
12.535 Group Supervisor Series

VIII. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS

Chairperson Fox: Advised the next meeting is scheduled for September 18, 2020, and asked which date was better for DHRM.

Peter Long: Indicated the earlier date of December 4, 2020, would be better since employees may be in a use it or lose it leave situation.

Chairperson Fox: Indicated December 4, 2020, would be the next meeting.

IX. COMMISSION COMMENTS

Commissioner Maloney: Shared her appreciation of DHRM for being so nimble during this difficult time and for all the work they are doing to keep things going forward.

Chairperson Fox: Agreed and thanked the employees who work for the State during this time who were first responders in a variety of ways.

X. PUBLIC COMMENT

Chairperson Fox: Advised that no vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken under NRS 241.020. There were no public comments.

Peter Long: Thanked the Commissioners for their willingness to be accommodating during this time of teleconferencing and non-face-to-face meetings; the Commissioners did a great job handling today's meeting.

Chairperson Fox: Thanked Mr. Long and added DHRM always does an extremely good job and is well organized.

XI. ADJOURNMENT

Chairperson Fox: Thanked everyone and adjourned the meeting.

Personnel Commission Meeting
September 18, 2020

FOR INFORMATION ONLY

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

STATE OF NEVADA

POSITIONS/CLASSES APPROVED FOR PRE-EMPLOYMENT CONTROLLED SUBSTANCE TESTING CHANGES EFFECTIVE JUNE 26, 2020

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

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
1.401	WEIGHTS AND MEASURES INSPECTOR IV	
1.404	WEIGHTS AND MEASURES INSPECTOR III	
1.407	WEIGHTS AND MEASURES INSPECTOR II	
1.410	WEIGHTS AND MEASURES INSPECTOR I	
1.413	WEIGHTS AND MEASURES ASSISTANT (SEASONAL)	
1.608	FIELD ASSISTANT II (PARC)	
1.737	BIOLOGIST I*	AGR - PCN 4600-0025
1.770	WILDLIFE AREA SUPERVISOR II	
1.771	WILDLIFE AREA SUPERVISOR I	
1.772	FISH HATCHERY SUPERVISOR II	
1.774	FISH HATCHERY SUPERVISOR I	
1.776	FISH HATCHERY TECHNICIAN III	
1.778	FISH HATCHERY TECHNICIAN II	
1.780	FISH HATCHERY TECHNICIAN I	
1.785	WILDLIFE AREA TECHNICIAN III	
1.786	WILDLIFE AREA TECHNICIAN II	
1.787	WILDLIFE AREA TECHNICIAN I	
1.811	FORESTER III	
1.812	FIRE MANAGEMENT OFFICER II	
1.813	FORESTER II	
1.814	FIRE MANAGEMENT OFFICER I	
1.816	BATTALION CHIEF	
1.817	CONSERVATION CREW SUPERVISOR III	
1.818	FORESTER I	
1.819	FIREFIGHTER II	
1.820	CONSERVATION CREW SUPERVISOR II	
1.822	FIRE CONTROL DISPATCHER III	
1.823	SEASONAL FIRE CONTROL DISPATCHER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.824	SEASONAL FIRE CONTROL DISPATCHER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.825	CONSERVATION CREW SUPERVISOR I	
1.826	FIRE CONTROL DISPATCHER II	
1.827	FIRE CONTROL DISPATCHER I	
1.828	SEASONAL FIREFIGHTER III*	DCNR-FORESTRY DIVISION - ALL PCNS

1.829	SEASONAL FIREFIGHTER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.831	SEASONAL FIREFIGHTER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.835	HELITACK SUPERVISOR	
1.850	FIRE CAPTAIN	
1.852	FIREFIGHTER I	
1.907	PARKS REGIONAL MANAGER (NON-COMMISSIONED)	
1.912	PARK INTERPRETER	
1.918	LIFEGUARD II	
1.919	LIFEGUARD I	
1.921	PARK RANGER III (NON-COMMISSIONED)	
1.922	PARK RANGER II (NON-COMMISSIONED)	
1.923	PARK RANGER I (NON-COMMISSIONED)	
1.967	PARK SUPERVISOR III (NON-COMMISSIONED)	
1.968	PARK SUPERVISOR II (NON-COMMISSIONED)	
1.969	PARK SUPERVISOR I (NON-COMMISSIONED)	
2.124	MAIL SERVICE SUPERVISOR*	BCN - ALL PCNS
2.126	MAIL SERVICE TECHNICIAN*	BCN - ALL PCNS
2.127	MAIL SERVICE CLERK I*	BCN - ALL PCNS
2.129	MAIL SERVICE CLERK II*	BCN - ALL PCNS
2.153	LEGAL SECRETARY II*	TAXI - PCN 0038
2.210	ADMINISTRATIVE ASSISTANT IV*	DPS - PCNS 3743-0106, 3743-33, 3743-1111, 3743-1112, 4701-0106, 4701-0155, 4701-0706, 4701-0805, 4701-0870, 4709-42, 4709-70, 4709-71, 4709-72, 4709-73, 4709-206, 4709-625, 4709-645, 4709-665, 4709-1004, 4709-1006, 4709-1007, 4709-1009, 4709-8004, 4709-8018, 4709-8031, 4709-8038, 4709-8039, 4709-8040, 4709-8041, 4709-8042, 4709-8043, 4709-9013, 4709-9018, 4709-9019, 4713-0706, 4713-155, 4713-805; TAXI - PCN 0023
2.211	ADMINISTRATIVE ASSISTANT III*	DMV - PCNS RE7015, WF7047; DPS - PCNS 3740-1412, 3743-0028, 3743-5, 3743-15, 3743-17, 3743-32, 3743-34, 3743-60, 3743-61, 3743-62, 3743-64, 3743-65, 3743-1011, 3743-1014, 3743-1017, 3743-1020, 3743-1100, 3743-1101, 3743-1102, 3743-1103, 3743-1104, 3743-1105, 3743-1106, 3743-1107, 3743-1108, 3743-1109, 3744-10, 3744-13, 3744-16, 3744-19, 4702-51, 4702-147, 4702-315, 4702-328, 4702-648, 4702-705, 4702-871, 4702-11033, 4702-11034, 4709-36, 4709-37, 4709-58, 4709-620, 4709-630, 4709-8005, 4709-8007, 4709-8010, 4709-8011, 4709-8016, 4709-8017, 4709-8019, 4709-8020, 4709-8021, 4709-9001, 4709-9002, 4709-9011, 4709-9012, 4709-9016, 4709-9017; TAXI - PCNS 0011, 0061

2.212	ADMINISTRATIVE ASSISTANT II*	DPS - PCNS 3743-1021, 4702-32, 4709-2, 4709-8044, 4709-8045, 4709-8046, 4709-8048, 4709-9003, 4709-9004, 4709-9005, 4709-9006, 4709-9007, 4709-9008, 4709-9009, 4709-9010, 4709-16, 4709-17, 4709-18, 4709-25, 4709-26, 4709-34, 4709-57, 4709-62, 4709-204, 4709-205, 4709-605, 4709-660, 4709-8006, 4709-8008, 4709-8009, 4713-0870; TAXI - PCNS 0003, 0013, 0020, 0043, 0046, 0066, 0074, 0075, 0092, 0095
2.301	ACCOUNTING ASSISTANT III*	DPS - PCNS 3743-16, 4709-38, 4709-8022
2.303	ACCOUNTING ASSISTANT II*	DPS - PCN 4709-15
2.819	SUPPLY TECHNICIAN III*	PURCHASING - PCN 0027
2.824	SUPPLY TECHNICIAN II*	PURCHASING - PCN 0029; BCN - ALL PCNS
2.827	SUPPLY ASSISTANT*	BCN - ALL PCNS
2.836	SUPPLY TECHNICIAN I*	BCN - ALL PCNS
3.203	FOOD SERVICE COOK/SUPERVISOR II*	BCN - ALL PCNS
3.206	FOOD SERVICE COOK/SUPERVISOR I*	BCN - ALL PCNS
3.213	FOOD SERVICE WORKER II*	BCN - ALL PCNS
3.218	FOOD SERVICE WORKER I*	BCN - ALL PCNS
3.504	DRIVER – SHUTTLE BUS II*	BCN – ALL PCNS
3.505	DRIVER - SHUTTLE BUS I	
3.506	DRIVER - VAN/AUTOMOBILE	
3.520	FAMILY SUPPORT WORKER III*	BCN - ALL PCNS
3.521	FAMILY SUPPORT WORKER II*	BCN - ALL PCNS
3.524	FAMILY SUPPORT WORKER I*	BCN - ALL PCNS
3.530	TRANSPORTATION AND SAFETY ATTENDANT III*	NDVS – ALL PCNS
3.535	TRANSPORTATION AND SAFETY ATTENDANT II*	NDVS – ALL PCNS
3.540	TRANSPORTATION AND SAFETY ATTENDANT I*	NDVS – ALL PCNS
5.103	PRINCIPAL	
5.104	VICE PRINCIPAL	
5.106	ACADEMIC TEACHER	
5.112	VOCATIONAL EDUCATION INSTRUCTOR	
5.174	CHILD CARE WORKER II*	BCN - ALL PCNS
5.175	CHILD CARE WORKER I*	BCN - ALL PCNS
6.209	SUPERVISOR III, ASSOCIATE ENGINEER*	NDOT - PCNS 017009, 017046, 018-037, ALL PCNS BEGINNING W/ 930
6.211	SUPERVISOR II, ASSOCIATE ENGINEER*	NDOT - PCNS 027006, 028006, 255001, ALL PCNS BEGINNING W/ 930
6.215	SUPERVISOR I, ASSOCIATE ENGINEER*	NDOT -PCNS 017021, 017034, 017048, 028008, ALL PCNS BEGINNING W/ 930
6.223	ADMINISTRATOR I, PROFESSIONAL ENGINEER*	NDOT - PCN 301012
6.224	MANAGER I, PROFESSIONAL ENGINEER*	NDOT - ALL PCNS BEGINNING W/ 930
6.228	STAFF II, ASSOCIATE ENGINEER*	NDOT - PCNS 018024, 018025, 018036, 018037, 018046, 018047

6.229	STAFF I, ASSOCIATE ENGINEER*	NDOT - PCNS 020014, 034001, 255002, 080001, 080002, 080005, 080006, 080007, 080010
6.305	ENGINEERING TECHNICIAN V*	NDOT - PCN 028015
6.308	ENGINEER TECHNICIAN IV*	NDOT - PCN 027023, ALL PCNS BEGINNING W/ 930
6.313	ENGINEERING TECHNICIAN III*	NDOT - PCNS 017037, 017038, 017039, 017040, 017041, 017042, 017050, 017051, 017052, 027019, 027022, 028010, 028011, 028013, 028016, 028021, 028022, 028030, 101342, 255003, ALL PCNS BEGINNING W/ 930
6.355	ARCHITECTURAL DRAFTER IV*	BCN - ALL PCNS
6.358	ARCHITECTURAL DRAFTER III*	BCN - ALL PCNS
6.750	CONSTRUCTION PROJECT COORDINATOR III*	BCN - ALL PCNS
6.751	PROJECT MANAGER III*	BCN - ALL PCNS
6.754	BUILDING CONSTRUCTION INSPECTOR III*	BCN - ALL PCNS; D of A - ALL PCNS
6.755	BUILDING CONSTRUCTION INSPECTOR IV*	D of A - ALL PCNS
6.758	CONSTRUCTION PROJECT COORDINATOR II*	BCN - ALL PCNS
6.762	PROJECT MANAGER II*	BCN - ALL PCNS
6.763	PROJECT MANAGER I*	BCN - ALL PCNS
6.966	DEVELOPMENT TECHNICIAN IV*	BCN - ALL PCNS
6.978	DEVELOPMENT TECHNICIAN III*	BCN - ALL PCNS
6.979	DEVELOPMENT TECHNICIAN II*	BCN - ALL PCNS
6.980	DEVELOPMENT TECHNICIAN I*	BCN - ALL PCNS
6.981	ELECTRONICS TECHNICIAN II*	BCN, NDOC - ALL PCNS
6.987	ELECTRONICS TECHNICIAN III*	BCN, NDOC - ALL PCNS
6.988	ELECTRONICS TECHNICIAN I*	BCN, NDOC - ALL PCNS
7.141	ACCOUNTANT TECHNICIAN II*	DPS - PCNS 0030, 4709-1010
7.143	ACCOUNTANT TECHNICIAN I*	DPS - PCN 4702-30
7.154	AUDITOR II*	DHHS PBH - PCNS 0031, 0033, 0041
7.216	ADMINISTRATIVE SERVICES OFFICER III*	DPS - PCN 4709-0023
7.217	ADMINISTRATIVE SERVICES OFFICER II*	DPS - PCN 4709-23
7.218	ADMINISTRATIVE SERVICES OFFICER I*	DPS - PCN 3743-6
7.519	TRAINING OFFICER I*	NDOT - ALL PCNS
7.524	TRAINING OFFICER II*	DPS - NHP - HAZARDOUS MATERIALS - PCN 5
7.624	MANAGEMENT ANALYST III*	DPS - PCNS 4709-3, 4709-200, 4709-9015
7.625	MANAGEMENT ANALYST II*	DPS - PCN 4709-39; TAXI - PCNS 0002, 0078
7.637	MANAGEMENT ANALYST I*	DPS - PCNS 3743-9, 3743-79, 4709-40
7.643	PROGRAM OFFICER III*	DHHS PBH - PCN 0038; DPS - PCN 4702-0086
7.647	PROGRAM OFFICER II*	BCN - PCN P0000505; DPS- PCNS 3743-1022, 4701-0950, 4709-19, 4709-24, 4709-35, 4709-8003, 4709-8012
7.649	PROGRAM OFFICER I*	DPS - PCN 3744-82, 4702-322, 4709-8030, 4709-8036, 4709-8037; FIRE MARSHAL - PCNS 4, 106; NDOC - PCNS 3710-0064, 3710-0202; BCN - PCNS P0002816, P0000588
7.653	PUBLIC SERVICE INTERN II*	NDOT - ALL PCNS BEGINNING W/ 940

7.655	BUSINESS PROCESS ANALYST III*	DPS - PCN 4709-7005, 4709-7014, 4709-8023
7.656	BUSINESS PROCESS ANALYST II*	DPS - PCNS 4702-0046, 4709-7013, 4709-8024, 4709-8025
7.657	BUSINESS PROCESS ANALYST I*	DPS - PCNS 4709-7010, 4709-7011, 4709-7012, 4709-7015
7.665	PUBLIC SERVICE INTERN I*	MIN - PCNS 09015, 09016, 09017, 09018, 09019, 09020, 09022, 09023
7.713	TRANSPORTATION TECHNICIAN III*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.714	TRANSPORTATION TECHNICIAN IV*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.715	TRANSPORTATION TECHNICIAN II*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.722	TRAFFIC CENTER TECHNICIAN SUPERVISOR	
7.724	TRAFFIC CENTER TECHNICIAN II	
7.725	TRAFFIC CENTER TECHNICIAN I	
7.726	TRAFFIC CENTER TECHNICIAN TRAINEE	
7.745	STATISTICIAN II*	DPS - PCN 4709-21
7.901	CHIEF IT MANAGER*	NDOT - PCN 016060
7.902	IT MANAGER III*	DPS - PCN 4709-0207
7.904	IT MANAGER I*	NDOT - PCN 016065; BCN UNR - PCN P0005682
7.921	IT PROFESSIONAL IV*	DPS - PCN 4709-8032; NDOT - PCNS 016061, 016063
7.925	IT PROFESSIONAL III*	DPS - PCNS 4709-0150, 4709-8033; NDOT - PCNS 016062, 016064, 91001, 92001, 93002; BCN UNR - ALL FACILITIES SERVICES PCNS
7.926	IT PROFESSIONAL II*	NDOT - PCNS 91005, 92002, 93001, 93003, 95001, 96001, 92003, 93005, 94003; BCN UNR - ALL FACILITIES SERVICES PCNS
7.929	IT PROFESSIONAL I*	BCN UNR - ALL FACILITIES SERVICES PCNS
7.951	IT PROFESSIONAL TRAINEE*	BCN UNR - ALL FACILITIES SERVICES PCNS
9.103	HIGHWAY MAINTENANCE MANAGER	
9.106	HIGHWAY MAINTENANCE SUPERVISOR II	
9.115	HIGHWAY MAINTENANCE SUPERVISOR I	
9.117	HIGHWAY MAINTENANCE WORKER IV	
9.120	HIGHWAY MAINTENANCE WORKER III	
9.127	HIGHWAY MAINTENANCE WORKER II	
9.130	HIGHWAY MAINTENANCE WORKER I	
9.137	HIGHWAY CONSTRUCTION AID	
9.200	SPECIAL EQUIPMENT OPERATOR III	
9.201	EQUIPMENT OPERATION INSTRUCTOR	
9.203	SPECIAL EQUIPMENT OPERATOR II	
9.204	GROUND EQUIPMENT OPERATOR I*	BCN - ALL PCNS
9.205	SEASONAL FORESTRY EQUIPMENT OPERATOR	
9.208	DRIVER WAREHOUSE WORKER TRAINEE*	NDOC - ALL PCNS
9.209	GROUND EQUIPMENT OPERATOR II*	BCN - ALL PCNS
9.210	DRIVER WAREHOUSE WORKER I	
9.211	DRIVER WAREHOUSE WORKER II	
9.212	DRIVER WAREHOUSE SUPERVISOR	

9.315	HIGHWAY EQUIPMENT MECHANIC SPVR I	
9.317	HIGHWAY EQUIPMENT MECHANIC III	
9.318	HIGHWAY EQUIPMENT MECHANIC II	
9.321	HIGHWAY EQUIPMENT MECHANIC I	
9.322	EQUIPMENT MECHANIC IV*	BCN, DCNR-FORESTRY DIVISION - ALL PCNS
9.323	EQUIPMENT MECHANIC III*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOW - ALL PCNS
9.326	EQUIPMENT MECHANIC-IN-TRAINING IV*	BCN, NDOT - ALL PCNS
9.327	AUTO BODY WORKER*	NDOT - ALL PCNS
9.328	EQUIPMENT MECHANIC-IN-TRAINING III*	BCN, NDOT - ALL PCNS
9.330	EQUIPMENT MECHANIC-IN-TRAINING II*	BCN, NDOT - ALL PCNS
9.331	EQUIPMENT MECHANIC II*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.332	EQUIPMENT MECHANIC-IN-TRAINING I*	BCN, NDOT - ALL PCNS
9.333	EQUIPMENT MECHANIC I*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.334	FLEET SERVICE WORKER IV*	BCN, NDOT - ALL PCNS
9.335	FLEET SERVICE WORKER III*	BCN, NDOT - ALL PCNS
9.336	FLEET SERVICE WORKER II*	BCN, NDOT - ALL PCNS
9.337	FLEET SERVICE WORKER I*	BCN, NDOT - ALL PCNS
9.353	AVIATION SERVICES OFFICER	
9.354	CHIEF PILOT	
9.355	PILOT II	
9.356	PILOT III	
9.357	AIRCRAFT MAINTENANCE SPECIALIST	
9.359	PILOT I	
9.404	HVACR SPECIALIST IV*	BCN - ALL PCNS
9.408	HVACR SPECIALIST II*	BCN, NDOC - ALL PCNS
9.413	HVACR SPECIALIST III*	BCN, NDOC - ALL PCNS
9.417	WELDER I*	BCN, NDOC, NDOT - ALL PCNS
9.418	LOCKSMITH I*	BCN, NDOC - ALL PCNS
9.420	HEAT PLANT SPECIALIST II*	BCN, NDOC - ALL PCNS
9.421	HVACR SPECIALIST I*	BCN, NDOC, NDOT - ALL PCNS
9.422	HEAT PLANT SPECIALIST IV*	BCN, NDOC - ALL PCNS
9.423	CARPENTER I*	BCN, NDOC, NDOT - ALL PCNS
9.424	CARPENTER II*	BCN, NDOC - ALL PCNS
9.425	HEAT PLANT SPECIALIST III*	BCN, NDOC - ALL PCNS
9.426	ELECTRICIAN I*	BCN, NDOC, NDOT - ALL PCNS
9.428	HEAT PLANT SPECIALIST I*	BCN, NDOC - ALL PCNS
9.429	PAINTER I*	BCN - ALL PCNS
9.430	WELDER II*	BCN, NDOC, NDOT - ALL PCNS
9.431	LOCKSMITH II*	BCN, NDOC - ALL PCNS
9.432	PLUMBER I*	BCN, NDOC - ALL PCNS
9.434	EVENTS CENTER TECHNICIAN II*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.437	EVENTS CENTER TECHNICIAN I*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.439	CARPENTER III*	BCN - ALL PCNS
9.441	MAINTENANCE REPAIR SPECIALIST I*	BCN, NDOC, NDOT, NDOW, NDVS - ALL PCNS
9.445	MAINTENANCE REPAIR SPECIALIST II*	BCN, NDOC, NDOW - ALL PCNS
9.447	ELECTRICIAN II*	BCN, NDOC, NDOT - ALL PCNS
9.448	ELECTRICIAN III*	BCN, NDOC, NDOT - ALL PCNS

9.459	PAINTER II*	BCN - ALL PCNS
9.460	PAINTER III*	BCN - ALL PCNS
9.462	PLUMBER II*	BCN, NDOC - ALL PCNS
9.463	PLUMBER III*	BCN - ALL PCNS
9.465	CRAFT WORKER-IN-TRAINING IV*	BCN - ALL PCNS
9.466	CRAFT WORKER-IN-TRAINING III*	BCN - ALL PCNS
9.467	CRAFT WORKER-IN-TRAINING II*	BCN - ALL PCNS
9.468	CRAFT WORKER-IN-TRAINING I*	BCN - ALL PCNS
9.470	THEATER TECHNICIAN I*	BCN - ALL PCNS
9.471	THEATER TECHNICIAN II*	BCN - ALL PCNS
9.481	MAINTENANCE REPAIR AID IV*	BCN - ALL PCNS
9.482	MAINTENANCE REPAIR AID III*	BCN - ALL PCNS
9.483	MAINTENANCE REPAIR AID II*	BCN - ALL PCNS
9.484	MAINTENANCE REPAIR AID I*	BCN - ALL PCNS
9.485	MAINTENANCE REPAIR WORKER IV*	BCN, NDOC - ALL PCNS
9.486	MAINTENANCE REPAIR WORKER III*	BCN, NDOC - ALL PCNS
9.487	MAINTENANCE REPAIR WORKER II*	BCN, NDOC, NDVS - ALL PCNS
9.488	MAINTENANCE REPAIR WORKER I*	BCN, NDOC, NDVS - ALL PCNS
9.496	WASTEWATER TREATMENT OPERATOR II*	NDOC - ALL PCNS
9.497	WASTEWATER TREATMENT OPERATOR I*	NDOC - ALL PCNS
9.501	NATIONAL GUARD RANGE SPECIALIST	MIL – PCN 103
9.514	RANCH MANAGER*	BCN UNR - PCN P0001268
9.545	MEAT PLANT TECHNICIAN TRAINEE	BCN – ALL PCNS
9.546	MEAT PLANT TECHNICIAN I	BCN – ALL PCNS
9.547	MEAT PLANT TECHNICIAN II	BCN – ALL PCNS
9.548	MEAT PLANT SUPERVISOR	BCN – ALL PCNS
9.549	MEAT PLANT MANAGER	BCN – 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, NDOT - PCN 302001
9.610	GROUNDS SUPERVISOR III*	BCN - ALL PCNS
9.612	FACILITY SUPERVISOR I*	BCN, NDOC - ALL PCNS
9.616	CUSTODIAL SUPERVISOR IV*	BCN - ALL PCNS
9.617	CUSTODIAL SUPERVISOR III*	BCN - ALL PCNS
9.620	GROUNDS SUPERVISOR II*	BCN - ALL PCNS
9.623	CUSTODIAL SUPERVISOR II*	BCN - ALL PCNS
9.625	CUSTODIAL SUPERVISOR I*	BCN - ALL PCNS
9.627	GROUNDS SUPERVISOR I*	BCN - ALL PCNS
9.630	GROUNDS MAINTENANCE WORKER V*	BCN - ALL PCNS
9.631	CUSTODIAL WORKER II*	BCN - ALL PCNS
9.633	GROUNDS MAINTENANCE WORKER IV*	BCN - ALL PCNS
9.634	CUSTODIAL WORKER I*	BCN - ALL PCNS
9.635	GROUNDS MAINTENANCE WORKER III*	BCN - ALL PCNS
9.637	FACILITY ATTENDANT*	BCN - ALL PCNS
9.639	GROUNDS MAINTENANCE WORKER II*	BCN - ALL PCNS
9.641	GROUNDS MAINTENANCE WORKER I*	BCN - ALL PCNS
10.124	PSYCHOLOGIST IV*	NDOC - ALL PCNS
10.126	PSYCHOLOGIST III*	NDOC - ALL PCNS
10.132	PSYCHOLOGIST II*	NDOC - ALL PCNS
10.139	MENTAL HEALTH COUNSELOR II*	NDOC - ALL PCNS
10.141	MENTAL HEALTH COUNSELOR I*	NDOC - ALL PCNS
10.143	PSYCHOLOGIST I*	NDOC - ALL PCNS
10.144	CLINICAL SOCIAL WORKER II*	NDOC - ALL PCNS

10.146	TREATMENT HOME SUPERVISOR	
10.148	TREATMENT HOME PROVIDER	
10.150	CLINICAL SOCIAL WORKER I*	NDOC - ALL PCNS
10.151	CLINICAL SOCIAL WORKER III*	NDOC - ALL PCNS
10.179	PSYCHOMETRIST *	NDOC - ALL PCNS
10.217	HEALTH PROGRAM MANAGER II*	DHHS PBH - PCN 0037
10.229	MID-LEVEL MEDICAL PRACTITIONER*	DHHS, NDOC - ALL PCNS
10.244	QUALITY ASSURANCE SPECIALIST I*	NDVS - ALL PCNS
10.260	DENTAL CLINIC SUPERVISOR*	UNLV - ALL PCNS
10.262	DENTAL ASSISTANT III*	NDOC, UNLV - ALL PCNS
10.263	DENTAL ASSISTANT II*	NDOC, UNLV - ALL PCNS
10.264	DENTAL ASSISTANT I*	NDOC, UNLV - ALL PCNS
10.300	DIRECTOR, NURSING SERVICES II*	DHHS, NDOC - ALL PCNS, NDVS - ALL PCNS
10.301	DIRECTOR, NURSING SERVICES I*	DHHS, NDOC - ALL PCNS
10.305	PSYCHIATRIC NURSE III*	DHHS, NDOC - ALL PCNS
10.306	PSYCHIATRIC NURSE IV*	DHHS, NDOC - ALL PCNS
10.307	PSYCHIATRIC NURSE II*	DHHS, NDOC - ALL PCNS
10.309	PSYCHIATRIC NURSE I*	DHHS, NDOC - ALL PCNS
10.310	CHIEF OF NURSING SERVICES*	NDOC - ALL PCNS
10.316	CORRECTIONAL NURSE III*	NDOC - ALL PCNS
10.318	CORRECTIONAL NURSE II*	DHHS, NDOC - ALL PCNS
10.319	CORRECTIONAL NURSE I*	DHHS, NDOC - ALL PCNS
10.338	MENTAL HEALTH TECHNICIAN IV*	DHHS - ALL PCNS
10.339	DEVELOPMENTAL SUPPORT TECH IV*	DHHS - ALL PCNS
10.346	MENTAL HEALTH TECHNICIAN III*	DHHS - ALL PCNS
10.347	DEVELOPMENTAL SUPPORT TECH III*	DHHS - ALL PCNS
10.352	REGISTERED NURSE V*	NDVS - ALL PCNS
10.354	REGISTERED NURSE IV*	NDVS - ALL PCNS
10.356	MENTAL HEALTH TECHNICIAN II*	DHHS - ALL PCNS
10.357	DEVELOPMENTAL SUPPORT TECH II*	DHHS - ALL PCNS
10.358	NURSE I*	DHHS, NDOC, NDVS - ALL PCNS
10.359	REGISTERED NURSE II*	NDVS - ALL PCNS
10.360	LICENSED PRACTICAL NURSE II*	DHHS, NDOC, NDVS - ALL PCNS
10.364	LICENSED PRACTICAL NURSE III*	DHHS, NDOC - ALL PCNS, NDVS – ALL PCNS
10.365	LICENSED PRACTICAL NURSE I*	DHHS, NDOC - ALL PCNS, NDVS – ALL PCNS
10.366	MENTAL HEALTH TECHNICIAN I*	DHHS - ALL PCNS
10.367	DEVELOPMENTAL SUPPORT TECH I*	DHHS - ALL PCNS
10.368	CERTIFIED NURSING ASSISTANT III*	NDVS – ALL PCNS
10.369	CERTIFIED NURSING ASSISTANT II*	NDOC, NDVS - ALL PCNS
10.370	NURSING ASSISTANT TRAINEE*	NDVS – ALL PCNS
10.371	CERTIFIED NURSING ASSISTANT I*	NDVS – ALL PCNS
10.375	COMMUNITY HEALTH NURSE IV*	DHHS - ALL PCNS
10.376	COMMUNITY HEALTH NURSE III*	DHHS - ALL PCNS
10.377	COMMUNITY HEALTH NURSE II*	DHHS - ALL PCNS
10.378	COMMUNITY HEALTH NURSE I*	DHHS - ALL PCNS
10.536	ENVIRONMENTAL SCIENTIST II*	NDOT - PCNS 018012, 018013
10.540	MARIJUANA PROGRAM SUPERVISOR	
10.541	MARIJUANA PROGRAM INSPECTOR II	
10.542	MARIJUANA PROGRAM INSPECTOR I	
10.545	ENVIRONMENTAL SCIENTIST IV*	NDOT - PCN 018011
10.707	CHEMIST V*	BCN - ALL PCNS

10.708	CHEMIST IV*	BCN - ALL PCNS
10.710	MICROBIOLOGIST V*	BCN - ALL PCNS
10.711	MICROBIOLOGIST IV*	BCN - ALL PCNS
10.712	CHEMIST III*	BCN - ALL PCNS
10.713	CHEMIST II*	BCN - ALL PCNS
10.715	MICROBIOLOGIST III*	BCN - ALL PCNS
10.717	MICROBIOLOGIST II*	BCN - ALL PCNS
10.721	MICROBIOLOGIST I*	BCN - ALL PCNS
10.724	CHEMIST I*	BCN - ALL PCNS
10.723	PHARMACY TECHNICIAN II*	DHHS, NDOC - ALL PCNS
10.726	LABORATORY TECHNICIAN II*	BCN - ALL PCNS
10.728	PHARMACY TECHNICIAN I*	DHHS, NDOC- ALL PCNS
10.729	LABORATORY ASSISTANT II*	BCN - ALL PCNS
10.733	LABORATORY TECHNICIAN I*	BCN - ALL PCNS
10.736	LABORATORY ASSISTANT I*	BCN - ALL PCNS
10.769	STAFF RESEARCH ASSOCIATE IV*	BCN - ALL PCNS
10.770	STAFF RESEARCH ASSOCIATE III*	BCN - ALL PCNS
10.771	STAFF RESEARCH ASSOCIATE II*	BCN - ALL PCNS
10.772	STAFF RESEARCH ASSOCIATE I*	BCN - ALL PCNS
11.117	PUBLIC SAFETY DISPATCHER VI	
11.118	PUBLIC SAFETY DISPATCHER V	
11.120	PUBLIC SAFETY DISPATCHER IV	
11.122	PUBLIC SAFETY DISPATCHER III	
11.124	PUBLIC SAFETY DISPATCHER II	
11.126	PUBLIC SAFETY DISPATCHER I	
11.128	N.C.J.I.S. PROGRAM SPECIALIST SUPERVISOR*	DPS - PCNS 4709-13, 4709-14
11.129	N.C.J.I.S. PROGRAM SPECIALIST*	DPS - PCNS 4709-41, 4709-63, 4709-74, 4709-600, 4709-615, 4709-650, 4709-680, 4709-1005
11.130	N.C.J.I.S. PROGRAM SPECIALIST TRAINEE	
11.132	MANAGER, CRIMINAL JUSTICE RECORDS*	DPS - ALL PCNS
11.133	FINGERPRINT/RECORDS EXAMINER III*	DPS - PCNS 4709-201, 4709-8015
11.134	FINGERPRINT/RECORDS EXAMINER II*	DPS - PCNS 4709-6, 4709-7, 4709-33, 4709-59, 4709-61, 4709-202, 4709-590, 4709-8014
11.135	FINGERPRINT/RECORDS EXAMINER I	
11.144	FINGERPRINT/RECORDS SUPERVISOR*	DPS - PCNS 4709-4, 4709-5
11.239	MILITARY SECURITY OFFICER V	
11.240	MILITARY SECURITY OFFICER IV	
11.241	MILITARY SECURITY OFFICER III	
11.242	MILITARY SECURITY OFFICER II	
11.243	MILITARY SECURITY OFFICER I	
11.260	SECURITY OFFICER SUPERVISOR*	BCN
11.263	SECURITY OFFICER*	BCN, MILITARY
11.363	COMPLIANCE/AUDIT INVESTIGATOR III*	B&I-INSURANCE DIV - PCN 0072; SOS - PCNS 0030, 0031, 0035, 0062, 0063, 0066
11.365	COMPLIANCE/AUDIT INVESTIGATOR II*	B&I-INSURANCE DIV - ALL PCNS; SOS - PCNS 0022, 0028, 0068
11.424	DMV SERVICES TECHNICIAN III*	DMV - PCNS RE5324, RE5328
11.506	FIRE & LIFE SAFETY INSPECTOR I	
11.510	FIRE & LIFE SAFETY INSPECTOR II	
11.513	SAFETY REPRESENTATIVE, RAILWAY	
11.515	SAFETY SPECIALIST, RAILWAY	

11.550	TAXICAB VEHICLE INSPECTOR I	
11.552	TAXICAB VEHICLE INSPECTOR II	
11.560	MANUFACTURED HOUSING INSPECTOR II	
11.561	MANUFACTURED HOUSING INSPECTOR I	
11.565	AGENCY LOSS CONTROL COORDINATOR*	NDOT - PCN 078002
12.466	SUBSTANCE ABUSE COUNSELOR III	
12.469	SUBSTANCE ABUSE COUNSELOR II	
12.470	SUBSTANCE ABUSE COUNSELOR I	
12.501	WARDEN	
12.510	CORRECTIONAL MANAGER	
12.517	CORRECTIONAL ASSISTANT*	NDOC - ALL PCNS
12.523	ASSISTANT SUPERINTENDENT, YOUTH FACILITY	
12.532	HEAD GROUP SUPERVISOR	
12.534	ASSISTANT HEAD GROUP SUPERVISOR	
12.535	GROUP SUPERVISOR IV	
12.537	GROUP SUPERVISOR III	
12.538	GROUP SUPERVISOR II	
12.541	GROUP SUPERVISOR I	
12.553	ASSOCIATE WARDEN	
12.556	CORRECTIONAL CASEWORK SPECIALIST III	
12.559	CORRECTIONAL CASEWORK SPECIALIST II	
12.565	CORRECTIONAL CASEWORK SPECIALIST I	
12.571	CORRECTIONAL CASEWORK SPECIALIST TR	
12.616	PAROLE & PROBATION SPECIALIST III*	DPS - PCNS 3740-0564, 3740-1251, 3740-1439, 3740-1440, 3740-1441, 3740-1442
13.101	AGRICULTURE ENFORCEMENT OFFICER III	
13.102	AGRICULTURE ENFORCEMENT OFFICER II	
13.103	AGRICULTURE ENFORCEMENT OFFICER I	
13.111	DEPUTY BRAND INSPECTOR (COMMISSIONED)	
13.115	STAFF GAME WARDEN	
13.121	GAME WARDEN IV	
13.122	GAME WARDEN III	
13.123	GAME WARDEN II	
13.124	GAME WARDEN I	
13.131	PARKS REGIONAL MANAGER (COMMISSIONED)	
13.135	PARK SUPERVISOR III (COMMISSIONED)	
13.136	PARK SUPERVISOR II (COMMISSIONED)	
13.137	PARK SUPERVISOR I (COMMISSIONED)	
13.141	PARK RANGER III (COMMISSIONED)	
13.142	PARK RANGER II (COMMISSIONED)	
13.143	PARK RANGER I (COMMISSIONED)	
13.202	DPS MAJOR	
13.203	DPS CAPTAIN	
13.204	DPS LIEUTENANT	
13.205	DPS SERGEANT	
13.206	DPS OFFICER II	
13.207	DPS OFFICER I	
13.215	UNIVERSITY POLICE LIEUTENANT	
13.217	UNIVERSITY POLICE DETECTIVE	
13.221	UNIVERSITY POLICE SERGEANT	
13.222	UNIVERSITY POLICE OFFICER II	

13.223	UNIVERSITY POLICE OFFICER I	
13.234	SENIOR LAW ENFORCEMENT SPECIALIST	
13.237	AG CYBERCRIME INVESTIGATOR II	
13.238	AG CYBERCRIME INVESTIGATOR I	
13.241	SUPERVISORY CRIMINAL INVESTIGATOR II	
13.242	SUPERVISORY CRIMINAL INVESTIGATOR I	
13.243	CRIMINAL INVESTIGATOR III	
13.244	CRIMINAL INVESTIGATOR II	
13.245	CRIMINAL INVESTIGATOR I	
13.246	AG DEPUTY CHIEF INVESTIGATOR*	AG - ALL PCNS
13.247	AG CRIMINAL INVESTIGATOR, SUPERVISOR*	AG - ALL PCNS
13.248	AG CRIMINAL INVESTIGATOR II*	AG - ALL PCNS
13.249	AG CRIMINAL INVESTIGATOR I*	AG - ALL PCNS
13.251	CHIEF INVESTIGATOR, COMPLIANCE/ ENFORCEMENT	
13.255	SUPERVISORY COMPLIANCE/ENFORCEMENT INVESTIGATOR	
13.256	COMPLIANCE/ENFORCEMENT INVESTIGATOR III	
13.257	COMPLIANCE/ENFORCEMENT INVESTIGATOR II	
13.258	COMPLIANCE/ENFORCEMENT INVESTIGATOR I	
13.263	UNIT MANAGER, YOUTH PAROLE BUREAU	
13.265	YOUTH PAROLE COUNSELOR III	
13.266	YOUTH PAROLE COUNSELOR II	
13.267	YOUTH PAROLE COUNSELOR I	
13.301	INSPECTOR GENERAL	
13.309	CORRECTIONAL CAPTAIN	
13.310	CORRECTIONAL LIEUTENANT	
13.311	CORRECTIONAL SERGEANT	
13.312	SENIOR CORRECTIONAL OFFICER	
13.313	CORRECTIONAL OFFICER	
13.314	CORRECTIONAL OFFICER TRAINEE	
13.321	FORENSIC SPECIALIST IV	
13.322	FORENSIC SPECIALIST III	
13.323	FORENSIC SPECIALIST II	
13.324	FORENSIC SPECIALIST I	
U3720	DIVISION ADMINISTRATOR, RECORDS & TECHNOLOGY*	DPS - PCN 4709-1
U3916	PROGRAM MANAGER, OIL/GAS/GEOTHERMAL	MIN - PCN 0002
U3918	DEPUTY ADMINISTRATOR, MINERALS	MIN - PCN 0006
U3919	CHIEF FOR DANGEROUS MINES	MIN - PCN 0007
U3930	CHIEF FOR MINE REGULATION	MIN - PCN 0009
U3932	FIELD SPECIALIST, MINERALS	MIN - PCNS 0011, 0021, 0031
U4102	BUREAU CHIEF, YOUTH PAROLE	
U4103	DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4141	DEPUTY DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4706	ADMINISTRATOR, MINERALS	MIN - PCN 0001
U9005	DEPUTY ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION*	DMV – PCNS RE2013, WF2014
U9010	CHIEF, NEVADA HIGHWAY PATROL	

U9021	DIVISION ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION	
U9033	DEPUTY DIRECTOR, INDUSTRIAL PROGRAMS	
U9034	DEPUTY DIRECTOR, OPERATIONS SOUTH	
U9041	CHIEF GAME WARDEN	
U9074	PHARMACIST 1*	DHHS, NDOC - ALL PCNS
U9075	PHARMACIST 2*	DHHS - ALL EXCEPT PCN 3243-0014; NDOC - ALL PCNS
U9076	PHARMACIST 3*	DHHS, NDOC - ALL PCNS
U9085	SENIOR INSTITUTIONAL DENTIST (RANGE A)*	NDOC - ALL PCNS
U9086	SENIOR INSTITUTIONAL DENTIST (RANGE B)*	NDOC - ALL PCNS
U9087	SENIOR PHYSICIAN (RANGE C)*	DHHS, NDOC - ALL PCNS
U9088	SENIOR PSYCHIATRIST (RANGE C)*	DHHS, NDOC - ALL PCNS

ACRONYMS

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

FOR DISCUSSION AND POSSIBLE ACTION

“Each appointing authority shall, subject to the approval of the Commission, determine whether each of its positions of employment affects the public safety. The appointing authority shall not hire an applicant for such a position unless the applicant submits to a screening test to detect the general presence of a controlled substance.” (NRS 284.4066(1))

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

CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER	AGENCY’S BASIS FOR REQUEST
2.210	Administrative Assistant IV	4709-8049, 4709- 8050	Access to criminal history, personally identifiable, and victim information.
7.649	Program Officer I	4709-8052, 4709- 9020, 4709-9021	Access to criminal history, personally identifiable, and victim information.
11.134	Fingerprint/Records Examiner II	4709-8051	Access to criminal history, personally identifiable, and victim information.

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

Steve Sisolak
Governor



Nevada Department of
Public Safety
DEDICATION PRIDE SERVICE

George Togliatti
Director

Sheri Brueggemann
Deputy Director

Mindy McKay
Division Administrator

Records, Communications and
Compliance Division

333 West Nye Lane, Suite 100
Carson City, Nevada 89706

Telephone (775) 684-6262 – Fax (775) 687-3289

DATE: July 13, 2020

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

FROM: Mindy McKay, Division Administrator *MM*
Department of Public Safety, Records, Communications and Compliance Division
THROUGH: Mavis Affo, Personnel Officer III
Department of Public Safety, Director's Office

SUBJECT: Pre-Employment Drug Testing Add New PCNs

Please accept this as a formal request to add the following civilian positions to the pre-employment drug testing list. These positions were approved in our 19-21 biennium budget assigned to various programs within the division.

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

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

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

07.649 Program Officer I:

4709-9020, 4709-8052 and 4709-9021 – these positions are new and access criminal history information, personally identifiable information, and victim information using a computer that has direct access to various databases and by receiving hard copies.

02.210 Administrative Assistant IV:

4709-8049 and 4709-8050 - these positions are new and access criminal history information, personally identifiable information, and victim information using a computer that has direct access to various databases and by receiving hard copies.

11.134 Fingerprint Records Examiner II:

4709-8051 - this position is new and accesses criminal history information, personally identifiable information, and victim information using a computer that has direct access to various databases and by receiving hard copies.



FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

September 18, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
4.106	Librarian IV	37	B	<i>4.106</i>	<i>Librarian IV</i>	<i>37</i>	<i>B</i>
4.109	Librarian III	35	B	<i>4.109</i>	<i>Librarian III</i>	<i>35</i>	<i>B</i>
4.112	Librarian II	33	B	<i>4.112</i>	<i>Librarian II</i>	<i>33</i>	<i>B</i>
4.115	Librarian I	31	B	<i>4.115</i>	<i>Librarian I</i>	<i>31</i>	<i>B</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Librarian series. Librarians perform administrative work in planning, coordinating and directing activities within one or more functional areas of the library including, but not limited to, acquisitions; cataloging; reference; circulation; collection maintenance; serials; document delivery/interlibrary loan; government documents; library services for the blind and physically disabled; and/or and statewide library development.

In coordination with the Subject Matter Experts from the Nevada State Library, Archives and Public Records (NSLAPR) and the Department of Tourism and Cultural Affairs, Division of Museums and History (DMAH), it was determined that the Series and Class Concepts are consistent with current expectations and only minor revisions be made for grammatical purposes and terminology. However, it is recommended that revisions be made to the Education and Experience section of the Minimum Qualifications in order to accommodate requirements for certification as outlined in NAC 379.020 and to maintain consistency with verbiage, formatting and structure. Additionally, a Special Requirement and Informational Notes were added to reflect requisite credits as outlined in regulation.

Throughout the process, management and staff within NSLAPR, DMAH and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the recommendation.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LIBRARIAN IV	37	B	4.106
LIBRARIAN III	35	B	4.109
LIBRARIAN II	33	B	4.112
LIBRARIAN I	31	B	4.115

SERIES CONCEPT

Librarians are typically assigned to the Nevada State Library, Archives and Public Records (NSLAPR) Division and perform a broad range of professional level duties in support of a library that organizes and provides access to a wide selection of materials in a variety of formats. Incumbents perform administrative work in planning, coordinating and directing activities within one or more functional areas of the library including, but not limited to, acquisitions; cataloging; reference; circulation; collection maintenance; serials; document delivery/interlibrary loan; government documents; library services for the blind and physically [handicapped] disabled; and/or statewide library development.

Perform informational needs assessments and develop library collections appropriate to the mission of the library; review new materials, study publishers' lists and stay abreast of current review sources to select material in all formats; develop and implement collection development policies including assessing donations for inclusion in the collection.

Participate in developing policy recommendations regarding the organization, access and delivery of information; provide training for paraprofessional staff regarding policy implementation; plan for print and current and emerging technologies and related electronic resources to accommodate growing and/or changing library collections and library environments.

Respond to requests for information from State agencies, researchers and the public; confer with patrons to determine the type and scope of information desired; use research techniques, knowledge of information resources and technology to locate resources and provide information or materials; assist patrons in the use of resources and equipment; refer requests to subject specialists as appropriate.

Perform original cataloging, advanced copy cataloging, and metadata to provide electronic access to bibliographic records and retrieval or access to materials in the library's collection; evaluate books and other materials to determine subject matter for proper classification; prepare authority records for loading to the local automated library system; consult with systems coordinator to maintain integrity of shared bibliographic databases; act as resource person for cataloging and metadata inquiries within the State.

Establish, develop and maintain statewide resource sharing agreements for interlibrary loans, reciprocal borrowing, consortial information and resource sharing; establish and participate in regional, national and international information sharing.

Develop, manage, and implement programs and projects for statewide library development; provide consultative services, advice and technical assistance to other libraries, agencies of the State, political subdivisions, planning groups and other entities and organizations.

Design and develop the library's [Web] website; ensure electronic access to the library collection by patrons and other libraries.

LIBRARIAN IV	37	B	4.106
LIBRARIAN III	35	B	4.109
LIBRARIAN II	33	B	4.112
LIBRARIAN I	31	B	4.115

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SERIES CONCEPT (cont'd)

Manage the development and organization of the State Publications Distribution Center and Federal Depository Library; review federal publications distributed through the depository system to maintain current knowledge of the collection; review and select new material for the collection; evaluate the collection to purge outdated publications and determine which non-depository items will be added to the collection; monitor changes in State and local government; ensure documents are received in compliance with statute; receive, catalog, process and distribute documents.

Using **modern** public relations techniques and communications, promote information services and coordinate activities with other agencies; inform library users and non-users of new and traditional materials and services available through the library.

Monitor and evaluate the changing information needs and desires of both library users and non-users; stay abreast of trends and changes in the provision of contemporary library and information services including e-resources and social media.

Evaluate resources and make continuous improvements in library services, programs and activities.

Train, supervise and evaluate the performance of professional, paraprofessional and support staff as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

Librarian IV: Under administrative direction of an Assistant Administrator, incumbents may perform the duties described in the series concept and either:

- 1) Manage a major functional unit of the NSLAPR that includes several smaller units; supervise other professional librarians and their staff; develop program budgets for the unit; coordinate the work of the assigned unit with other units in the library; provide advice and technical assistance to agencies of the State, political subdivisions, planning groups and other entities and organizations; plan and conduct workshops for State employees and others; assist the Assistant Administrator in the development and revision of policies and procedures for new and existing programs; or
- 2) Provide statewide consultative services, advice and technical assistance to other libraries, agencies of the State, political subdivisions, planning groups and other entities and organizations; conduct continuing studies and analyses of library problems; plan and conduct institutes and workshops for Librarians, public library trustees, library interested personnel and others; research, coordinate and manage State and federal grants to libraries statewide; write private, State and federal grant applications for the NSLAPR; provide assistance and leadership to libraries statewide including review and monitoring of programs, services and building projects; develop, manage and implement programs and projects for statewide library development; assist the Assistant Administrator in the development and revision of policies and procedures for new and existing programs.

Librarian III: Under general direction, incumbents perform all or part of the duties described in the series concept; provide specialized expertise and services with scope and impact beyond the agency; perform complex, technical or specialized duties in subunits or sections of the division; and may supervise professional, technical or support staff.

Manage special library services, sections or programs to meet specific needs, contracts or State programs assigned to the NSLAPR, such as the State Publications Distribution Center.

LIBRARIAN IV	37	B	4.106
LIBRARIAN III	35	B	4.109
LIBRARIAN II	33	B	4.112
LIBRARIAN I	31	B	4.115

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CLASS CONCEPTS (cont'd)

Librarian II: Under general direction, incumbents perform all or part of the duties described in the series concept and may supervise professional, technical or library support staff. This is the journey level in the series.

Librarian I: Under close supervision, incumbents typically perform/learn all or part of the duties described in the series concept. Progression to the next level in the series may occur upon ~~[satisfactory completion of the required education and experience and with the recommendation of the appointing authority]~~ *meeting the minimum qualifications, satisfactory job performance and with the approval of the appointing authority.* This is the entry level/trainee class in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * *Applicants must attach copies of their college or university transcripts indicating the successful completion of required credits in library science at the time of application.*

INFORMATIONAL NOTES:

- * *The required 21 college or university credits in library science must have included instruction in each of the following subjects: organization and administration of a library; cataloging and classifying of materials for a library; reference, bibliography and service; selection of materials for a library; literature for children and young adults; the use and selection of educational media and audio-visual equipment; and the use of computers in a library and in the study of library science.*
- * *Per NAC 379.010, the credit requirements are not applicable to an applicant who holds a Master's degree in library science from an institution accredited by the American Library Association.*

LIBRARIAN IV

EDUCATION AND EXPERIENCE: Master's degree in a program accredited by the American Library Association and three years of professional library experience which included responsibility for a combination of at least four of the following: original cataloging/metadata, reference, e-resources, social media, government publications, collection development, project management, budget preparation and administration, grant administration and/or supervision of professional, technical or support staff; ***OR Bachelor's degree from an accredited college or university which included 21 semester credits in library studies and four years of professional library experience as described above; OR Associate's degree from an accredited college or university which included 21 semester credits in library studies and five years of professional library experience as described above; OR graduation from high school or equivalent which included 21 semester credits in library studies; and seven years of library experience as described above, six years of which were at the professional level; OR one year of experience as a Librarian III in Nevada State service which included 21 semester credits in library studies; OR an equivalent combination of education and experience as described above which included 21 semester credits in library studies. (See Special Requirement and Informational Notes)***

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

Detailed knowledge of: State, federal and contractual laws governing libraries. **Working knowledge of:** advanced practices and concepts of collection development; management of reference services and e-resources; State and agency administrative regulations, policies and procedures; organizational development. **Ability to:** plan and organize the activities, services and operation of library programs and manage multiple programs, projects and activities; develop and implement effective policies and procedures; provide technical

LIBRARIAN IV	37	B	4.106
LIBRARIAN III	35	B	4.109
LIBRARIAN II	33	B	4.112
LIBRARIAN I	31	B	4.115

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MINIMUM QUALIFICATIONS (cont'd)

LIBRARIAN IV (cont'd)

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

expertise and advice to subordinate staff; analyze, design, implement and evaluate customized library services; prioritize and reallocate resources effectively; plan and develop budgets and locate sources of funding; conduct needs assessments; proactively initiate and develop professional relationships with outside agencies and organizations; identify sources of external funding to augment library budgets; negotiate and manage licensing agreements and contracts; implement new e-resources, social media and technology systems; work with community groups at all levels; develop and administer grants, programs and projects; work independently and as part of a team; *and all knowledge, skills and abilities required at the lower levels.*

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

Detailed knowledge of: agency goals and criteria related to the assigned functional area of the library.

Working knowledge of: principles and practices of management and supervision; budget preparation and administration; grant application, management and reporting procedures; local government tax and revenue structures; library building plans and programs; State budgeting, accounting and purchasing procedures and regulations.

LIBRARIAN III

EDUCATION AND EXPERIENCE: Master's degree in a program accredited by the American Library Association and two years of professional library experience which included a combination of at least three of the following: original cataloging/metadata, reference, e-resources, social media, managing government publications and/or assisting in collection development; ***OR Bachelor's degree from an accredited college or university which included 21 semester credits in library studies and three years of professional library experience as described above; OR Associate's degree from an accredited college or university which included 21 semester credits in library studies and four years of professional library experience as described above; OR graduation from high school or equivalent; 21 semester credits in library studies; and seven years of library experience as described, five years of which were at the professional level; OR*** one year of experience as a Librarian II in Nevada State service ***which included 21 semester credits in library studies; OR*** an equivalent combination of education and experience as described above ***which included 21 semester credits in library studies. (See Special Requirement and Informational Notes)***

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

Detailed knowledge of: development of specialized collections. **Working knowledge of:** principles and practices used in providing specialized services. **General knowledge of:** resources and services available through professional associations; grant-writing procedures. **Ability to:** participate in library policy determination; monitor and respond to trends in society regarding information services, librarians, and the library profession; design appropriate library programs and information services based on community use and needs studies; develop and maintain a specialized library collection; develop and maintain professional relationships with representatives of libraries, agencies and organizations; plan for advancements in technology; negotiate licensing agreements and contracts; write successful grant applications; establish work priorities, delegate assignments and train, motivate and supervise staff; *and all knowledge, skills and abilities required at the lower levels.*

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

LIBRARIAN IV	37	B	4.106
LIBRARIAN III	35	B	4.109
LIBRARIAN II	33	B	4.112
LIBRARIAN I	31	B	4.115

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MINIMUM QUALIFICATIONS (cont'd)

LIBRARIAN II

EDUCATION AND EXPERIENCE: Master's degree in a program accredited by the American Library Association and one year of professional library experience] which included a combination of at least three of the following: original cataloging/metadata, reference, e-resources, social media, government publications and/or collection development; ***OR Bachelor's degree from an accredited college or university which included 21 semester credits in library studies and two years of professional library experience as described above; OR Associate's degree from an accredited college or university which included 21 semester credits in library studies and four years of library experience as described above, three of which were at the professional level; OR graduation from high school or equivalent; 21 semester credits in library studies; and seven years of library experience as described above, four years of which were at the professional level; OR*** one year of experience as a Librarian I in Nevada State service ***which included 21 semester credits in library studies; OR*** an equivalent combination of education and experience as described above ***which included 21 semester credits in library studies. (See Special Requirement and Informational Notes)***

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

Working knowledge of: professional library principles, methods, materials and practices; professional ethics, including copyright and intellectual freedom issues; review sources and collection development principles and practices; legal and regulatory environments of libraries; appropriate computer hardware and software applications for library functions and services; how people communicate needs, search for and receive information; established cataloging rules and formats; the national, regional and State system for interlibrary loans. **General knowledge of:** principles and practices of training and providing work direction to others. **Ability to:** establish and maintain cooperative working relationships within and outside the library; read and critically evaluate descriptive and instructional materials; research, plan and implement new programs and services; participate in agency, department and statewide planning; develop and implement appropriate organizing and classification schemes; function as an information librarian in most environments; apply evaluation criteria to select appropriate research sources; train and supervise staff as assigned; establish work priorities and delegate assignments; market and promote library services and information; *and all knowledge, skills and abilities required at the lower level.*

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

LIBRARIAN I

EDUCATION AND EXPERIENCE: Master's degree in a program accredited by the American Library Association; **OR** current enrollment in an academic program leading to a Master's degree in a program accredited by the American Library Association and two years of paraprofessional library experience; ***OR Bachelor's degree from an accredited college or university which included 21 semester credits in library studies and two years of paraprofessional library experience; OR Associate's degree from an accredited college or university which included 21 semester credits in library studies and four years of paraprofessional library experience; OR graduation from high school or equivalent; 21 semester credits in library studies; and seven years of paraprofessional library experience; OR*** an equivalent combination of education and experience as described above ***which included 21 semester credits in library studies. (See Special Requirement and Informational Notes)***

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

Working knowledge of: library principles, methods, materials and practices; basic print and electronic information sources; the role and mission of libraries; organization and classification of materials; reference interview methods. **General knowledge of:** federal and State laws applicable to libraries. **Ability to:**

LIBRARIAN IV	37	B	4.106
LIBRARIAN III	35	B	4.109
LIBRARIAN II	33	B	4.112
LIBRARIAN I	31	B	4.115

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MINIMUM QUALIFICATIONS (cont'd)

LIBRARIAN I (cont'd)

EDUCATION AND EXPERIENCE (required at time of application): (cont'd)

communicate effectively both orally and in writing; use library classification systems; assess user information needs and satisfy those needs; conduct effective information searches; work independently and as part of a team; establish and maintain positive working relationships with library patrons, co-workers and others; instruct patrons in the use of library materials and equipment; interview patrons to determine their needs and respond with the appropriate level and extent of information. **Skill in:** the operation of a personal computer and peripheral equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Librarian 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>4.106</u>	<u>4.109</u>	<u>4.112</u>	<u>4.115</u>
ESTABLISHED:	1/1/61	1/1/61	1/1/61	1/1/61
REVISED:	10/1/62	10/1/62	10/1/62	10/1/62
REVISED:	10/25/74	10/25/74	10/25/74	10/25/74
REVISED:			5/31/79	5/31/79
REVISED:			6/10/81R	
			5/7/82PC	
REVISED:	6/11/82-3			
REVISED:	12/19/85-12			
REVISED:	7/1/89R			
	3/13/90PC			
REVISED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
	3/13/90PC	3/13/90PC	3/13/90PC	3/13/90PC
REVISED:	7/1/03P	7/1/03P	7/1/03P	7/1/03P
	3/22/02PC	3/22/02PC	3/22/02PC	3/22/02PC
REVISED:	7/29/16UC	7/29/16UC	7/29/16UC	7/29/16UC
REVISED:	9/18/20PC	9/18/20PC	9/18/20PC	9/18/20PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

September 18, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
4.116	Library Technician III	31		<i>4.116</i>	<i>Library Technician III</i>	<i>31</i>	<i>E</i>
4.117	Library Technician II	29		<i>4.117</i>	<i>Library Technician II</i>	<i>29</i>	<i>E</i>
4.122	Library Technician I	27		<i>4.122</i>	<i>Library Technician I</i>	<i>27</i>	<i>E</i>
4.118	Library Assistant III	25		<i>4.118</i>	<i>Library Assistant III</i>	<i>25</i>	<i>E</i>
4.119	Library Assistant II	23		<i>4.119</i>	<i>Library Assistant II</i>	<i>23</i>	<i>E</i>
4.120	Library Assistant I	21		<i>4.120</i>	<i>Library Assistant I</i>	<i>21</i>	<i>E</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Library Technician/Assistant series. Incumbents in these classes perform duties in support of the operation of libraries that house and provide access to a variety of materials in a variety of formats. They may perform and/or supervise technical, paraprofessional and administrative duties within one or more functional areas of the library including acquisitions; cataloging; circulation; collection maintenance; document delivery/interlibrary loan; government documents; reference, serials and/or metadata, electronic resources, and digital services.

In coordination with the Subject Matter Experts from the Nevada State Library, Archives and Public Records (NSLAPR), Tourism and Cultural Affairs, Museums and History Division, and the Nevada System of Higher Education (NSHE), minor changes were made to the Series Concept to accommodate updates in technology. It was determined that the Class Concepts of each level be revised to outline that, in addition to supervising classified staff, incumbents may also supervise student workers, docents and/or volunteers. Additionally, DHRM added specific verbiage to outline representative duties that incumbents may also perform within a college or university. It is recommended, that revisions be made to the Education and Experience section of the Minimum Qualifications and the Knowledge, Skills and Abilities sections in order to enhance recruitment efforts and to maintain consistency with verbiage, formatting and structure.

Throughout the process, management and staff within NSLAPR, Museums and History and NSHE, and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the recommendation.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LIBRARY TECHNICIAN III	31	E	4.116
LIBRARY TECHNICIAN II	29	E	4.117
LIBRARY TECHNICIAN I	27	E	4.122
LIBRARY ASSISTANT III	25	E	4.118
LIBRARY ASSISTANT II	23	E	4.119
LIBRARY ASSISTANT I	21	E	4.120

SERIES CONCEPT

[Positions in this series] *Library Technicians/Assistants* perform duties in support of the operation of libraries that house and provide access to a variety of materials in a variety of formats. Incumbents perform and/or supervise technical, paraprofessional and administrative duties within one or more functional areas of the library including acquisitions; cataloging; circulation; collection maintenance; document delivery/interlibrary loan; government documents; reference, **[and]** serials *and/or metadata, electronic resources, and digital services*.

Positions allocated to this series may perform a broad range of duties in one *or more* of the functional areas listed above, or they may specialize in one or more library services, functions and activities. The level of work assigned to positions in this series range from basic library duties to specialized program support including management of a library department or subunit. In addition, positions in this series perform many different combinations of duties.

Some library duties may be performed at several levels within this series. For example, positions at each level in the series may check out library materials to patrons. However, at the lowest level in the series this may represent the preponderance of time, while at the highest level it takes a small percentage of time and is not representative of the complexity of the position's primary purpose. In this example, there is little difference in the level of complexity associated with checking out materials. A second example of a duty performed at various levels is providing reference assistance. At the lower levels in the series, this may involve less complex tasks such as directing a patron to a computer terminal and providing general information on how to access databases. At the higher levels, the duty is more complex and involves responding to complicated reference requests where the incumbent must determine the best source of information and then conduct **[bibliographic]** searches through a variety of specialized and infrequently used databases.

ALLOCATION OF POSITIONS

Allocation of positions to a level within the series is determined by a review of the nature and complexity of work performed; the knowledge, skills 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. No single factor determines allocation. All of the components listed above are evaluated as a whole for classification determination.

In order to be reallocated from one level in the series to a higher level, a position must spend the preponderance of time performing higher level duties. Some positions may perform one or two higher level duties, but this does not provide the basis for reallocation to the higher level. The duty statements listed are intended to be representative of the level, but all classification factors must be considered in relation to the duties assigned to a position to determine the appropriate classification.

LIBRARY TECHNICIAN III	31	E	4.116
LIBRARY TECHNICIAN II	29	E	4.117
LIBRARY TECHNICIAN I	27	E	4.122
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CLASS CONCEPTS

Library Technician III: Under the general direction of a division ~~[or department]~~ head, incumbents perform administrative duties, which *may* include supervising classified staff, *student workers, docents and/or volunteers*, determining work procedures, scheduling staff and justifying budget requests. Positions at this level are distinguished from Library Technician II's by administrative and more complex operational duties and responsibility for a major, complex section of a large library.

Work at this level is characterized by the coordination and supervision of an independent and complex library section with authority to set section priorities, establish section procedures and solve section problems. Incumbents interact with other section heads in meetings and in matters involving planning or policy on an interdepartmental or library-wide level.

Representative duties for LIBRARY TECHNICIAN III include:

Manage operations and activities of a computerized acquisitions system; maintain fiscal control over library funds including establishing necessary accounts; coordinate requested acquisitions with various library departments and prepare financial and valuation reports as needed by the library and/or administration.

Coordinate and manage a large circulation section, which may include multiple areas such as reserves and stacks management that function as part of the section; supervise a large classified and student staff and oversee a high volume of circulation activity; exercise overall responsibility for the management of ~~[an automated]~~ circulation system, *automated or otherwise*, with system responsibility for off-site libraries and altering system parameters including changing and/or adjusting due dates for borrowers, updating the loan rule table to correspond with new policies, or to reflect changes in existing policies and archiving inactive patron records.

Representative duties at a college or university may also include:

Manage materials budget tracking in a large library, including managing multiple materials budget funds, fund structure, and allocation process; manage donor funds allocations and oversee donor-funded acquisitions; oversee and approve processed and posted invoices, including troubleshooting; conduct regular materials budget meetings; provide financial reports; manage fiscal year-end close processes.

High level derived and occasional original cataloging of complex materials such as maps, serials, musical scores, foreign language materials, etc.; creation, review, and revision of authority records for control processes; oversee a specialized cataloging or metadata subunit which may include training and overseeing classified and/or student staff, creating workflows and documentation, and overseeing quality control processes; complex database maintenance or configuration duties as they pertain to cataloging and/or metadata practices.

Library Technician II: Positions at this level are distinguished from lower level Library Technicians/Assistants by *more complex and diversified paraprofessional duties and* greater supervisory ~~[and/or managerial]~~ responsibilities ~~[and diversified paraprofessional duties]~~. Incumbents work under the general direction of a higher-level classified position, librarian, or section head.

Representative duties for LIBRARY TECHNICIAN II include:

Manage a principal function, service or a highly specialized unit within a large library, perform technical or paraprofessional duties, and provide supervision to classified staff and/or large numbers of student workers, *docents, and/or volunteers*. The functions managed have library-wide impact or constitute a highly specialized unit such as computer resource centers, stacks management, federal document depositories, *subscription management, book and media acquisitions, electronic resource management, circulation systems*, or digital

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CLASS CONCEPTS (cont'd)

Library Technician II (cont'd)

Representative duties for LIBRARY TECHNICIAN II include: (cont'd)

services. Incumbents are responsible for recommending and implementing unit procedures and policies.

Act as the assistant to a librarian, section or division head in the daily operation of a small library; work closely with professional staff in the daily operation of the facility, recommend and implement policies and procedures, and supervise *and train* classified employees and/or large numbers of student workers, *docents and/or volunteers*; oversee numerous and diverse functions such as circulation, reference, cataloging, interlibrary loan, and acquisitions within the facility to which assigned; and may be required, the preponderance of time, to manage library operations in support of part-time professional staff.

Function as the night or weekend supervisor with primary responsibility for supervising student workers in library operations, maintaining effective liaison with security, interpreting library policy, and assisting faculty, staff, students and the general public.

Perform specialized technical work which requires original thinking, creativity, judgment and analysis in order to develop new and unique solutions to ~~[untested, cutting-edge and one-of-a-kind technological]~~ problems and projects; oversee and participate in planning, implementing or managing ~~[emerging technology]~~ projects to include developing testing processes, measuring performance and outcomes, and writing standards, policies and procedures.

Representative duties at a college or university may also include:

Manage E-resource access and holdings in knowledge base and link resolver; analyze, strategize and develop improvements in subscription management; maintain and troubleshoot links to web services and other discovery services; test and resolve link operability; set up and test e-resource trials with subscription agents.

Library Technician I: Under the general supervision of a higher-level classified position, librarian or section head, incumbents spend the preponderance of their time ~~[either]~~ performing *either* advanced journey level duties in specialized areas or *incumbents* have significant responsibility and authority across multiple assignments. Incumbents are assigned to any of a variety of library sections or branches, and may provide supervision to lower level classified *staff*, student workers, *docents and/or volunteers*.

Incumbents perform duties which require the application of greater discretion and judgment than Library Assistant III's in determining and implementing search strategies, evaluating quality and/or applicability of information, *troubleshooting* and applying rules and guidelines correctly. Inquiries and assignments are more complex and diverse than those assigned to lower levels in the series and require a wide scope or an in-depth technical knowledge *and stewardship* of library resources, standards, policies, and automated systems.

Representative duties for LIBRARY TECHNICIAN I include:

May work from an incorrect citation to obtain the correct bibliographic information by using sophisticated indexes, abstracts and verification tools.

~~[Develop cataloging copy containing a series statement from copy]~~ *Copy catalog using a record* which did not originate from a national library and does not follow the modern established cataloging rules; establish the correct

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CLASS CONCEPTS (cont'd)

Library Technician I (cont'd)

Representative duties for LIBRARY TECHNICIAN I include: (cont'd)

access points, form of series entry and appropriate cross references; edit and ~~[customize]~~ *update* records for non-routine and non-print materials; *use and maintain authority control records*.

Respond to complicated *circulation, interlibrary, loan, reserves* and reference questions and evaluate patron requests which require judgment in determining the best sources of information; access that information by conducting ~~[bibliographic]~~ searches through a variety of databases *and web resources* ~~[, including ones which are specialized and used infrequently]~~.

Establish and maintain the primary bibliographic and check-in records for all types of serials on the automated serial control system; research various serial directories to obtain the correct information; enter information such as the title, number of issues per volume, date of issue, and vendor into the database; update records in the database as changes occur in the journal title, publisher or frequency.

Technically develop and maintain a set of Web pages or a Website; maintain and develop links to other pages and sites; maintain links to downloadable files within the pages and between library Web pages and third party electronic subscription materials; ensure the integrity of the site's file structure and the sitemap of the pages or site; work with subsections within the library to ensure content is clear, concise and up-to-date and that obsolete or unused materials are purged from the Website file structure; ensure compliance with Nevada System of Higher Education, *current web accessibility standards*, or State Website Content Policy and Privacy Policy; monitor and report on Web statistics as necessary; maintain proper backup of Web pages or site for disaster recovery purposes.

Alter the system parameters of a ~~[n-automated-circulation-system]~~ *library services platform* including changing and/or adjusting *system settings, maintaining patron records*, ~~[due dates for borrowers,]~~ updating the loan rules ~~[table]~~ to correspond with new policies, or to reflect changes in existing policies and/or archiving inactive patron records.

Acquire federal documents; claim missing documents; determine correct federal retention policy for all documents; *track changes and maintain government document numbers*; instruct patrons in the use of ~~[print]~~ materials *including* federal electronic Websites and computer files; and maintain ~~[file on current]~~ government document policies.

Representative duties at a college or university may also include:

Research and purchase library print materials, books, multi-media, and other resources from a variety of vendors and publishers; claim orders including troubleshooting; verify and process invoices from various vendor models for payment approval; process and receive library print materials; manage and process print serials, including predictive check-in, receiving, claiming and troubleshooting; manage an in-house book repair operation; coordinate print materials binding activities through use of a binding vendor; supervise student workers.

Library Assistant III: Under direct supervision, positions at this level ~~[either]~~ perform *either* specialized duties in standard bibliographic searching, reference, cataloging, interlibrary loan, course reserves, media and technology services and/or circulation, or ~~[serve as a generalist]~~ perform~~[ing]~~ several of the duties described below. Incumbents may provide supervision to lower level classified staff and student workers. This is the journey level in the series.

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CLASS CONCEPTS (cont'd)

Library Assistant III (cont'd)

Representative duties for LIBRARY ASSISTANT III include: (cont'd)

Positions at this level perform duties that require the incumbent to verify accuracy and completeness of information and make required corrections and additions; obtain information from sources outside the library; explain and apply rules, procedures and practices to patrons. Library Assistant III's apply judgment on a regular basis when distinguishing between variables, identifying applicable provisions, applying the most appropriate standards and making minor adaptations to individual circumstances.

Perform copy cataloging to provide electronic access to a bibliographic record and retrieval or access to materials in the library's collection; ensure the quality and completeness of each record according to national cataloging rules and standards using copy from the Library of Congress, the National Library of Medicine, or other reliable contributors where possible; produce spine labels, attach security markers, and make materials shelf ready.

Evaluate and determine the type and scope of information desired by individual patrons; identify appropriate resources and/or search strategies; instruct and assist patrons in the use of resources and equipment; assist in locating, accessing, copying or printing materials; refer requests beyond personal scope of knowledge to a reference librarian or supervisor.

Order and receive routine materials such as in-print, English language, monograph, print and non-print items *through basic acquisition business models*; verify order information and ensure orders are not duplicates; submit orders electronically; verify incoming orders and invoices; transfer accepted materials to cataloging; submit invoices for payment approval and maintain statistics.

Process *requests and* materials being placed on print or electronic reserve; assess and collect fines, issue overdue and delinquency notices, and update circulation databases as needed; log copyright clearance of requested materials; accept, process and/or deposit payments of fees and fines according to established policies and procedures.

May [T] track and check in serials; issue claims for missing issues; prepare materials for binding, verify their return, and process for shelving.

Process *routine* interlibrary loan requests; verify bibliographic data; select appropriate lending library; order items; monitor orders and resolve routine problems.

May [M] maintain the library's print and/or electronic collection in proper order and condition.

Maintain a variety of equipment in proper working condition including computers, printers, photocopiers, and microform machines; troubleshoot equipment malfunctions and make minor repairs and adjustments.

Collect, maintain and report statistics related to assigned areas.

Library Assistant II: Under close supervision, incumbents perform routine and less complex library duties which require limited judgment and are performed in accordance with clearly prescribed procedures. Incumbents often perform auxiliary duties of a clerical nature such as account maintenance, compilation of statistical information, data entry, processing and delivery of mail, typing and file maintenance.

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CLASS CONCEPTS (cont'd)

Library Assistant II (cont'd)

Representative duties for LIBRARY ASSISTANT II include:

Positions may be permanently assigned to this level, and progression to Library Assistant III is not automatic. Incumbents typically receive more supervision than Library Assistant III's and are employed in work situations that require following established procedures and methods. Incumbents may provide training and work direction to lower level classified employees and student workers.

Issue library cards and enter patron data; check out and record the return of materials; check in serials by verifying the correct journal title, recording the volume number, issue number and date in the serials control database; route selected journals to designated personnel; deliver processed issues to student workers for shelving.

Provide patron assistance by directing patrons to, *and assisting with*, ~~[the location of materials, demonstrating the use of reference databases]~~ *appropriate resources* and explaining unit policies and procedures and services available.

Library Assistant I:

Under immediate supervision, incumbents in this class receive training in performing basic library duties. Progression to the Library Assistant II level may occur upon meeting the minimum qualifications and with the approval of the appointing authority. This is the trainee level in the series.

MINIMUM QUALIFICATIONS

LIBRARY TECHNICIAN III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of ~~[increasingly responsible library]~~ experience *in a library or other cultural heritage institution, including* two years of ~~[which was]~~ technical *level* experience *performing duties [in a relevant functional area of a library assignments]* such as ~~[difficult]~~ copy cataloging, *acquisitions, electronic resource management; and/or organizing, curating and accessing government publications;* **OR** one year of experience as a Library Technician II in Nevada State service; **OR** an equivalent combination of education and experience *as described above.*

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

Detailed knowledge of: *purpose, capabilities, and functions of* library *services, systems,* policies and procedures ~~[and the relationship of the library with other divisions, institutions and State agencies]~~. **Ability to:** *analyze and evaluate established unit/section policies and procedures in order to recommend and implement change;* establish long- and short-term goals and objectives for a section *and/or* and set projected dates of attainment; analyze and evaluate section policies and procedures in order to implement additions or revisions as required; gather, compile, and analyze information required to *produce useful reports and/or* project and justify budget and personnel requirements; *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: the configuration, processes, hardware, and software of a ~~[n-integrated library database]~~ *library services platform* including familiarity with ~~[documentation data]~~ *national standards*

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MINIMUM QUALIFICATIONS (cont'd)

LIBRARY TECHNICIAN III (cont'd)

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

pertaining to library operations [~~;- Office of the Controller and Purchasing Division's policies and procedures concerning ordering library materials and payment of invoices.~~]. **General knowledge of:** *agency penalties and prohibitions*; [~~management practices~~]. **Ability to:** interact with various levels of management on a library-wide basis to resolve problems and/or make policy and expenditure recommendations; analyze and interpret financial and statistical data from a variety of sources and compile the data into comprehensive reports.

LIBRARY TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of [~~increasingly responsible~~] experience [~~working~~] in a library *or other cultural heritage institution, including* one year of [~~which included~~] technical *level* work *performing duties* [~~or assignments~~] such as [~~difficult~~] copy cataloging, *acquisitions, electronic resource management*, [~~developing and maintaining a variety of Web pages; creating and maintaining complex database applications~~]; and/or *organizing, curating and accessing* [~~managing~~] government publications; **OR** one year of experience as a Library Technician I in Nevada State service; **OR** an equivalent combination of education and experience *as described above*.

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

Working knowledge of: applicable library *services, systems*, policies and procedures; *national standards pertaining to library pertaining to a specific library area or function*; and the relationship of the library with other divisions, institutions, and State agencies. **General knowledge of:** principles and practices of supervision and training. **Ability to:** represent the unit/section in [~~division~~] meetings and communicate the requirements and recommendations for the unit/section; plan, organize and supervise complex projects; explain policies and procedures clearly to dissatisfied patrons; make appropriate independent decisions without review from a higher authority; train and supervise staff; assign and review work, establish work schedules and priorities, and administer or recommend discipline; write in a logical, concise manner sufficient to develop a policy and procedure manual for the unit; *and all knowledge, skills and abilities required at the lower levels*.

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

~~[General knowledge of: Rules for Personnel Administration, policies and regulations. Ability to: analyze and evaluate established unit/section policies and procedures in order to recommend and implement change.]~~
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Library Technician III.)

LIBRARY TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of [~~increasingly responsible~~] *customer service* experience [~~working~~] in a library *or other cultural heritage institution*; **OR** one year of experience as a Library Assistant III in Nevada State service; **OR** an equivalent combination of education and experience *as described above*.

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

Working knowledge of: methods and techniques pertinent to a specialized functional area of the library; procedural operations of the major areas of a library; *searching, data entry and retrieval methods used with specialized databases*; a variety of specialized library software and hardware; cataloging rules and formats.

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MINIMUM QUALIFICATIONS (cont'd)

LIBRARY TECHNICIAN I

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

Ability to: *communicate effectively both orally and in writing*; perform technical library duties in an assigned functional area; train and oversee the work of others; work independently with minimal supervision; work in a team environment; establish work schedules and priorities; perform copy cataloging duties according to national standards and local practice; recognize and evaluate indexes, publications or databases including those which are used infrequently; assist library staff and patrons in resolving computer hardware and software related problems; *and all knowledge, skills and abilities required at the lower levels.*

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

~~[Detailed knowledge of: searching, data entry and retrieval methods used with specialized databases.]~~

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

LIBRARY ASSISTANT III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of ~~[work]~~ *customer service* experience, one year ~~[of]~~ which was ~~[working]~~ in a library *or other cultural heritage institution*; **OR** one year of experience as a Library Assistant II in Nevada State service; **OR** an equivalent combination of education and experience *as described above.*

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

Working knowledge of: resources, services, organization and functions of various sections and/or branches of a library; search criteria and retrieval methods used with common databases; relevant ~~[integrated library modules]~~ *library services function* such as acquisitions, circulation, cataloging, and interlibrary loan; nationally recognized classification systems; standard word processing, spreadsheet, presentation software and Internet browsers. **General knowledge of:** the scope and content of the library collections; established cataloging rules and formats; ~~[basic book repair methods]~~. **Ability to:** ~~[understand multiple modules of an integrated library system]~~ and their interrelationships; import and edit cataloging records from a national bibliographic utility using national cataloging standards; establish and maintain effective working relationships with library users and staff; operate a variety of equipment including photocopiers, microform machines, and audio-visual equipment and perform routine equipment maintenance; *and all knowledge, skills and abilities required at the lower levels.*

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Library Technician I.)

LIBRARY ASSISTANT II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of library or clerical experience which included ~~[providing]~~ *customer service*; **OR** six months of experience as a Library Assistant I in Nevada State service; **OR** an equivalent combination of education and experience *as described above.*

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

Working knowledge of: customer service skills; telephone etiquette; operation of a computer and other office equipment; Internet browsers; basic manual and computerized recordkeeping methods. **General knowledge of:** data entry techniques; business English. **Ability to:** enter data, process records and resolve discrepancies according to clearly established procedures; apply and explain rules, regulations, policies and procedures; read and understand manuals and other detailed written materials; understand patron information requests and

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MINIMUM QUALIFICATIONS (cont'd)

LIBRARY ASSISTANT II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont')
determine needs; compare two sources of text and recognize discrepancies; provide clerical support to library staff; *English and grammar sufficient enough to* type, format and produce correspondence *including business correspondence*, reports and other materials. ~~[compose routine business correspondence]~~. **Skill in:** the operation and use of office equipment; keyboarding; *and all knowledge, skills and abilities required at the lower level.*

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

LIBRARY ASSISTANT I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and six months of ~~[general clerical]~~ *customer service* experience ~~[or work that included public contact]~~; **OR** six months of experience as a Clerical Trainee in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: correct English usage, grammar, spelling and punctuation; basic math. **General knowledge of:** the operation of computers and other office machines; standard office procedures such as filing, typing, duplicating materials; answering telephones and taking/sending written or electronic-mail messages; distributing mail; telephone etiquette; word processing software; manual and computerized recordkeeping methods. **Ability to:** communicate in a friendly, helpful and courteous manner with co-workers and patrons; read and understand information and materials related to the assignment; accurately file or retrieve records; establish and maintain alpha numeric files; work with interruptions and various levels of noise and distractions; understand and follow oral and written directions; add, subtract and divide numbers accurately.

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

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

	<u>4.116</u>	<u>4.117</u>	<u>4.122</u>	<u>4.118</u>	<u>4.119</u>	<u>4.120</u>
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REVISED:				7/1/68	7/1/68	
REVISED:		3/22/71				
REVISED:		1/5/73		1/5/73	1/5/73	
REVISED:						8/27/76
REVISED:		5/17/85				
REVISED:	10/17/86	10/17/86		10/17/86	10/17/86	10/17/86
REVISED:					8/19/88-3	8/19/88-3
REVISED:	7/1/91P	7/1/91P		7/1/91P	7/1/91P	7/1/91P
REVISED:	3/13/90PC	3/13/90PC		3/13/90PC	3/13/90PC	3/13/90PC

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FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

September 18, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.174	Loan Administration Officer	37	B	7.174	<i>Loan Administration Officer</i>	37	<i>B</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Loan Administration Officer class. Under general direction, incumbents in this class administer a single and/or multi-unit housing program within the Department of Business and Industry (B&I), Housing Division.

In consultation with Subject Matter Experts from B&I/Housing Division and analysts within DHRM, it was determined that the Class Concept and Minimum Qualifications are consistent with current expectations.

It is recommended, however, that minor revisions be made to the Class Concept to reflect changes in the Housing Division's organizational structure and to the Minimum Qualifications to maintain consistency with verbiage, formatting and structure.

Throughout the process, management and staff within B&I/Housing Division and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the recommendation.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LOAN ADMINISTRATION OFFICER	37	B	7.174

Under general direction, the Loan Administration Officer administers a single and/or multi-unit housing program within the Department of Business and Industry, Housing Division. The incumbent reports to the Deputy Administrator or the **Chief Financial Officer** ~~[Management Analyst IV]~~ and may be responsible for supervising one or more Loan Officer~~[s or Compliance/Audit Investigator II]~~ positions.

Administer a single and/or multi-family housing program by planning and coordinating activities and directing implementation; assess program weaknesses and make recommendations for improvements; develop office controls and processing systems for the efficient and effective flow of work and funds.

Supervise and evaluate the performance of professional and technical staff to include selection, training, motivation, work assignment and review, and discipline.

Assist in the development of the annual work plan including determining housing priorities and providing procedures and programs based upon information gathered and analyzed.

Review and evaluate applications and supporting documentation, determine eligibility, and make recommendations for approval or denial; notify applicants of determinations.

Conduct training workshops on project compliance and the completion of required documentation.

Conduct and/or direct staff in analyzing and underwriting applications.

Manage a single-family and/or multi-family portfolio to ensure compliance with program, federal and State requirements and regulations; monitor single-family delinquency levels to ensure bond ratings on new issues are not jeopardized.

Review reports, income verifications~~[5]~~ **and** tenant certifications and conduct on-site physical inspections to determine physical condition of the project and compliance with regulations; notify project owners of non-compliance and follow up to ensure resolutions.

Review and analyze budget, expense and financial statements on existing projects for compliance and potential defaults on loans and agreements.

Monitor servicer activities, research problems, and develop, implement and monitor courses of corrective action to ensure compliance with federal and State requirements and regulations.

Monitor federal and State legislation and regulatory processes regarding issues pertinent to multi-unit housing projects; make recommendations for necessary program changes.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, finance, accounting or related ~~area~~ *field* and three years of progressively responsible financial experience in mortgage lending or mortgage loan administration; **OR** graduation from high school *or equivalent education* and five years of progressively responsible financial experience in mortgage lending or mortgage loan administration; **OR** an equivalent combination of education and experience *as described above*.

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

Working knowledge of: Department of Housing and Urban Development (HUD) guidelines, Federal Housing Administration (FHA)-insured, *Department of* Veterans ~~Administration~~ *Affairs* (VA)-guaranteed, private insurance, and Housing Division laws and regulations pertaining to single-family and multi-family mortgage lending; supervisory techniques including selection, training, motivation, work assignment and review, and discipline; rules, regulations and policies as related to loan delinquency requirements and procedures. **General knowledge of:** Internal Revenue ~~Service (IRS)~~ Code (*IRC*) related to either a single-family or multi-family mortgage revenue bond program. **Ability to:** compute ratios, rates and percentages to calculate income ratios, determine liquid assets and calculate gains and losses of interest; analyze and interpret a variety of rules and regulations related to single and multi-family mortgage lending; analyze a variety of factors pertaining to credit and mortgage analysis such as budget, expense and financial statements; make oral group presentations to explain new programs and program procedures; establish and maintain cooperative working relationships. **Skill in:** written English sufficient to compose reports and business correspondence.

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

Working knowledge of: Low-Income Housing Tax Credit (*LIHTC*) Program pertaining to multi-family housing programs; mortgage credit analysis related to single-family and multi-family loan processes; analysis of financial statements to determine project feasibility; mortgage and real estate transactions applicable to the purpose of loans by the Housing Division from various lending institutions. **Ability to:** evaluate situations and analyze data related to determining risk and ensuring compliance; set priorities which accurately reflect the relative importance of job responsibilities with others.

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

7.174

ESTABLISHED: 4/19/77
REVISED: 7/20/78-3
REVISED: 8/26/83R
1/24/84PC
REVISED: 7/01/93P
9/24/92PC
REVISED: 5/12/06PC
REVISED: 9/18/20PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

September 18, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.415	State Land Agent IV	39	B	<i>7.415</i>	<i>State Land Agent IV</i>	<i>39</i>	<i>B</i>
7.414	State Land Agent III	36	B	<i>7.414</i>	<i>State Land Agent III</i>	<i>36</i>	<i>B</i>
7.416	State Land Agent II	34	B	<i>7.416</i>	<i>State Land Agent II</i>	<i>34</i>	<i>B</i>
7.417	State Land Agent I	32	B	<i>7.417</i>	<i>State Land Agent I</i>	<i>32</i>	<i>B</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the State Land Agent series. State Land Agents conduct a broad range of real estate transactions including the development and execution of authorizations to use State land such as construction authorizations, leases, licenses, easements, and permits, as well as the acquisition and disposal of land and land interests including water, mineral and development rights.

In consultation with Subject Matter Experts from the Nevada Department of Conservation and Natural Resources (DCNR)/Nevada Division of State Lands (NDSL) and analysts within DHRM, it was determined that changes to the series concept and class concepts be made to reflect current practices in State lands management including the agencies assisted by NDSL in forecasting and determining future land needs.

It is recommended that changes to the Minimum Qualifications at each level in the series be revised to expand the education requirements to include graduation from high school with an appropriate level of either professional, paraprofessional, or technical experience. Changes to the Knowledge, Skills and Abilities at each level in the series are recommended to better align with duties currently being assigned to State Land Agents.

It is also recommended that minor revisions be made to the Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Throughout the process, management, and staff within NDSL and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the recommendation.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STATE LAND AGENT IV	39	B	7.415
STATE LAND AGENT III	36	B	7.414
STATE LAND AGENT II	34	B	7.416
STATE LAND AGENT I	32	B	7.417

SERIES CONCEPT

State Land Agents conduct a broad range of real estate transactions related to State lands. ~~[; leases, water rights, mineral rights, easements, navigable water management, and acquisition and sale of land,]~~ *Transactions include the development and execution of authorizations to use State land, such as construction authorizations, leases, licenses, easements, and permits. State Land Agents also acquire and dispose of land and land interests, including water, mineral [rights] and development rights, within statutory authority and in accordance with established real estate principles, practices and ethical standards.*

Acquire land ~~[; buildings]~~ and interests in lands through negotiations with property owners or government entities or through condemnation; ~~[prepare appraisal reports]~~ *calculate fair market value* to determine value as the basis of negotiations or contract for and review independent appraisals when required by law; negotiate agreements for best price and best use of property; prepare escrow closing documents and other legal documents; arrange for the transfer of funds as needed to close transactions; *and* ensure the recordation of executed legal documents ~~[; and/or recommend and prepare condemnations].~~

Manage unassigned State land, sovereign land and land granted to the State by the federal government for the benefit of the permanent school trust fund; ensure properties are put to their highest and best use; inspect activities on parcels; ensure adequate compensation for the use of State land; determine and ~~[map]~~ *verify* the boundaries of State ownership including the high water mark along navigable bodies of water; and report any unauthorized encroachments to management and the Attorney General's office.

Solicit bids and proposals for contracts; negotiate and develop contract agreements for appraisal, title, escrow, survey, restoration and engineering services; oversee contract implementation, plans and specifications; facilitate resolution of disputes and discrepancies and provide clarification of statutory requirements; inspect work prior to final payment.

Review proposals and construction plans for roads, structures, utility lines and other projects on State land; coordinate with affected agencies; interpret project proposals and plan specifications for each phase of proposed construction; meet with contractors, architects and engineers and perform field inspections to ensure project compliance with approved design and specifications.

Review applications for permits and authorizations including specifications and time frames, ensuring legal, environmental and other issues are addressed prior to approval of plans; complete legal documents, memoranda, inspection and project reports; ensure documents are processed appropriately and adequate records are kept of all applications and transactions including entries in the appropriate State land databases.

Conduct research in a variety of areas including title research and gathering and compiling information into reports; respond to questions from property owners, attorneys and others in the field and by letter; make oral presentations to legislative committees, agencies, groups and individual property owners and/or their agents.

STATE LAND AGENT IV	39	B	7.415
STATE LAND AGENT III	36	B	7.414
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SERIES CONCEPT (cont'd)

Draft legislation relating to State land; review proposed legislation to determine the potential impact on State lands; and draft and review regulations as required.

Perform related duties as assigned.

CLASS CONCEPTS

State Land Agent IV: Under general direction, incumbents *manage the State Land Office section of the Division of State Lands; develop policies, strategic plans and priorities for the State Land Office;* plan, organize and direct property management, acquisition and disposal functions; supervise subordinate State Land Agents ~~[and assigned technical and/or support staff]~~ *to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline;* ~~[train;]~~ assign and review projects to ensure work is performed according to standards and regulations; *assist with the preparation of the biennial budget; prepare required reports for the Legislature, local governments, Board of Examiners, and others; evaluate State Land needs;* and provide expertise and guidance on complex and sensitive issues. This is the supervisory level in the series.

State Land Agent III: Under limited supervision, incumbents are assigned the most complex and controversial projects with intense public and political scrutiny and may include leadworker responsibility for lower level State Land Agents including *mentoring*, training, ~~[advising]~~ and reviewing work. State Land Agent III's manage projects ~~[with responsibility for]~~ *in* collaboration with multiple public and private entities and disciplines, and transactions with potentially ~~[serious]~~ *significant fiscal* impact to the State; manage title aspects (acquisition, easements, facility expansion) of State property for large State agencies such as the Departments of Corrections, ~~[Public Safety;]~~ *Wildlife*, and ~~[Motor Vehicles]~~ *the Nevada Army National Guard*, and assist these agencies in forecasting and determining their future land ~~[and building]~~ needs; lead negotiations on highly complex acquisitions for expansion of State facilities and coordinate with the *State* Public Works Board ~~[on locating land]~~ for capital improvement projects *on State land*.

This is the advanced journey level and is distinguished from the journey level by a preponderance of complex/controversial assignments, leadworker responsibility and independent work assignments in ~~[three or more]~~ areas ~~[of specialty to include]~~ *such as* sovereign lands, property acquisition, *land use authorizations*, ~~[property leasing and management, easements;]~~ property ~~[appraisal]~~ *valuation* ~~[or]~~ *and* property disposal.

State Land Agent II: Under general supervision, incumbents perform the full range of duties described in the series concept at the journey level and function in ~~[two or more]~~ areas ~~[of specialty to include]~~ *such as* sovereign lands, property acquisition, property leasing and management, easements, property appraisal ~~[or]~~ *and* property disposal.

State Land Agent I: Under close supervision, incumbents *receive training in* performing the duties described in the series concept ~~[in a training capacity]~~. ~~[Work is assigned and reviewed for technical accuracy.]~~ This ~~[class represents]~~ *is* the trainee level *in the series* and progression to the ~~[journey]~~ *next* level may occur upon meeting the minimum qualifications, *satisfactory performance*, and with the ~~[approval]~~ *recommendation* of the appointing authority.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

STATE LAND AGENT IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration, real estate, environmental or natural science or related field and four years of professional experience ~~[, two years of which included responsibility]~~ in ~~[three or more areas of specialty to include]~~ *public lands management; [sovereign lands;] real estate; escrow and title; [property acquisition;]* property leasing, management or development; easements; ~~[property disposal;]~~ property appraisal; or closely related field; *OR graduation from high school or equivalent and six years of professional experience as described above; OR* two years of experience as a State Land Agent III in ~~[the]~~ Nevada State service; *OR* an equivalent combination of education and experience *as described above.* (See Special Requirements)

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

Working knowledge of: effective *asset management and* program and land management practices. **General knowledge of:** budget development; legislative processes; leadership and supervisory methods. **Ability to:** ~~[coordinate and lead complex negotiations with city, county, regional, State and federal administrators, elected officials, and private property owners and ensure subordinate staff secure State's monetary, real property and natural resource interests;]~~ develop effective policies and procedures; develop draft legislation and regulations; delegate assignments and organize staff assignments effectively; promote professional development of staff; work effectively with administrators and management in other departments, government agencies and the private sector in collaborative efforts; *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 including disciplinary processes, employee evaluation and the development of work performance standards; State laws and regulations regulating State land transactions. **Ability to:** *coordinate and lead complex negotiations with city, county, regional, State, and federal administrators, elected officials, and private property owners; ensure subordinate staff support the State's fiscal responsibilities and interests in real property and natural resources [interests]; [Skill in:]* motivate ~~[ing]~~ others and encourage ~~[ing]~~ effective action.

STATE LAND AGENT III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration, real estate, environmental or natural science, or related field and three years of professional experience ~~[, two years of which included responsibility]~~ in ~~[two or more areas of specialty to include]~~ *public lands management; [sovereign lands;] real estate; escrow and title; [property acquisition;]* property leasing, management or development; easements; property appraisal; ~~[property disposal;]~~ or closely related field; *OR graduation from high school or equivalent and five years of professional experience as described above; OR [two] one year[s]* of experience as a State Land Agent II in Nevada State service *OR* an equivalent combination of education and experience *as described above.* (See Special Requirements)

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MINIMUM QUALIFICATIONS (cont'd)

STATE LAND AGENT III (cont'd)

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

General knowledge of: *State contracting procedures.* **Working knowledge of:** procedures for title research and recording; Public Land Survey System procedures; *State* laws, *regulations and* procedures ~~[and principles]~~ related to *land* acquisitions~~;~~ *and authorizations to use State land;* ~~[escheat land, eminent domain, leases, easements, appraisal and acquisition; Uniform Standards of Professional Appraisal Practice; acquisition techniques,]~~ property management functions; ~~[and the condemnation process; marketing techniques necessary to generate maximum potential interest in]~~ *fiduciary responsibilities, laws and regulations to support the highest and best use of* State lands to be leased, sold, or otherwise disposed; railroad and utility right-of-way laws. **Ability to:** perform complex *negotiations* and *complete* controversial ~~[assignments]~~ *projects* in acquisition, *sales,* ~~[relocation,]~~ property management, appraisal and utility and railroad relocation; ~~[write]~~ *draft* legal documents and agreements such as ~~[conservation easements,]~~ deed restrictions, appraisal instructions, legal descriptions, *and purchase and sale agreements* ~~[construction and cooperative agreements];~~ ~~[read]~~ *review* and comprehend historic patents and ~~[patent]~~ *associated* maps in order to locate land parcels and mining claims; ~~[operate Global Positioning System or other devices]~~ *use mapping applications and tools* to locate State properties; determine fair market value for leases, ~~[pipelines,]~~ easements, ~~[roadways]~~ and ~~[open]~~ *vacant* land; ~~[determine which agencies have regulatory authority over proposed projects on State land and]~~ coordinate *and conduct* meetings with ~~[those]~~ *client* agencies; coordinate conflicting needs of State agencies regarding ~~[State sites]~~ *assigned properties;* work with local planners regarding zoning of State properties and State land interests; *and* make project presentations representing the agency; *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 contracting procedures; State laws and regulations governing permits and authorizations to use State procedures of public entities such as the Bureau of Land Management or the United States Forest Services for use of their lands; legal process to protect State's rights against illegal and unauthorized uses and/or encroachments on State land. Ability to: identify and forge financially beneficial partnerships establish productive relationships with utilities, companies and businesses in the private sector regarding State properties; negotiate with utility companies and legal representatives concerning State liability issues; coordinate with State Right-of-Way Agents and managers to accommodate the construction of highways, bridges, rights-of-way, and assist utility companies to relocate facilities while on a restricted construction schedule; conduct complex negotiations of legal documents and transactions with applicants and their respective legal representatives, with cities, counties, regional, State and federal administrators, or elected officials, and private property owners and secure State's monetary, to support the State's fiscal responsibilities and real property and natural resource interests; and coordinate with the Nevada Department of Transportation and local municipalities to accommodate the construction of bridges, highways and city streets involving State land.]~~

(These are identical to the Entry Level Knowledge, Skills and Abilities required for State Land Agent IV.)

STATE LAND AGENT II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration, real estate, environmental or natural science, or related field and two years of *professional* experience in public lands *management*~~;~~ real estate~~;~~ escrow and title~~;~~ *property leasing, management or development; easements;* property appraisal; or related field~~;~~ ~~one year of which included responsibility for property valuations or transactions such as acquisition, disposal, property management or development or leasing];~~ *OR graduation from high school or equivalent and four years of professional experience as described above;* **OR** one year of experience as a State Land Agent I in Nevada State service; **OR** an equivalent combination of education and experience *as described above.* (See *Special Requirements*)

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STATE LAND AGENT I	32	B	7.417

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MINIMUM QUALIFICATIONS (cont'd)

STATE LAND AGENT II (cont'd)

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

Working knowledge of: technical and legal terminology related to real estate; *legal* documents, descriptions, and maps relating to *State* land ~~[acquisitions, transfers and disposal, including]~~ procedures for title research ~~[and recording];~~ *title and* escrow ~~[matters, title reports, surveys and appraisals]~~ *procedures; contracts for appraisals and surveys* in order to develop and direct the scope of work for contractors; appraisal~~;~~ ~~[regulations, methods,]~~ principles and ~~[practices in order]~~ *procedures associated with the Uniform Standards of Professional Appraisal Practice* to value real and personal property; statutes, ~~[rules,]~~ regulations and procedures relating to the *State's* appraisal process. **General knowledge of:** Public Land Survey System (PLSS), history of land law in the United States, *school trust land* and basis of public land ownership. **Ability to:** review *and comprehend* property appraisals; ~~[perform property negotiations, sales and acquisitions;]~~ research property title; ~~[monitor construction projects;]~~ manage property and other land assets including navigable waters; *collaborate internally and with client agencies to maintain asset status of assigned State properties;* inspect projects on State properties for contract compliance; inspect State property for encroachment and ~~[correct]~~ *address* violations; interpret State and federal laws pertinent to State lands; *prepare legal documents; and conduct research to* prepare comprehensive reports. **Skill in:** ~~[mathematical and/or computer techniques used to correctly calculate and/or verify computations of land parcels; reading and interpreting various measurement tools and methods to determine the physical dimensions of a property]~~ *assessing real and personal property and calculating fair market values; use of mapping applications and tools to locate State properties; 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: agency policies and procedures governing assigned areas of responsibility; Nevada boundary laws, Nevada and Western State Trust Land laws, regulations[,] and fiduciary responsibilities; navigable water boundary laws, regulations and Attorney General opinions; Nevada Water Rights laws policies and procedures; State's ownership of water rights; federal and State laws regulating authorizing documents including, but not limited to, easements; declaratory judgments and State mineral right laws.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for State Land Agent III.)*

STATE LAND AGENT I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration, real estate, environmental or natural science, or related field and one year of technical or *para*professional experience in public lands *management*~~;~~ real estate~~;~~ *escrow and title*~~;~~ *property leasing,* ~~[property]~~ management or development~~;~~ *easements; property appraisal;* or closely related field; **OR** graduation from high school or the equivalent and three years of technical or *para*professional experience in public lands, real estate, escrow and title, property management or development, or closely related field; **OR** an equivalent combination of education and experience *as described above.* (See Special Requirements)

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

General knowledge of: technical and legal terminology~~;~~ ~~documents, descriptions and maps~~ related to real ~~[property and lands]~~ *estate, such as land acquisitions or exchanges, legal documents, property descriptions and maps, appraisal and escrow procedures including property and title research*~~[land transfers, including procedures for title research and recording; federal laws related to real property transactions; effective negotiation techniques.~~ **Ability to:** ~~[read]~~ *review* and comprehend laws and regulations ~~[regarding]~~ *related to* real estate ~~[acquisitions, transfers, and disposal]~~ *transactions; manage multiple assignments and projects;* review ~~[property]~~ *and comprehend legal* and title documents; *review and interpret proposals to use real*

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STATE LAND AGENT III	36	B	7.414
STATE LAND AGENT II	34	B	7.416
STATE LAND AGENT I	32	B	7.417

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MINIMUM QUALIFICATIONS (cont'd)

STATE LAND AGENT I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
property, including legal descriptions and construction drawings and site plans for roads, utilities or other structures; research and gather data ~~[and]~~to prepare reports and legal documents and correspondence;
~~[establish effective working relationships; correctly calculate and/or verify computations of land parcels]~~*assess fair market value of real property; organize and maintain files and land records; perform detailed research of historical records; use mapping applications and tools; and communicate effectively with internal staff, State and federal agencies and the general public.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for State Land 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>7.415</u>	<u>7.414</u>	<u>7.416</u>	<u>7.417</u>
ESTABLISHED:	3/10/92UC	7/1/07P 8/11/06PC	7/1/93P 9/24/92PC 1/7/97UC	7/1/93P 9/24/92PC
REVISED:	7/1/93P 9/24/92PC			
REVISED:	7/1/07P 8/11/06PC <i>9/18/20PC</i>	<i>9/18/20PC</i>	7/1/07P 8/11/06PC <i>9/18/20PC</i>	7/1/07P 8/11/06PC <i>9/18/20PC</i>

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

September 18, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.425	Supervisor, Centrally Assessed Properties	38	B	7.425	<i>Supervisor, Centrally Assessed Properties</i>	<i>38</i>	<i>B</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Supervisor, Centrally Assessed Properties class. Incumbents in this class direct professional staff in the following areas: appraisal and assessment of mines and net proceeds of minerals for tax assessment purposes; appraisal and assessment of intercounty and interstate utilities and transportation companies for property tax purposes; and the billing, collection and distribution of property and net proceeds of mineral taxes.

In consultation with Subject Matter Experts from the Department of Taxation and analysts within DHRM, it was determined that the Class Concept and Minimum Qualifications are consistent with current expectations and required no changes at this time. It is recommended, however, that clarification of education and experience requirements be made to the second option of the Education and Experience section of the Minimum Qualifications.

It is also recommended that minor revisions be made to the Class Concept and Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Throughout the process, management and staff within the Department of Taxation and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the recommendation.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SUPERVISOR, CENTRALLY ASSESSED PROPERTIES	38	B	7.425

Under general supervision, ~~[Supervisor, Centrally Assessed Properties]~~ *incumbents select*, supervise, train, *assign and review work, evaluate performance, administer disciplinary action*, and direct professional staff in the *following areas*: appraisal and assessment of mines and net proceeds of minerals statewide for tax assessment purposes; appraisal and assessment of intercounty and interstate utilities and transportation companies for property tax purposes; and billing, collection, and distribution of property and net proceeds of mineral taxes.

~~[Supervise and evaluate the performance of professional staff responsible for conducting appraisals of mine property, utility and transportation companies; select and train staff, assign and review work, and take disciplinary actions as necessary.]~~

Plan, schedule and prioritize projects, work assignments and appraisals to ensure that properties are reviewed according to statutory timelines.

Develop computer applications for appraisal of property and billing and collection of taxes by staff; analyze and forecast revenue projections for net proceeds of minerals and property taxes.

Oversee the billing, collection, disbursement, and refunding of tax revenue associated with the assessment of mines~~;~~ *and* utility and transportation companies; implement procedures to ensure the efficiency and effectiveness of the process.

Provide expert testimony concerning the appraisal of centrally assessed property at county and State Board of Equalization meetings, legislative committees, regulatory workshops, and other administrative agency hearings.

Interpret statutes, codes, policies, procedures, and results regarding appraisals and assessments to interested parties, including taxpayers and their representatives, legislators, Tax Commission, and local government officials.

Gather and assist in evaluating data pertaining to bill draft requests and fiscal notes required by the Legislature; prepare department's response; conduct other research concerning the regulation of assessments as requested; recommend amendments to regulatory language.

Forecast, recommend and monitor the travel and equipment budget for the section to ensure the availability of necessary resources.

Oversee the development and publication of manuals, reports, and bulletins related to centrally assessed properties.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

INFORMATIONAL NOTE:

- * Certification as a Property Tax Appraiser by the Nevada Department of Taxation is required within two years after appointment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration or related field and four years of experience in property appraisal, two years of which included experience in reviewing financial statements of corporations for tax purposes; **OR** *Bachelor's degree from an accredited college or university in business administration, public administration or related field and four years of financial and accounting management experience [in financial management and managerial accounting principles and practices]* involving the valuation of property; **OR** an equivalent combination of education and experience *as described above*. (See Special Requirement and Informational Note)

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

Detailed knowledge of: appraisal theories, principles and practices of property valuation; technical and legal terminology, documents, and descriptions related to assessment of real property; federal and State laws, policies and procedures related to assessment and taxation; utility and transportation company operations; accounting reports, balance sheets, and income statements; corporate and shareholders' reports; Security and Exchange Commission forms; stock and bond data sources such as Standard & Poor and Value Line. **Working knowledge of:** local assessors' appraisal and taxing requirements, methods and reports; process of developing administrative regulations, changing existing regulations, adding new regulations or deleting or altering obsolete provisions that govern the Administrative Procedures Act; statistical models to include measures of dispersion and measures of central tendency; organizations of State and local governments to facilitate the gathering of data and information pertaining to the investigation of property assessment issues; supervisory principles and practices. **Ability to:** organize, present and defend valuation results before the Board of Equalization, company representatives and the Tax Commission; appraise properties; develop cost of capital studies. **Skill in:** applying advanced knowledge of appraisal theories to the valuation of utility and transportation companies; the application of computer programs used in appraisal and financial analysis as well as billing, collection, and distribution of taxes.

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

Working knowledge of: State revenue and taxation laws and corresponding regulations to direct and regulate assessment of property; applicable sections of the State Administrative Manual, Nevada Administrative Code and Rules for Personnel Administration; supervisory principles and practices including disciplinary processes, employee evaluation and development of work performance standards; application of financial analysis and macro[-]economic principles; billing and collection procedures; appraisal of complex utility and transportation companies.

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

7.425

ESTABLISHED: 7/1/79
 REVISED: 5/31/79PAC
 REVISED: 11/20/79-3
 REVISED: 4/11/86
 REVISED: 7/18/86
 REVISED: 7/1/93P
 9/24/92PC
 REVISED: 2/10/06PC

7.425

REVISED

9/18/20PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

September 18, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.426	Supervisor, Locally Assessed Properties	38	B	<i>7.426</i>	<i>Supervisor, Locally Assessed Properties</i>	<i>38</i>	<i>B</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Supervisor, Locally Assessed Properties class. Incumbents in this class supervise the audit of assessors' property tax valuation of residential, commercial, industrial, agricultural, and personal properties for ad valorem tax purposes pursuant to Title 32 of the Nevada Revised Statutes (NRS); consult with and assist county assessors in the development, use and maintenance of standard assessment procedures; and oversee the publication of various manuals, reports and bulletins disseminating appraisal and assessment standards.

In consultation with Subject Matter Experts from the Department of Taxation and analysts within DHRM, it was determined that the Class Concept and Minimum Qualifications are consistent with current expectations and required no changes at this time. It is recommended, however, that clarification of education and experience requirements be made to the second option of the Education & Experience section of the Minimum Qualifications.

It is also recommended that minor revisions be made to the Class Concept and Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Throughout the process, management and staff within the Department of Taxation and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the recommendation.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SUPERVISOR, LOCALLY ASSESSED PROPERTIES	38	B	7.426

Under general supervision, ~~[the Supervisor, Locally Assessed Properties,]~~ *incumbents* supervise[s] the audit of assessors' property tax valuation of residential, commercial, industrial, agricultural and personal properties for ad valorem tax purposes pursuant to Title 32 of the Nevada Revised Statutes; consult[s] with and assist[s] county assessors in the development, use and maintenance of standard assessment procedures; and oversee[s] the publication of various manuals, reports and bulletins disseminating appraisal and assessment standards.

Supervise and evaluate the performance of Property Appraisers responsible for conducting appraisals of residential, commercial, industrial, agricultural and personal properties statewide; select and train personnel; assign and review work[;] and ~~[take]~~ *administer* disciplinary actions as necessary.

Direct and coordinate staff in conducting various studies[;] *and* audits and *preparing* reports regarding assessment levels and other statistics on the values of property types; participate in presenting completed reports to the Tax Commission and make recommendations on corrective action; direct and coordinate staff in the development of valuations for agricultural lands and personal property for consideration and adoption by the Tax Commission.

Audit records and review office practices of county assessors to ensure compliance with State laws; assist assessors in implementing appropriate assessment practices and procedures to attain or retain equalization of assessments and/or compliance with State law.

Interpret statutes, codes, policies, procedures, and results regarding appraisals and assessments ~~[to]~~ *for* interested parties including taxpayers and their representatives, legislators, Tax Commission and local government officials.

Oversee the research and analysis of valuation issues and develop and recommend policies and procedures for implementation throughout the State.

Forecast, recommend and monitor travel and equipment budget categories to ensure the availability of necessary resources.

Provide expert testimony concerning the appraisal of locally assessed properties at county and State Boards of Equalization, legislative committees, regulatory workshops, and other administrative agency hearings.

Gather and assist in evaluating data pertaining to bill draft requests and fiscal notes required by the Legislature; prepare department's response; conduct other research concerning the regulation of assessments as requested; and recommend amendments to regulatory language.

Oversee the development and publication of manuals, reports[;] and bulletins related to locally assessed properties.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

INFORMATIONAL NOTE:

- * Certification as a Property Tax Appraiser by the State of Nevada is required within two years of appointment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, *public administration* or related field and four years of appraisal experience for tax purposes, two years of which included statistical analysis of appraised properties for purposes of equalization; **OR** *Bachelor's degree from an accredited college or university in business administration, public administration or related field and four years of financial and accounting management experience [in financial management and managerial accounting principles and practices]* involving the valuation of property; **OR** an equivalent combination of education and experience *as described above*. (See Special Requirement and Informational Note)

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

Working knowledge of: appraisal methods, principles and practices used to value real and personal property; technical and legal terminology, documents[5] and descriptions; review of accounting reports, balance sheets[5] and income statements; organization of State and local governments to facilitate the gathering of data and information pertaining to the investigation of property assessment issues; local assessors' appraisal and taxing requirements, methods and reports; statistical models to include measures of dispersion and measures of central tendency to determine the accuracy and equity of local tax valuations. **Ability to:** organize, present and defend valuation results before the Board of Equalization, company representatives and the Tax Commission; appraise property; read and understand financial reports; develop cost of capital studies. **Skill in:** algebra, geometry, statistics and technical math in order to correctly calculate and/or verify computations of land valuations and ratio studies; application of computer programs used in appraisal and financial analysis.

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

Working knowledge of: State revenue and taxation laws and corresponding regulations in order to direct and regulate assessment of property; applicable sections of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration; supervisory techniques including disciplinary processes, employee evaluation and the development of work performance standards; application of financial analysis and macro[-]economic principles; process of developing, amending[5] and repealing administrative regulations and provisions governed by the Administrative Procedures Act.

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

7.426

ESTABLISHED: 7/1/79
REVISED: 5/31/79PAC
REVISED: 11/20/79-3
REVISED: 4/11/86
REVISED: 7/18/86
REVISED: 7/1/89R
9/22/89PC
REVISED: 7/1/93P
9/24/92PC
REVISED: 2/10/06PC
REVISED 9/18/20PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

September 18, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.433	Property Appraiser II	34	B	7.433	<i>Property Appraiser II</i>	<i>34</i>	<i>B</i>
7.447	Property Appraiser I	32	B	7.447	<i>Property Appraiser I</i>	<i>32</i>	<i>B</i>
	New			7.453	<i>Property Appraiser Trainee</i>	<i>30</i>	<i>B</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Property Appraiser series. Incumbents in this class value real and personal property; conduct ratio studies to evaluate work of county assessors; value mining improvements and net proceeds of mines; research and develop agricultural values for approval by the Nevada Tax Commission; and research and recommend appropriate appraisal and assessment standards for use by county assessors.

In consultation with Subject Matter Experts from the Nevada Department of Taxation and analysts within DHRM, it was determined that the Series Concept is consistent with current expectations and required no changes at this time. It is recommended; however, that a Property Appraiser Trainee level, 7.453, grade 30 be added to expand the pool of qualified applicants for this series.

It is also recommended that minor revisions be made to the Class Concepts and Minimum Qualifications for Property Appraiser I and Property Appraiser II to maintain consistency with verbiage, formatting, and structure.

Throughout the process, management and staff within the Department of Taxation and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the recommendation.

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



STATE OF NEVADA
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Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PROPERTY APPRAISER II	34	B	7.433
PROPERTY APPRAISER I	32	B	7.447
<i>PROPERTY APPRAISER TRAINEE</i>	<i>30</i>	<i>B</i>	<i>7.453</i>

SERIES CONCEPT

Property Appraisers value real and personal property; conduct ratio studies to evaluate work of county assessors; value mining improvements and net proceeds of mines; research and develop agricultural values for approval by the Nevada Tax Commission; research and recommend appropriate appraisal and assessment standards for use by county assessors.

Determine the value of property for tax purposes; apply statistical procedures and analyze results to determine if valuations established by county assessors conform to the requirements of laws and generally accepted mass appraisal practices.

Review and analyze sales data to examine the accuracy of proposed land factors by county assessors within guidelines established by statute and regulations; prepare narratives including the findings, conclusions and recommendations related to the ratio study.

Conduct physical inspections to identify and measure construction characteristics of a variety of buildings and classify them as to use, character and quality of construction to determine the cost of buildings; identify land characteristics such as topographic and environmental characteristics which affect value.

Classify and value property by reviewing county assessor's records and/or physical inspection to ensure properties are valued correctly.

Consult with developers, contractors and others regarding construction costs, real estate brokers to determine local market conditions, and county assessors to provide appraisal assistance as well as to regulate their activities according to departmental policies and procedures.

Determine value of properties using income approach to value and apply accounting and financial procedures and techniques.

Prepare oral and written defense of appraisals to taxpayers and county and State Boards of Equalization and testify before the Nevada Tax Commission.

Conduct research in a variety of areas including issues for the Legislature; gather and compile information into reports and respond to questions from taxpayers in the field.

Assist in the valuation of intercounty and interstate utilities and transportation companies.

Provide training to county assessors regarding the determination of value of properties and the calculation of proceeds.

Perform related duties as assigned.

CLASS CONCEPTS

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

Property Appraiser I: Under ~~close~~ *general* supervision, incumbents *continue to* receive training in ~~property appraisal~~ *performing the duties described in the series concept at the sub-journey level* and may progress to the journey level upon meeting *the* minimum qualifications, *satisfactory performance* and with *the* approval of the appointing authority.

Property Appraiser Trainee: *Under close supervision, incumbents receive training in performing the duties described in the series concept and may progress to the next level upon meeting the minimum qualifications, satisfactory performance, and with the approval of the appointing authority.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

INFORMATIONAL NOTE:

- * Certification as a Property Tax Appraiser by the Nevada Department of Taxation is required within two years after appointment.

PROPERTY APPRAISER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, economics or related field and two years of *professional* experience in property appraisal *work related to the transfer and sale of real property, valuation of property at a local assessor's office, real estate sales, real estate lending, cost estimation, or tax assessment*; **OR** graduation from high school or equivalent education and four years of *professional* experience in property appraisal *as described above*; **OR** *one year of experience as a Property Appraiser I in Nevada State service*; **OR** an equivalent combination of education and experience *as described above*. ~~**OR** one year of experience as a Property Appraiser I in Nevada State service.~~ (See Special Requirement and Informational Note)

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

Working knowledge of: appraisal of real and personal property; appraisal theories and practices including methods, approaches and techniques employed in appraisal of classes and types of real and personal property; local zoning, restrictions, codes covenants, financial and market conditions which may affect property values within the various counties; construction types, materials and building methods utilized throughout the State; various survey systems and the assessment parceling systems to determine the location of parcels from its legal description; mining operations; accounting and financial practices and procedures; statistical models including correlation coefficients, standard deviations, measures of central tendency, measures of dispersion and sampling techniques. **Ability to:** calculate and/or verify computations of land parcels; value real and personal property by applying accepted appraisal theories; read and interpret a variety of measurement tools and methods to determine the physical dimension of properties; interpret statutes to verify the terms and conditions of sales contracts, title and escrow files; read and interpret blueprints and building plans to determine type and quality of construction; analyze reports to explain the probable impact of new or changed statutes and regulations resulting from the review of assessor's appraisals, policies and procedures; prepare business correspondence and reports; calculate net proceeds of mineral taxes; develop training programs for county assessors; *and all knowledge, skills and abilities*

PROPERTY APPRAISER II	34	B	7.433
PROPERTY APPRAISER I	32	B	7.447
PROPERTY APPRAISER TRAINEE	30	B	7.453

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MINIMUM QUALIFICATIONS (cont'd)

PROPERTY APPRAISER II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
required at the lower level.

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

Working knowledge of: descriptive statistics; all construction types, materials and building methods used throughout the State in order to determine building class and quality; department policies and guidelines regarding the appraisal of property; statutes, regulations and procedures relating to the appraisal process. **Skill in:** reading and interpreting various measurement tools and methods to determine the physical dimensions of properties; application of sketch and valuation software to produce correct appraisals.

PROPERTY APPRAISER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, economics or related field and one year of *professional* experience in ~~real~~ property appraisal work related to the transfer and sale of real property, *valuation of property at* ~~or in~~ a local assessor's office, ~~or~~ real estate sales, ~~or~~ real estate lending, cost estimation, or *tax assessment*; **OR** graduation from high school or equivalent education and three years of *professional* experience in property appraisal *as described above*; **OR** *one year of experience as a Property Appraiser Trainee*; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirement and Informational Note*)

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

General knowledge of: appraisal theories and practices; building construction and associated terminologies; algebra, geometry and math in order to correctly calculate and/or verify computations of land parcels; statutes, rules, regulations and procedures related to the appraisal process; construction types, materials and building methods used throughout the State to determine building class and quality; appraisal methods, principles and practices in order to value real and personal property. **Skill in:** reading and interpreting various measurement tools and methods to determine the physical dimensions of a property; application of computer sketch and costing programs. **Ability to:** compose business correspondence and reports.

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

PROPERTY APPRAISER TRAINEE

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in business administration, accounting, economics or related field; OR graduation from high school or equivalent education and two years of paraprofessional experience assisting in property appraisal work related to the transfer and sale of real property, valuation of property at a local assessor's office, real estate sales, real estate lending, cost estimation, or tax assessment; OR one year of experience as a Tax Examiner I in Nevada state service; OR an equivalent combination of education and experience as described above.*

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

General knowledge of: principles and practices of real and/or personal property appraisal; financial record keeping and accounting practices; methods and terminology used in the property appraisal process. Ability to: communicate effectively both orally and in writing with developers, contractors, real estate brokers and county assessors; perform mathematical calculations to calculate property value; conduct research, collect data and perform statistical analysis; prepare clear and concise reports, records and other documents related to the appraisal of real and/or personal property; interpret and apply State and federal laws, rules and regulations and departmental policies and procedures for compliance.

PROPERTY APPRAISER II
 PROPERTY APPRAISER I
PROPERTY APPRAISER TRAINEE

34	B	7.433
32	B	7.447
30	B	7.453

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MINIMUM QUALIFICATIONS (cont'd)

PROPERTY APPRAISER TRAINEE (cont'd)

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

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

	<u>7.433</u>	<u>7.447</u>	<u>7.453</u>
ESTABLISHED:	8/1/55	1/1/63	<i>09/18/20PC</i>
REVISED:	2/1/68	2/1/68	
REVISED:	1/4/72	5/18/78	
REVISED:	11/3/78-3	11/3/78-3	
REVISED:	2/9/79-3	2/9/79-3	
REVISED:	9/30/81-3	9/30/81-3	
	8/19/88PC	8/19/88PC	
REVISED:	7/1/93P	7/1/93P	
	9/24/92PC	9/24/92PC	
REVISED:	3/21/97UC		
REVISED:	2/10/06PC	2/10/06PC	
<i>REVISED</i>	<i>9/18/20PC</i>	<i>9/18/20PC</i>	

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

September 18, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.434	Utility Valuation Analyst	36	B	<i>7.434</i>	<i>Utility Valuation Analyst</i>	<i>36</i>	<i>B</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review, the Division of Human Resource Management (DHRM) has conducted a review of the Utility Valuation Analyst class. Incumbents in this class appraise intercounty and interstate utilities and transportation companies for ad valorem tax purposes using appraisal, accounting and finance methods.

In consultation with Subject Matter Experts within the Department of Taxation and analysts within (DHRM), it was determined that the Class Concept and Minimum Qualifications are consistent with current expectations and required no changes at this time. It is recommended, however, that clarification of education and experience requirements be made to the Education and Experience section of the Minimum Qualifications and that “Working knowledge of: property appraisal methods, principles and practices” be moved from entry level to full performance in order to align with education and experience requirements.

It is also recommended that minor revisions be made to the Class Concept and Minimum Qualifications to maintain consistency with verbiage, formatting and structure.

Throughout the process, management and staff within the Department of Taxation and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the recommendation.

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



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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
UTILITY VALUATION ANALYST	36	B	7.434

Under general supervision, Utility Valuation Analysts appraise inter[-]county and interstate utilities and transportation companies for ad valorem tax purposes using appraisal, accounting[+] and finance methods.

Collect and analyze industry and individual utility companies' financial data to develop value indicators to estimate corporate value; prepare narrative summaries to substantiate value; develop and apply capitalization rate studies for each industry.

Examine company reports and statements to accurately allocate assessments and distribute taxes to local governments; develop methods to forecast revenue and communicate projections to be used in the local government budgeting process.

Compile assessment and valuation data into reports and bulletins to be reviewed by the Tax Commission and disseminate to corporate and government officials.

Interpret statutes, codes, policies, procedures, and results regarding valuation and assessments when requested by interested parties and as necessary to develop and apply valuation methodologies.

Inspect and examine company records to determine compliance with instructions, timeframes and accuracy.

Interpret and explain statutes, codes, procedures, timeframes, methodologies, forms, reports, results, instructions, and penalties with regard to billing, collection[+] and distribution of property taxes when requested by interested parties, including taxpayers, legislators, Tax Commission, and local governments; and serve as expert witness regarding valuations and assessment.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

INFORMATIONAL NOTE:

- * Certification as Property Tax Appraiser by the Nevada Department of Taxation is required within two years after appointment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, business administration, finance, economics, or closely related field and three years of *professional* experience in the appraisal or assessment of real property *[including]which included* one year of experience in the valuation of intercounty and interstate utilities and transportation companies for ad valorem purposes; **OR** *[a]* Bachelor's degree *[as-described-above]* *from an accredited college or university in accounting, business administration, finance, economics, or closely related field* and three years of *professional financial and accounting* experience

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

~~[in financial management or a managerial accounting environment which provided knowledge of financial management and managerial accounting principles and practices through]~~ *which included* the development, evaluation or revision of programs, organizations, methods, or procedures; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirement and Informational Note*)

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

Working knowledge of: accounting principles and financial accounting standards; ~~[property appraisal methods, principles, and practices;]~~ legal terminology, documents and descriptions; preparation ~~[and]~~ *of* accounting reports, balance sheets~~;~~ and income statements; corporate and shareholders' reports~~;~~ *and* Security and Exchange Commission forms; federal reporting requirements for various commissions; other *federal and* State agencies' reports, requirements and regulations such as *the* Public Utilities Commission *of Nevada (PUCN)* and *the United States Environmental Protection Agency (EPA)*; stock and bond data sources such as Standard & Poor and Value Line; local assessors' appraisal and taxing requirements, methods and reports; utility companies' operations. **Ability to:** organize, present and defend valuations before the public, Board of Equalization, company representatives, and Tax Commission; appraise property; read and understand financial reports; develop cost of capital studies. **Skill in:** computer applications used in appraisal and financial analysis as well as billing, collection~~;~~ and distribution of taxes.

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

Working knowledge of: *property appraisal methods, principles and practices;* federal and State laws, policies and procedures related to assessment and taxation; utility and transportation company operations; accounting and finance standards; financial analysis; application of macroeconomic principles; forecasting/projection of revenue streams or assessment levels from property taxes; Nevada Revised Statutes dealing with assessment standards; billing and collection procedures. **Skill in:** appraisal of utility and transportation companies.

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

7.434

ESTABLISHED: 06/05/81
REVISED: 04/11/86-3
REVISED: 07/06/90-3
REVISED: 07/01/93P
09/24/92PC
REVISED: 2/10/06PC
REVISED **9/18/20PC**

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

September 18, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.862	Graphic Designer II	31	C	<i>7.862</i>	<i>Graphic Designer II</i>	<i>31</i>	<i>C</i>
7.864	Graphic Designer I	29	C	<i>7.864</i>	<i>Graphic Designer I</i>	<i>29</i>	<i>C</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Graphic Designer series. Graphic Designers perform a variety of original display and visual design work for a State agency or the Nevada System of Higher Education. Design projects include brochures, catalogs, magazines, books, advertisements, digital/electronic or website presentations, instructional materials, and other printed and promotional materials.

In consultation with Subject Matter Experts from the University of Nevada, Reno (UNR), the University of Nevada, Las Vegas (UNLV), the College of Southern Nevada (CSN), and analysts within DHRM, it was determined that the Class Concepts, Minimum Qualifications, and Knowledge, Skills and Abilities are consistent with current expectations and required no changes at this time.

It is, however, recommended that minor revisions be made to the Class Specification to maintain consistency with verbiage, formatting, and structure.

Throughout the process management and staff within UNR, UNLV, and CSN, and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the recommendation.

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



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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
GRAPHIC DESIGNER II	31	C	7.862
GRAPHIC DESIGNER I	29	C	7.864

SERIES CONCEPT

Graphic Designers perform a variety of original display and visual design work for a State agency or the Nevada System of Higher Education. Design projects include brochures, catalogs, magazines, books, advertisements, digital/electronic or web[-]site presentations, instructional materials, and other printed and promotional materials.

Design magazines, brochures, catalogs, books, web[-]sites, and other promotional and instructional materials utilizing a variety of page layout software to set size specifications, typography, pagination, and other graphic elements; develop a visual concept that is aesthetic and practical using creativity, imagination[-], and illustrative skills to communicate ideas; determine appropriate placement of text, photos and illustrations, copy[-]fitting, and other related graphic elements in keeping with project goals and target audiences.

Establish the visual concept and the style necessary to convey the desired visual effect through use of logos, layout and color; prepare preliminary details of design work in conformance with agency standards; discuss art concepts and create mock-ups for final approval.

Coordinate design details, assignments, and projects by collaborating with staff members and management to meet specified deadlines; proofread final copy for general grammatical and spelling errors and submit finished draft to produce press-ready artwork.

Ensure conformity with agency's design standards and formats by understanding the agency's mission and goals and the impact promotional material has on the agency's public image.

Produce the final artwork for a variety of additional design projects including displays, posters, e-communications, and signage using advanced technical production skills including typography, [and] copy[-]fitting, illustration, and related techniques.

Prepare and maintain all documentation of work completed, associated files and billing information for assigned projects to provide a tracking system; establish and update records pertaining to projects in progress and completed.

Perform related duties as assigned.

CLASS CONCEPTS

Graphic Designer II: Under general direction, incumbents perform the full range of duties described in the series concept with considerable independence and responsibility for all aspects of assigned projects including graphic design, resolution of conceptual problems, project production schedules, coordination and direction of photo shoots, conducting research, and working with printing vendors.

Incumbents work directly with the client and are responsible for initiating the bidding process, preparing project cost estimates by writing print specifications and sending bid requests to appropriate vendors. Estimates are based

CLASS CONCEPTS (cont'd)

Graphic Designer II: (cont'd)

on meeting with printers, photographers^[5] and/or other vendors, requiring detailed analysis of the production process including time and materials necessary to provide a given product.

Graphic Designer I: Under general supervision, incumbents perform the full range of duties described in the series concept involving the design of visual graphics. This is the journey level ~~[ef]~~ *in* the series.

MINIMUM QUALIFICATIONS

GRAPHIC DESIGNER II

EDUCATION AND EXPERIENCE: Bachelor's degree *from an accredited college or university* in graphic design or closely related field ~~[with course work in design and production]~~ and two years of experience performing graphic arts and design work using graphics software in the design of brochures, catalogs, books, instructional materials, *online publications*, and/or *traditional print* publications; **OR** graduation from high school or equivalent education and four years of experience as described above; **OR** one year of experience as a Graphic Designer I in Nevada State service; **OR** an equivalent combination of education and experience *as described above*.

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

Working knowledge of: page layout software and hardware in order to produce accurate artwork for client approval, printing or web design; art production in order to communicate visual concepts and cost estimates to client, printer, photographer, and/or writer; regulations and laws applying to print reproduction such as copyright and photo releases. **Ability to:** keep accurate accounts of time and materials for billing purposes; *use a variety of art tools and materials displaying artistic ability as well as creativity and originality*; vividly describe art concepts so that clients can visualize them; speak on a one-to-one basis using appropriate vocabulary and grammar; obtain appropriate information regarding project deadlines; *interact diplomatically with the public and/or clients*; explain policies and procedures to clients; persuade client to accept visual or art concept; prioritize assignments to complete work in a timely manner in order to meet planned production deadlines; arrange client copy or artwork to form a logical sequence of thoughts or actions; *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: art production in order to communicate visual concept and cost estimate to client, printer, photographer, and/or writer; agency policies applicable to bidding, recordkeeping and printing and postal regulations. **Working knowledge of:** agency's mission and goals as applied to working with clients and promoting the image of the agency; State regulations related to purchasing and inter-departmental services; print specifications in order to prepare bid paperwork or requests for estimate from printers and other vendors. **Ability to:** explain technical information or methods related to art production or printing to co-workers, students and clients; field difficult questions concerning deadlines, printing specifications and budget; examine and compare bids or estimates to determine if within prescribed standards; revise procedures to increase effectiveness of operations.

GRAPHIC DESIGNER I

EDUCATION AND EXPERIENCE: Bachelor's degree *from an accredited college or university* in graphic design or closely related field ~~[with course work in design and production]~~ and one year of experience performing graphic arts and design work using graphics software which included the design of brochures, magazines, catalogs, books, instructional materials, *online publications*, and/or *traditional print* publications; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** an equivalent combination of education and experience *as described above*.

MINIMUM QUALIFICATIONS (cont'd)

GRAPHIC DESIGNER I (cont'd)

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

Working knowledge of: color and design composition; methods, materials, and techniques used in artistic design and illustration; production techniques and current materials available, design possibilities, and production methods; printer specifications in order to create and produce accurate artwork for color separation, stripping and other printing related techniques; proofreading marks and copy-reading symbols to make copy ready for production. **General knowledge of:** photography, copy writing, and layout work; paper weights, ink variation and other graphic elements in order to communicate to client and vendor for approval and/or for print specifications; print specifications in order to prepare bid paperwork or requests for estimates from printers and other vendors; page layout software and hardware in order to produce accurate artwork for client approval. **Ability to:** design and create graphic arts materials according to written and verbal instructions; develop and organize ideas of design and presentation; conceptualize end products; operate a personal computer and associated graphics and web design software; cut overlays and other color separation requirements accurately for print production; proofread technical and standard English text for style, grammar and spelling errors; write grammatically correct business correspondence; perform operations with units such as inches and picas to produce accurate artwork; compute percentages to enlarge or reduce artwork to fit in a given area; add, subtract, multiply, and divide whole numbers, fractions and decimals to provide unit costs or project estimates to clients and to produce accurate artwork; work as part of a team; establish and maintain cooperative working relationships with clients, co-workers and vendors; organize material, information, and resources in a systematic way to optimize efficiency; work independently and follow through on assignments with minimal direction; analyze costs.

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

~~[Working knowledge of: agency policies applicable to bidding, recordkeeping and printing and postal regulations. General knowledge of: agency's mission and goals as applied to working with clients and promoting the image of the agency. Ability to: use a variety of art tools and materials displaying artistic ability as well as creativity and originality; interact diplomatically with the public in a high volume, continuous public contact setting; set priorities which accurately reflect the relative importance of job responsibilities.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Graphic Designer 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>7.862</u>	<u>7.864</u>
ESTABLISHED:	7/1/93P 8/31/92PC	1/1/84R 7/27/84PC
REVISED:	7/1/95P 9/16/94PC	7/1/93P 8/31/92PC
REVISED:		7/1/95P 9/16/94PC
REVISED:	12/1/06PC	12/1/06PC
REVISED	9/18/20PC	9/18/20PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

September 18, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.311	Highway Equipment Mechanic Specialist	37*	G	<i>9.311</i>	<i>Highway Equipment Mechanic Specialist</i>	<i>37*</i>	<i>G</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Highway Equipment Mechanic Specialist class. The Highway Equipment Mechanic Specialist serves as a technical consultant to management and equipment shops throughout the State; monitors compliance with division policies and procedures regarding safety and equipment maintenance and repair; reviews shop operations and coordinates mechanical training

In coordination with the Subject Matter Expert from the Nevada Department of Transportation (NDOT), it was determined that the Class Concepts and Minimum Qualifications are consistent with current expectations and do not require revisions at this time. It is recommended, however, that a minor revision be made to the class concept for grammatical purposes and minor revisions be made to the Education and Experience section of the Minimum Qualifications in order to enhance recruitment efforts and to maintain consistency with verbiage, formatting and structure.

Throughout the process, management and staff within NDOT and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the recommendation.

*** Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.**

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HIGHWAY EQUIPMENT MECHANIC SPECIALIST	37*	G	9.311

Under general supervision, the Highway Equipment Mechanic Specialist serves as a technical consultant to *management and* equipment shops throughout the State ~~[and division management]~~; monitors compliance with division policies and procedures regarding safety and equipment maintenance and repair; reviews shop operations and coordinates mechanical training.

Provide technical assistance to the equipment shops and division management in the areas of repair, overhaul, construction, modification, and safety of highway construction and maintenance equipment.

Inspect equipment and consult with highway equipment mechanic supervisors regarding the condition of equipment and method and/or cost of repair or overhaul; recommend alternatives, locate nationwide sources of used parts and equipment, prepare technical service bulletins, participate in annual equipment specification meetings, and prepare recommendations to division management regarding the repair, replacement or retention of older units in the fleet.

Monitor the compliance of field equipment shops with division policies and procedures regarding safety, and equipment maintenance and repair; conduct random inspections of equipment in the field to include brakes, lights, steering, and tires; ensure safety devices and improvements are installed and implemented; monitor the shops' procedures for storing and disposing of hazardous materials; identify mechanical or cosmetic defects and manufacturer recalls and ensure defective equipment is returned for corrective action.

Coordinate and/or provide mechanical training for mechanics statewide by remaining current in the equipment maintenance field; assessing training needs; providing estimates of training costs to division management for inclusion in the division budget; consulting with highway equipment mechanic supervisors to identify staff to be scheduled for training; contacting vendors or outside organizations to present workshops; providing hands-on training; providing emission control certification; ensure mechanics remain current and proficient in the mechanical techniques and methods required for successful job performance.

Assist the Equipment Operations Manager in overseeing and evaluating equipment shop operations and provide input regarding performance of shop supervisors by observing the flow of work through the shop; meet with shop and district personnel to discuss problems and concerns; resolve conflicts and identify solutions; and prepare recommendations and reports for division management.

Function as a highway equipment mechanic supervisor at various shop locations throughout the State as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.

MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

- * Incumbents are required to travel statewide for extended periods.

EDUCATION AND EXPERIENCE: Graduation from *a* vocational school with emphasis in heavy equipment mechanics and five years of experience ~~[in]~~ repairing and rebuilding a variety of highway equipment components including engines, cooling systems, transmissions and converters, drive trains, differentials, *and* brake and steering systems; *OR completion of a recognized apprenticeship program in heavy equipment mechanics and five years of experience as described above;* **OR** two years of experience as a Highway Equipment Mechanic III in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements*)

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

Detailed knowledge of: equipment systems and operating characteristics of light, medium, heavy, and specialized highway maintenance and construction equipment made by a variety of manufacturers; methods, materials, tools and equipment used in the construction, assembly, overhaul, repair, and adjustment of automotive and highway construction and maintenance equipment; electrical and mechanical principles and design applicable to the repair and maintenance of heavy equipment; equipment safety, safe work methods and the proper use, storage, and disposal of hazardous materials. **Ability to:** gather, compile, and analyze data to prepare informational reports regarding equipment shop operations, procedures, and equipment specifications; provide training, obtain and provide information, and explain and interpret policies and procedures; design for fabrication specialized highway equipment components and systems; modify and/or adapt designs, procedures, or methods to design new systems, modify existing systems, or accomplish tasks more efficiently; interpret service manuals, operating system manuals, hydraulic and electrical schematics, and policy and procedure manuals; diagnose and determine repairs necessary to restore a system to proper working condition, estimate the cost of the repairs, and determine the cost effectiveness and feasibility; use various diagnostic and testing equipment and precision measuring devices; determine the relative value of repairing or overhauling equipment in relationship to its remaining life and usefulness. **Skill in:** diagnosing, repairing, rebuilding and modifying all components of highway equipment including diesel and gas engines, automatic and manual transmissions, and hydraulic equipment.

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

Working knowledge of: State and agency administrative rules, policies, and procedures; federal and State laws, rules and regulations pertaining to agency operations ~~[-Working knowledge of:]~~ where to go within and outside the organization to obtain the required information or assistance; principles and practices of supervision. **Ability to:** observe workflow and shop operations in order to recognize deficiencies and develop solutions; assess mechanical training needs and coordinate training programs to respond to these needs.

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

9.311

ESTABLISHED: 7/1/91P
11/29/90PC
REVISED: 12/19/03PC
REVISED: 7/1/07LG
REVISED: 9/18/20PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

September 18, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.312	Highway Equipment Mechanic Supervisor II	39*	G	<i>9.312</i>	<i>Highway Equipment Mechanic Supervisor II</i>	<i>39*</i>	<i>G</i>
9.315	Highway Equipment Mechanic Supervisor I	37*	G	<i>9.315</i>	<i>Highway Equipment Mechanic Supervisor I</i>	<i>37*</i>	<i>G</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Highway Equipment Mechanic Supervisor series. Highway Equipment Mechanic Supervisors organize, control and direct the operation of a major maintenance station equipment shop or the Equipment Division's headquarters equipment shop; and supervise equipment shop personnel including mechanics, trades workers, semi-skilled personnel and support staff.

In coordination with the Subject Matter Expert from the Department of Transportation (NDOT), it was determined that the Series and Class Concepts and Minimum Qualifications are consistent with current expectations and do not require revisions at this time. It is recommended, however, that minor revisions be made to the Education and Experience section of the Minimum Qualifications of both levels in order to enhance recruitment efforts and to maintain consistency with verbiage, formatting and structure.

Throughout the process, management and staff within NDOT and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the recommendation.

*** Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.**

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HIGHWAY EQUIPMENT MECHANIC SUPERVISOR II	39*	G	9.312
HIGHWAY EQUIPMENT MECHANIC SUPERVISOR I	37*	G	9.315

SERIES CONCEPT

Highway Equipment Mechanic Supervisors organize, control and direct the operation of a major maintenance station equipment shop or the Equipment Division's headquarters equipment shop; and supervise equipment shop personnel including mechanics, trades workers, semi-skilled personnel and support staff.

Schedule equipment for repairs by reviewing the report of condition prepared by drivers, consulting with highway maintenance supervisors and by periodically reviewing equipment in the fleet.

Complete and/or review repair orders prepared by mechanics; determine the type and complexity of work to be performed; determine priority of repairs and whether or not repairs will be completed in-house based on needs of maintenance division personnel, time and cost of repairs, and prior history of the equipment; arrange for warranty work or for repairs to be completed by an outside vendor or division headquarters; ensure repairs are completed correctly and in a timely manner.

Train, supervise and evaluate the performance of a variety of equipment shop personnel such as mechanics, skilled trades workers, and fleet service personnel; hire, determine assignments, and provide technical assistance; ensure personnel comply with federal and State laws and regulations as well as agency and division policies and procedures; monitor the training and progress of participants in the Equipment Mechanic-In-Training program.

Prepare the equipment shop budget including operating expenses and recommendations for capital improvements and non-rental equipment; review past expenditures; assess future needs and priorities; develop equipment specifications; participate in specification review committee meetings; submit budget recommendation to management for review and incorporation into the division or district budget.

Ensure hazardous chemicals and waste products are stored, collected and disposed of in accordance with State and federal regulations; ensure employees are informed and receive proper training in the use of the materials and pertinent safety procedures.

Inspect equipment shop facilities and adjoining buildings and yards for proper security and maintenance, safety and fire hazards, and compliance with State and federal regulations, and take corrective action as needed.

Perform related duties as assigned.

CLASS CONCEPTS

Highway Equipment Mechanic Supervisor II: Under general supervision of the Equipment Operations Manager, the incumbent organizes, controls and directs the Equipment Division's headquarters equipment shop; and coordinates the receipt and delivery of new equipment to districts statewide and the retrieval of equipment scheduled for disposal.

* Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.

CLASS CONCEPTS (cont'd)

Highway Equipment Mechanic Supervisor II: (cont'd)

The incumbent also ensures that all new equipment received complies with specifications and is prepared for delivery to the districts; ensures condition reports are completed on turned-in equipment and equipment is prepared for the State Purchasing disposal sale; ensures fleet of loan vehicles is available and ensures delivery to designated locations; and investigates accidents involving agency vehicles and equipment as required.

This class is distinguished from Highway Equipment Mechanic Supervisor I by the responsibility for directing a large and diverse staff performing varied activities. The headquarters' equipment shop staff is comprised of highway equipment mechanics, skilled craft workers, and special equipment operators and has specialized facilities for major repairs and modifications including an engine shop, transmission shop, machine shop and automotive painting and body shop. In addition, the Highway Equipment Mechanic Supervisor II must review requests for these specialized services and establish appropriate priorities statewide based on highway project status, the availability of alternate equipment, and the cost of obtaining services from outside vendors.

Highway Equipment Mechanic Supervisor I: Highway Equipment Mechanic Supervisor I's schedule equipment for repairs by reviewing the reports of condition prepared by drivers; consulting with highway maintenance supervisors; periodically reviewing equipment in the fleet. In addition, they either: 1) organize, control and direct a major maintenance station's equipment shop and supervise equipment shop personnel including mechanics, skilled craft workers, semi-skilled personnel and support staff and perform the duties described in the series concept as required; or 2) ~~in~~ **in** the Equipment Division's headquarters shop organize, coordinate and oversee specialized programs and activities for statewide implementation. Examples of these programs and activities include management of the statewide preventative maintenance program; preparation of new vehicles and equipment for distribution to the districts; and managing the statewide specialty equipment. They supervise a large and varied staff of skilled craft employees; and manage the shop in the absence of the Highway Equipment Mechanic Supervisor II, who has statewide responsibility for all departmental maintenance shops. In addition, incumbents supervise skilled trades in specialty shops such as the auto body shop; welding and precision machine shop.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid Nevada Class A or B driver's license at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, positions in the Highway Equipment Mechanic Supervisor I class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.

HIGHWAY EQUIPMENT MECHANIC SUPERVISOR II

EDUCATION AND EXPERIENCE: EDUCATION AND EXPERIENCE: Completion of a recognized apprenticeship program and five years of journey level experience in repairing and rebuilding a variety of equipment components including engines, cooling systems, transmissions and converters, drive trains, differentials, brake systems and steering systems, ~~[T]two [of the five years of experience] years which [must have]~~ included supervision of skilled mechanics, planning and scheduling repairs and maintenance, and overseeing shop activities; ***OR graduation from a vocational school with emphasis in heavy diesel truck and equipment repairs and five years of journey level experience as described above, two years which included supervision of skilled mechanics, planning and scheduling repairs and maintenance, and overseeing shop activities; OR one year of experience as a Highway Mechanic Supervisor I in Nevada State service; OR*** two years of experience as a Highway Equipment Mechanic III in Nevada State service; ***OR*** an equivalent combination of education and experience ***as described above.*** (See Special Requirements)

MINIMUM QUALIFICATIONS (cont'd)

HIGHWAY EQUIPMENT MECHANIC SUPERVISOR II (cont'd)

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

Ability to: coordinate the statewide delivery of new equipment and statewide retrieval of disposal vehicles; plan, organize and direct shop activities in a manner which utilizes personnel and equipment most efficiently and effectively; establish and justify the need for tools, equipment, supplies, personnel and capital improvements; inspect new equipment and determine whether it complies with specifications; *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: State and agency administrative rules, policies, and procedures pertaining to equipment repairs and modification; federal and state laws, rules and regulations pertaining to department operations. **Ability to:** supervise a large and diverse staff performing complex repair, modification, and fabrication work including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline and evaluating performance; investigate accidents involving agency vehicles and equipment as required; oversee specialty shops and establish work priorities; prepare various reports pertaining to vehicle and equipment repairs and modifications.

HIGHWAY EQUIPMENT MECHANIC SUPERVISOR I

EDUCATION AND EXPERIENCE: Completion of a recognized apprenticeship program and ~~[four]~~**three** years of journey level experience in repairing and rebuilding a variety of equipment components including engines, cooling systems, transmissions and converters, drive trains, differentials, brake systems and steering systems, ~~[T]two [of the four years of experience]~~ **years which were [must have been]** in a leadworker or supervisory capacity; ***OR graduation from a vocational school with emphasis in heavy diesel truck and equipment repairs and three years of journey level experience as described above, two years which were in a leadworker capacity or supervisory capacity; OR one year of experience as a Highway Equipment Mechanic III in Nevada State service; OR*** two years of experience as a Highway Equipment Mechanic II in Nevada State service; ***OR*** an equivalent combination of education and experience ***as described above.*** (See *Special Requirements*)

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

Detailed knowledge of: equipment systems and operating characteristics of light, medium, heavy, and specialized highway maintenance and construction equipment from a variety of manufacturers; methods, materials, tools and equipment used in the construction, assembly, overhaul, repair, and adjustment of automotive and highway construction and maintenance equipment; electrical and mechanical theories of design; safe working procedures and the proper use, storage, and disposal of hazardous materials. **Ability to:** assign and review work; gather, compile, and analyze data to prepare informational reports regarding equipment shop operations and procedures; determine what equipment changes and modifications are required and write specifications for equipment and parts which reflect those requirements; provide information, and explain and interpret policies and procedures; design and fabricate specialized highway equipment components and systems; establish and maintain records and files and prepare reports pertaining to shop operations, equipment, materials and supplies; set priorities which reflect the relative importance of the needs of the maintenance and construction division and the capacity of the equipment shop to meet those needs within established policies and guidelines; modify and/or adapt designs, procedures, or methods to accomplish tasks more efficiently; read and interpret service manuals, operating system manuals, and hydraulic and electrical schematics; diagnose and determine what repairs are necessary to repair a system to proper working condition, estimate the cost of the repairs, and determine the cost effectiveness and feasibility; use various diagnostic and testing equipment and precision measuring devices; lift heavy components and equipment in a safe manner. **Skill in:** performing complex diagnoses, repair, rebuilding, and modifications of highway maintenance equipment; basic arc and acetylene welding and cutting and basic machining; repairing, rebuilding and modifying all components of highway equipment including diesel and gas engines, automatic and manual transmissions, and hydraulic equipment.

HIGHWAY EQUIPMENT MECHANIC SUPERVISOR II
HIGHWAY EQUIPMENT MECHANIC SUPERVISOR I

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39*	G	9.312
37*	G	9.315

MINIMUM QUALIFICATIONS (cont'd)

HIGHWAY EQUIPMENT MECHANIC SUPERVISOR I (cont'd)

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

Working knowledge of: principles and practices of State budgeting and purchasing; State and agency administrative rules, policies and procedures; federal and State laws, rules and regulations pertaining to Equipment Division operations; and principles and practices of supervision. **Ability to:** prepare and monitor an annual budget; supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline and evaluating performance.

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>9.312</u>	<u>9.315</u>
ESTABLISHED:	1/1/61	1/1/61
REVISED:	11/1/66	11/1/66
REVISED:	7/1/91P	7/1/91P
	11/29/90PC	11/29/90PC
REVISED:	6/17/96UC	6/17/96UC
REVISED:	6/25/04PC	6/25/04PC
REVISED:	7/1/07LG	7/1/07LG
REVISED:	9/18/20PC	9/18/20PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

September 18, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.708	Duplicating Machine Operator III	25	H	9.708	<i>Abolish Through Attrition</i>	25	<i>H</i>
9.707	Duplicating Machine Operator II	23	H	9.707	<i>Abolish Through Attrition</i>	23	<i>H</i>
9.709	Duplicating Machine Operator I	21	H	9.709	<i>Abolish Through Attrition</i>	21	<i>H</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Duplicating Machine Operator series. Incumbents in this class provide printing and bindery services to a major agency or multiple agencies; operate duplicating machines to reproduce materials such as typewritten or printed documents and computer printouts and forms; and inspect, assemble, and bind materials.

In consultation with subject matter experts within the University of Nevada, Reno (UNR), the University of Nevada, Las Vegas (UNLV), the College of Southern Nevada (CSN), and analysts within DHRM, it was determined that this class is currently utilized only by UNR, who employs one incumbent classified at the Duplicating Machine Operator III level. As such, it is recommended that this series be abolished through attrition.

Throughout the process management and staff within UNR, UNLV and CSN, and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the recommendation.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DUPLICATING MACHINE OPERATOR III***	25	H	9.708
DUPLICATING MACHINE OPERATOR II***	23	H	9.707
DUPLICATING MACHINE OPERATOR I***	21	H	9.709

SERIES CONCEPT

Duplicating Machine Operators provide printing and bindery services to a major agency or multiple agencies; operate duplicating machines to reproduce materials such as typewritten or printed documents and computer printouts and forms; and inspect, assemble, and bind materials.

Schedule and set up for duplicating jobs; review work orders to determine job requirements such as quality, type and size of paper, bindery requirements and production deadlines; program copier for variables such as reduction or enlargement, single or double-sided copies, margins, and insertion of colored paper.

Assemble and bind duplicated materials in accordance with work order by setting up and operating various bindery equipment; review printed material for quality and conformance with printing instructions; and package and prepare completed jobs for shipment.

Service duplicating and bindery machines to maintain equipment in proper working order; clean glass and feeder belts, lubricate equipment, add chemicals, clear paper paths, perform minor repairs, and consult service representatives as required.

Perform related duties as assigned.

CLASS CONCEPTS

Duplicating Machine Operator III: Under general supervision, incumbents perform the full range of duties described in the series concept and operate complex duplicating machines the majority of the time. This class is distinguished from the Duplicating Machine Operator II by the variety and complexity of equipment operated, and the variety of printing assignments. This is the advanced journey level in the series.

Duplicating Machine Operator II: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

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

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Work is performed in a printshop environment.

***To be abolished through attrition

DUPLICATING MACHINE OPERATOR III***	25	H	9.708
DUPLICATING MACHINE OPERATOR II***	23	H	9.707
DUPLICATING MACHINE OPERATOR I***	21	H	9.709

Page 2 of 3

MINIMUM QUALIFICATIONS (cont'd)

DUPLICATING MACHINE OPERATOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience operating complex, high speed duplicating machines and bindery equipment; **OR** one year of experience as a Duplicating Machine Operator II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

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

Detailed knowledge of: methods, materials and equipment used in duplicating and bindery operations. **Ability to:** establish priorities and complete assignments within production deadlines. **Skill in:** the operation of complex, high speed duplicating machines and a variety of bindery equipment; *and all knowledge, skills and abilities required at the lower levels.*

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

General knowledge of: principles and practices of supervision. **Skill in:** operating a variety of duplicating equipment including duplicating machines and bindery equipment.

DUPLICATING MACHINE OPERATOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience, six months of which included operating high speed duplicating machines and bindery equipment; **OR** six months of experience as a Duplicating Machine Operator I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

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

Working knowledge of: methods, materials and equipment used in duplicating and printing operations; preventive maintenance requirements and procedures for duplicating and bindery equipment; health and safety regulations applicable in a printing and bindery environment. **Ability to:** safely operate complex, high speed duplicating machines and a variety of bindery equipment; *and all knowledge, skills and abilities required at the lower level.*

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Duplicating Machine Operator III.)

DUPLICATING MACHINE OPERATOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and six months of general duplicating, bindery, clerical, or related work experience; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

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

Ability to: read printing requests and equipment service manuals; prepare duplicating service and billing records; understand and follow oral and written instructions; add, subtract, multiply and divide whole numbers, fractions, and decimals to set up duplicating and bindery jobs.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Duplicating Machine Operator 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.

DUPLICATING MACHINE OPERATOR III***
DUPLICATING MACHINE OPERATOR II***
DUPLICATING MACHINE OPERATOR I***

25	H	9.708
23	H	9.707
21	H	9.709

Page 3 of 3

	<u>9.708</u>	<u>9.707</u>	<u>9.709</u>
ESTABLISHED:	7/1/91P 11/29/90PC	8/27/76	8/27/76
REVISED:		12/16/76	12/16/76
REVISED:		9/27/84	9/27/84
REVISED:		12/19/85-12	12/19/85-12
		7/1/89P	7/1/89P
		9/27/88PC	9/57/88PC
REVISED:		7/1/91P	7/1/91P
		11/29/90PC	11/29/90PC
	6/25/04PC	6/25/04PC	6/25/04PC
<i>REVISED:</i>	<i>9/18/20PC</i>	<i>9/18/20PC</i>	<i>9/18/20PC</i>

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

September 18, 2020.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.737	Sign Production Supervisor	34	G	9.737	<i>Sign Production Supervisor</i>	<i>34</i>	<i>G</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Sign Production Supervisor class. The Sign Production Supervisor plans, directs, and coordinates sign production shop activities in order to produce highway signs for the Department of Transportation on a statewide basis.

In consultation with Subject Matter Experts from the Nevada Department of Transportation (NDOT) and analysts within DHRM, it was determined that the representative duty statements are consistent with current expectations and no changes were required at this time. Minor changes, however, were made for consistency in grammar and punctuation.

In addition, it is recommended that experience as a Sign Writer (9.741, grade 31), Silk Screen Printer (9.739, grade 30), or Sign Fabricator (9.490, grade 27) be included in the Education & Experience section of the Minimum Qualifications as additional options to qualify for employment. These additions will create a career path for current State employees.

It is also recommended that minor revisions be made to the Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Throughout the process, management and staff within NDOT and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the recommendation.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SIGN PRODUCTION SUPERVISOR	34	G	9.737

Under general supervision, plan, direct and coordinate sign production shop activities in order to produce highway signs for the Department of Transportation on a statewide basis.

Direct and schedule the production of signs; receive requisitions for signs from highway district personnel; ensure requests comply with federal and State standards; refer non-standard sign requests to the District Engineer for approval; consult with departmental staff regarding requests for specialized signs; write work orders and estimate cost and delivery time; assign work to sign shop staff; review the accuracy of material and labor charges for billings.

Estimate quantities of supplies based on anticipated production levels; verify that materials comply with quality standards; complete requisitions and forward to storekeepers; [-] maintain material safety data sheets; order supplies for sign production[-]; [E] ensure hazardous materials are labeled, stored and disposed of properly; ensure the shop is maintained in a clean and orderly condition.

Review inventory records of standard signs and sign blanks and maintain an appropriate level of stock to meet production requirements; ensure sign shop equipment is properly repaired and maintained.

Meet with Highway Maintenance Supervisors to discuss problems with fabrication and failure of sign materials; ensure sign products meet the needs of the districts; [and] remain current on new materials, equipment[5] and procedures through meetings with product representatives and suppliers.

Compile information such as production levels, workload indicators, cost comparisons of in-house sign production versus outside manufacturing, and requirements for personnel, training, materials, and equipment; [and] report information to the Equipment Operations Manager for use in budget preparation and long-range planning activities.

Supervise sign production shop personnel including hiring and training employees, assigning and reviewing work, providing counseling and guidance, and evaluating performance.

Perform the duties of the Sign Fabricator, Sign Writer[5] and Silk Screen Printer when necessary to meet production deadlines.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from high school, vocational school or equivalent education and four years of journey level experience in sign production which included [performing various aspects of] *working in* sign fabrication, silk screen printing[5] and/or sign writing; *OR two years of experience as a Sign Writer or Silk Screen Printer in Nevada State service; OR three years of experience as a Sign Fabricator in Nevada State service; OR* an equivalent combination of education and experience *as described above*.

MINIMUM QUALIFICATIONS (cont'd)

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

Working knowledge of: the methods, materials, tools, and equipment used in sign fabrication, sign writing[;] and/or silk screen printing. **Ability to:** read and understand work orders and manuals regarding highway signs, [and] uniform traffic control devices[;] and [manuals regarding] the repair and maintenance of equipment; train staff in new methods and procedures; read and understand drawing and layout designs; make mathematical calculations necessary for layouts and stock control; set shop priorities which accurately reflect the relative importance of work orders; work independently and follow through on assignments with minimal direction; operate computers and peripheral equipment to gather, store, record, and retrieve information. **Skill in:** sign production shop operations to include design, layout, pattern making, hand lettering, painting, preparation and framing of silk screens, silk screen printing, and sign fabrication; the safe[ty] operati[ng]on, maint[aining]tenance, and repair[ing] of the equipment and tools used in sign shop operations.

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

Working knowledge of: agency and division rules, policies[;] and procedures regarding sign production shop operations and safety; State administrative regulations, policies[;] and procedures regarding personnel and purchasing; highway sign standards and uniform traffic control devices; the principles and practices of training and supervision. **Ability to:** establish long and short term goals for the sign shop; delegate assignments and train, motivate[;] and supervise staff; gather, compile[;] and analyze information required to project and justify budget and personnel requirements.

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

9.737

ESTABLISHED: 7/6/91P
REVISED: 11/29/90PC
REVISED: 3/19/04PC
REVISED: 9/18/20PC

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#: 17-20

Effective: 7/6/20

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.305	Engineering Technician V	35	C	6.305	<i>Engineering Technician V</i>	35	<i>C</i>
6.308	Engineering Technician IV	33	C	6.308	<i>Engineering Technician IV</i>	33	<i>C</i>
6.313	Engineering Technician III	30	C	6.313	<i>Engineering Technician III</i>	30	<i>C</i>
6.328	Engineering Technician II	27	C	6.328	<i>Engineering Technician II</i>	27	<i>C</i>
6.334	Engineering Technician I	23	C	6.334	<i>Engineering Technician I</i>	23	<i>C</i>

BASIS FOR RECOMMENDATION

At the request of the Nevada Department of Transportation (NDOT), the Division of Human Resource Management (DHRM) conducted a review of the Engineering Technician class specification.

In coordination with subject matter experts from NDOT and the Department of Conservation and Natural Resources (DCNR), it is recommended that revisions be made to the series concept, class concepts and minimum qualifications for clarification and to maintain consistency with verbiage, formatting and structure. It is also recommended that changes be made to the minimum qualifications, education and experience to maintain consistency with experience requirements and to enhance recruitment efforts.

NDOT believes that the recommended changes will improve recruitment efforts without reducing the quality of candidates.

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

POSTING#: 23-20
Effective: 7/2/20

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.869	Historic Preservation Specialist III	37	B	<i>7.869</i>	<i>Historic Preservation Specialist III</i>	<i>37</i>	<i>B</i>
7.871	Historic Preservation Specialist II	35	B	<i>7.871</i>	<i>Historic Preservation Specialist II</i>	<i>35</i>	<i>B</i>
7.873	Historic Preservation Specialist I	33	B	<i>7.873</i>	<i>Historic Preservation Specialist I</i>	<i>33</i>	<i>B</i>

BASIS FOR RECOMMENDATION

The Department of Conservation & Natural Resources (DCNR), Historic Preservation Office (HPO) requested a review of the Historic Preservation Specialist series.

In consultation with Subject Matter Experts from the HPO and analysts within the Division of Human Resource Management (DHRM) it was determined that minor revisions be made to the series concept to update the name of the Commission on Cultural Affairs to the Commission for Cultural Centers and Historic Preservation, clarify language and update verbiage.

In addition, the class concept for the Historic Preservation Specialist III was amended to clarify supervisory responsibilities. Furthermore, the class concept for the Historic Preservation Specialist I was revised to include verbiage that this class can either be utilized as a trainee level with progression to the journey level or positions may be permanently allocated at a sub-journey level to perform duties described in the series concept in a more limited manner and there is no progression to the journey level in the series.

Also, the Education and Experience section of the Minimum Qualifications, at every level, were amended to clarify language, update equivalencies, and to ensure consistency with formatting and structure. Lastly, minor revisions were made to the Entry Level and Full Performance Knowledge, Skills and Abilities at the Historic Preservation Specialist III to clarify when specific knowledge is required.

Throughout the review, management staff within DCNR and the HPO, and analysts within DHRM, participated by offering recommendations and reviewing changes and they support the recommended changes.

POSTING#: 24-20
Effective: 7/24/20

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.321	Forensic Specialist IV	36*	E	<i>13.321</i>	<i>Forensic Specialist IV</i>	<i>36*</i>	<i>D</i>
13.322	Forensic Specialist III	34*	E	<i>13.322</i>	<i>Forensic Specialist III</i>	<i>34*</i>	<i>D</i>
13.323	Forensic Specialist II	32*	E	<i>13.323</i>	<i>Forensic Specialist II</i>	<i>32*</i>	<i>D</i>
13.324	Forensic Specialist I	30*	E	<i>13.324</i>	<i>Forensic Specialist I</i>	<i>30*</i>	<i>D</i>
	Options for All Levels A. Mental Health B. Corrections				<i>Removed</i>		
* Reflects special salary adjustments of 2-grades granted by the 2005 Legislature and 2-grades granted by the 2019 Legislature, to improve recruitment and retention.							

BASIS FOR RECOMMENDATION

The Department of Administration, Division of Human Resource Management (DHRM), conducted a review of the Forensic Specialist series. Forensic Specialists perform a combination of security and client care duties in a secure mental health facility for treatment/evaluation of the mentally and/or medically ill offender and/or offenders whose competency requires evaluation.

In consultation with the Department of Corrections, it was determined that they no longer utilized the series and the option allocated to their department be removed. As a result of this removal, the representative duty statements in the series concept were realigned and verbiage specific to the correctional environment was removed.

In coordination with Subject Matter Experts from the Department of Health & Human Services and analysts within the Division of Human Resource Management, it was determined that the minor revisions be made to the series concept to clarify duties and update language. In addition, the class concepts at every level in the series were amended to clarify verbiage respective to supervision, lead-worker, continuing trainee and trainee level responsibilities and expectations.

Furthermore, the Special Requirements of the Minimum Qualifications were amended to include language clarifying that Peace Officer Standards Training Category III certification was required at the time of appointment and as a condition of continuing employment at the Forensic Specialist III and Forensic Specialist IV levels. Also, the Informational Notes of the Minimum Qualifications were edited to clarify language and to include a statement indicating that some positions require CPR certification within six months of appointment and as a condition of continuing employment.

The Education & Experience section of the Minimum Qualifications at every level in the series were improved by including additional types of experience to qualify for employment. This change will increase recruitment and retention efforts. In addition, and as a result of the above changes, the Entry Level and Full Performance Knowledge, Skills and Abilities at every level in the series were amended to clarify expectations.

Lastly, a review of the EEO-4 Code was conducted and it was determined that it be changed from “E-Paraprofessional” to “D-Protective Service Workers” as protective service workers are occupations in which workers are entrusted with public safety, security and protection from destructive forces and include police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers, and kindred workers. This change aligns the series with other series’ in the 13.000 Sworn Law Enforcement Occupational Group.

Throughout the process, management and staff within DHHS, and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the recommendation.