



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>
NURSERY SPECIALIST III	35	B	1.880
NURSERY SPECIALIST II	33	B	1.881
NURSERY SPECIALIST I	30	B	1.882

SERIES CONCEPT

Nursery Specialists perform or supervise the production, cultivation and care of plant material in nursery facilities for statewide use for conservation purposes.

Supervise and perform planting and transplanting, irrigation, fertilization and pest control activities; establish orchard seedlings to ensure adequate seed and plant material is available for production needs; collect and secure seeds; and maintain potting media and containers in accordance with nursery production schedules.

Abate insects, diseases and rodents to ensure orchard and nursery plants are free from pests; remove competing weeds in and around nursery facilities.

Oversee State personnel and, as necessary, prison inmates involved in nursery activities including prescribed training and safety requirements; complete sales/order forms and daily sales reports; update inventory listing of all plant materials and equipment and enter data into system to assist in short and long range nursery program planning.

Disseminate information to the public on the use and availability of plants over the counter, by telephone, through plant material displays, price listings, information hand-outs and visual aids; develop or assist in the development of promotional and educational materials such as lists, pamphlets, brochures, news releases, and questionnaires.

Construct or assist in the construction of nursery facilities which conform to all local codes and ordinances and in the installation and repair of plumbing, electrical and structural fixtures to ensure optimum nursery operations; oversee and perform building repairs, minor construction projects, and maintenance on nursery equipment and vehicles.

Prepare financial and statistical reports including quarterly and annual reports; gather, compile, review and evaluate information related to sales, production and demand; establish appropriate pricing structures and production schedules to ensure cost-effectiveness; develop, administer and monitor nursery budget; purchase and order operating supplies, raw materials, plants, seeds, and chemicals, in accordance with State and division policies and procedures.

Establish and review nursery operational procedures in order to achieve program objectives; coordinate the nursery program with other division programs and federal, State and local agencies and organizations.

Perform related duties as assigned.

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CLASS CONCEPTS

Nursery Specialist III: Under general supervision of the Natural Resource Program Manager, incumbents manage a statewide nursery program in addition to performing the full range of duties outlined in the series concept. This is the supervisory level in the series.

Nursery Specialist II: Under general supervision of the Nursery Specialist III, incumbents either manage a nursery facility and may supervise paraprofessionals, or assist the Nursery Specialist III in managing a statewide nursery program. This is the journey level in the series.

Nursery Specialist I: Under the direct supervision of a higher-level Nursery Specialist, incumbents receive training in performing all or part of the duties in the series concept. This is the trainee level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

NURSERY SPECIALIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in agricultural science, horticulture, botany, biology, or closely related field and two years of journey level nursery experience, one year of which included supervision of a nursery/greenhouse operation; **OR** an equivalent combination of education and experience; **OR** two years of experience as a Nursery Specialist II in Nevada State service. (*See Special Requirement*)

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

Working knowledge of: management principles and practices as applied to overseeing a nursery operation which functions as a business; supervisory techniques and practices; land reclamation including rehabilitation planting; equipment, materials and conditions required for planting; plant physiology including soil and water chemistry required for seed germination and seedling development. **Ability to:** generate sales, maintain inventory and rotate stock; make oral and visual presentations to interested groups on the nursery program and related topics; modify or adapt horticultural methods and equipment to suit the needs of the nursery; negotiate contracts concerning the propagation, growth and delivery of plant materials; *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 budget and accounting processes; personnel rules and regulations; marketing concepts as applied to expanding programs and generating revenue; building practices including local codes and ordinances.

NURSERY SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in agricultural science, horticulture, botany, biology, or closely related field and one year of professional experience in the production, cultivation and care of plant material in a nursery facility; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Nursery Specialist I in Nevada State service. (*See Special Requirement*)

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MINIMUM QUALIFICATIONS (cont'd)

NURSERY SPECIALIST II (cont'd)

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

Working knowledge of: appearance, habitat and characteristics of various plants found within the Great Basin and/or Mojave Desert; windbreaks and erosion control methods; various processes and methods involved in plant propagation; varied irrigation systems and their planning, installation, operation and repair; hazardous nursery materials, such as pesticides, herbicides, and proper storage of such materials.

Ability to: manage space, equipment, materials and personnel; modify or adapt horticultural methods and equipment to suit the needs of a nursery; *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 for Nursery Specialist III.)

NURSERY SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in agricultural science, horticulture, botany, biology, or closely related field; **OR** an equivalent combination of education and experience which provided professional experience in the production, cultivation and care of plant material in a nursery facility. *(See Special Requirement)*

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

General knowledge of: agriculture and horticulture; forestry, range and conservation practices used in various settings to effectively utilize plant material; appearance, habitat and characteristics of plants used for conservation purposes; fertilization and water and soils chemistry required for plant growth.

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

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

	<u>1.880</u>	<u>1.881</u>	<u>1.882</u>
ESTABLISHED:	7/1/89R 3/13/90PC	7/1/90P 3/13/90PC	7/1/89R 3/13/90PC
REVISED:	7/1/97P 6/4/96PC	7/1/97P 6/4/96PC	7/1/97P 6/4/96PC
REVISED:	9/14/12PC	9/14/12PC	9/14/12PC