



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>
MANAGER II, PROFESSIONAL ENGINEER	44*	B	6.202
MANAGER I, PROFESSIONAL ENGINEER	43*	B	6.224

SERIES CONCEPT

Managers in this series are Professional Engineers (P.E.) who plan, coordinate and oversee projects, programs and consultant contracts/agreements; perform professional engineering functions requiring analysis involving the application of advanced principles and abstract concepts in the development of unique solutions to solve difficult problems; develop policies, procedures and long and short range goals.

Interact and communicate with internal managers administrators as well as executives, officials and regulatory representatives to solve problems and negotiate solutions involving conflict or controversy requiring interpretation/application of policy or to negotiate solutions within policy guidelines.

Direct and manage subordinate staff including subordinate supervisors; establish work performance standards and evaluate performance; recommend and initiate disciplinary action when necessary by reviewing circumstances, seriousness of offense, impacts, and probable cause to maintain fair and impartial control and to uphold the department's standards of performance; organize, coordinate and delegate projects and assignments.

Represent the department at various hearings, meetings, conferences, public news media interviews, and at city and county council meetings to provide information and answer questions pertaining to federal and State rules and regulations and department policies, procedures and projects.

Assist in budget development by recommending division, branch or section operational needs and other pertinent cost factors; attend finance, staff and status meetings to represent the division, branch or section.

Provide technical engineering assistance to staff and various committees and groups; testify in court proceedings and claims against the department to provide oral and written testimony, as required, and serve as an expert witness in lawsuits and other court matters.

Perform related duties as assigned.

CLASS CONCEPTS

Manager II, Professional Engineer: Under general direction, incumbents function as either the head of a major work unit in a division within the Department of Conservation and Natural Resources such as Environmental Protection or Water Resources. Manager II, Professional Engineer positions are distinguished from the Manager I, Professional Engineer positions by the greater degree of complexity in the nature of work performed and the knowledge, skills and abilities required. *(See Benchmark Descriptions for representative examples of positions.)*

Manager I, Professional Engineer: Under general direction, incumbents are responsible for the operations and staff of one or more major work units within the Department of Transportation. Programs and activities administered at this level are broad and complex requiring interpretation of rules and regulations and the assessment of conflicting situations, divergent views and data that is complex, managing consultant agreements,

* **Reflects a 2-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

CLASS CONCEPTS (cont'd)

and administering complex activities or statewide contracts. (See *Benchmark Descriptions for representative examples of positions.*)

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.

INFORMATIONAL NOTES:

- * Persons appointed to this class on or after July 1, 1995, must be licensed as a Professional Engineer in the State of Nevada.
- * Any person licensed as a Professional Engineer in another state must become licensed as a Professional Engineer in Nevada within six months of appointment as a condition of continuing employment.

MANAGER II, PROFESSIONAL ENGINEER

EDUCATION AND EXPERIENCE: Current licensure as a Professional Engineer (P.E.) and three years of progressively responsible professional engineering experience in a supervisory or responsible project charge capacity; **OR** licensure and an equivalent combination of education and experience; **OR** one year of experience as a Manager I, Professional Engineer in Nevada State service; **OR** three years of experience as a Supervisor, Professional Engineer in Nevada State service. (See *Special Requirement and Informational Notes*)

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

Detailed knowledge of: mathematics, algebra, geometry, trigonometry and statistics to perform calculations and professional engineering work; engineering principles and practices; principles of organization and management in an engineering environment; civil engineering terminology. **Working knowledge of:** management fundamentals in order to determine and revise priorities, assign tasks, influence personnel, and improve production. **Ability to:** communicate orally using appropriate vocabulary and grammar to obtain and provide information and to explain policies and procedures to persons of varying levels of engineering expertise; read, interpret, and determine the effect of technical documents, research reports, engineering journals, and federal and State regulations; review and critique the work of other personnel; make comprehensive recommendations on engineering problems; establish and maintain cooperative working relationships with federal, state and local governments; adapt to anticipated and unanticipated changes due to internal or external factors in order to reach organizational goals and objectives; reason logically; work a varied schedule; travel on short notice for business purposes; respond to rapid changes in conversation involving difficult questions; think through the consequences of a decision before making it; negotiate, exchange ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at a decision, conclusion or solution; solve conflicts by identifying the problem, determining its effects, analyzing alternate solutions, choosing the optimum solution, and taking the necessary action to implement the solution; foster a stimulating, accepting learning environment; *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: various engineering disciplines for review of technical data submitted either in written form or as presented by expert witnesses at administrative hearings or field investigations in oral form; procedure for budget preparation and the application of budget expenditures during the biennium; goals and objectives of the division. **Working knowledge of:** applicable sections of the State Administrative Manual; rules for State Personnel Administration, the department's affirmative action plan, and the Supervisor's Guide to Prohibitions, Penalties, and the Grievance Procedure; State accounting and budgeting procedures. **General**

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MINIMUM QUALIFICATIONS (cont'd)

MANAGER II, PROFESSIONAL ENGINEER (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

knowledge of: data processing and the use of personal computers and related software; State purchasing regulations. **Ability to:** make oral presentations to various groups to provide information, explain procedures, and persuade others; write clear, concise legal agreements; make decisions on knowledge or facts provided and know when not enough information is given to make a clear decision; establish priorities which accurately reflect the relative importance of job responsibilities; prepare and present written reports; write accurate analytical and technical reports and correspondence; evaluate performance, set goals, prepare work performance standards and administer discipline; prioritize and assign the division's workload to ensure timely completion and compliance with accepted procedures; deal with the public in a competent manner even in adversarial situations; establish rapport and gain the trust of others; *and all knowledge, skills and abilities required at the lower level)*

MANAGER I, PROFESSIONAL ENGINEER

EDUCATION AND EXPERIENCE: Current licensure as a Professional Engineer (P.E.) and two years of experience performing professional engineering work in a supervisory or responsible project charge capacity; **OR** licensure and an equivalent combination of education and experience; **OR** one year of experience as a Supervisor, Professional Engineer in Nevada State service; **OR** licensure and two years of experience as a Staff II or Supervisor II, Associate Engineer in Nevada State service. (*See Special Requirement and Informational Notes*)

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

Working knowledge of: mathematics, algebra, geometry, trigonometry and statistics to perform calculations and professional engineering work; engineering principles and practices; principles of organization and management in an engineering environment. **General knowledge of:** federal and State affirmative action and equal employment opportunity laws and regulations; project and program budget tracking. **Ability to:** manage projects and follow through with minimal direction and/or supervision; communicate orally using appropriate vocabulary and grammar to obtain and provide information and explain policies and procedures to persons with varying levels of engineering expertise; analyze information, technical data, problems, situations, practices or procedures to define the problem or objective; identify relevant concerns or factors, identify patterns, tendencies and relationships, and recognize alternatives and their implications; supervise and direct the work of professional engineers, sub-professional and skilled employees; work as part of a team; complete heavy workload within established time frames; speak on a one-to-one basis to obtain information, explain policies and procedures, and persuade others to accept or adopt a specific opinion or action; write concise, logical, grammatically correct analytical reports to explain procedures and policies and present information; evaluate and comment constructively on the performance of assigned personnel. **Skill in:** recognizing the use of sound engineering principles and practices.

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

Working knowledge of: functions and responsibilities of other divisions within the department; training needs of subordinates and sources of training. **Ability to:** adapt to changes in workload and adjust priorities quickly as circumstances dictate; negotiate, exchange ideas, information and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions; establish and maintain effective working relationships with management and representatives of other entities; manage and allocate space, equipment and material resources and justify acquisitions; organize and compose instructions and policy/procedural statements for the operation of the section; assimilate historical data and project future needs and workload to determine job assignments for subordinate personnel; interpret and enforce department policies and rules; discuss and present a variety of engineering related topics on short or no notice with various public agencies and groups or with management and staff.

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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.

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7/1/93P

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