



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>
ADMINISTRATOR II, PROFESSIONAL ENGINEER	47*	A	6.221
ADMINISTRATOR I, PROFESSIONAL ENGINEER	45*	A	6.223

SERIES CONCEPT

Administrators in this series are Professional Engineers (P.E.) who are responsible for the activities of a division or major functions within a division or a district. Incumbents administer day-to-day operations, and through subordinate managers and supervisors, implement major programs in the assigned district or division. Programs, projects and assignments at this level are broad and complex, requiring interpretation of laws and regulations, professional engineering judgment, and the assessment of conflicting situations.

Administer operations and oversee the management of assigned areas of responsibility; organize, plan and implement work through delegation and direction of subordinate managers, supervisors and staff; develop and implement division or section policies and procedures; implement State laws and departmental policies and procedures; ensure compliance with federal regulations, standards and guidelines.

Work with executives, officials and regulatory representatives to negotiate solutions to major or controversial issues within policy guidelines.

Perform professional engineering functions requiring the synthesis of previously unrelated data in order to develop solutions to complex problems impacting the administration and management of major, broad organizational services and achievement of long and short range goals.

Exercise executive control and final action over engineering projects as directed by management; decide courses of action based on engineering criteria to difficult problems which may impact the development of new policies, procedures and organizational areas of service.

Manage financial resources to ensure efficient operations and compliance with budgetary limitations.

Represent the department/district at hearings, meetings, conferences and committees with other entities and/or the public to explain department policies and projects, and to answer questions and provide information; provide expert testimony in court related to division/district operations, policies and procedures; represent the division/district at staff and management meetings; participate in various committees and associations for the purpose of formulating policy, evaluating products and processes, planning, and sharing information.

Supervise subordinate managers and supervisors as well as program and support staff to accomplish the established goals of the area of responsibility; interview applicants and select personnel; ensure appropriate training is provided; delegate authority and responsibility to staff; define guidelines to accomplish specific assignments; provide counseling, guidance, and motivation; initiate or recommend disciplinary action; establish work performance standards and evaluate performance.

Perform related duties as assigned.

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

CLASS CONCEPTS

Administrator II, Professional Engineer: Under general direction, incumbents plan, direct and manage the staff and activities of a large, complex and diverse division or a district within the Department of Transportation; perform administrative duties and professional engineering work; establish policies for the division and contribute to the development of departmental policy; and exercise executive control and final action on major engineering projects within department policies. This level is distinguished from the Administrator I, Professional Engineer by the greater complexity of the programs administered; broader scope of authority and supervisory responsibility; independence with which positions function; decision-making authority; size of the budget administered; and the consequence of actions taken and decisions made that impact the division, district and department.

The primary responsibility at this level is program implementation; and therefore, assignments are broadly stated in terms of program objectives to be met and federal standards of quality, accuracy and timeliness. Incumbents are responsible for planning and organizing work units throughout their division/district; determine work methods used to produce the desired results; make interpretations of laws, regulations and policies; and oversee program management. Incumbents are also held accountable for the efficiency and effectiveness of program implementation, long-range planning, expenditure of funds, and problem resolution. *(See Benchmark Descriptions for representative examples of positions.)*

Administrator I, Professional Engineer: Under administrative direction within the Department of Transportation, incumbents administer the activities of a secondary division through subordinate supervisors to include the determination of divisional policies and consultation in the determination of departmental policies; or perform administrative and professional engineering work to coordinate, plan, direct and manage activities as an assistant to the administrator of a large, complex and diverse division or district; or administer multiple sections, programs and/or projects of a large division. *(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 a pre-employment screening for controlled substances.

INFORMATIONAL NOTE:

- * Any person licensed as a Professional Engineer in another state must become licensed in Nevada within six months following the date of appointment.

ADMINISTRATOR II, PROFESSIONAL ENGINEER

EDUCATION AND EXPERIENCE: Current licensure as a Professional Engineer (P.E.) and five years progressively responsible professional engineering experience in a supervisory or managerial capacity; **OR** one year of experience as an Administrator I, P.E. in Nevada State service; **OR** two years of experience as a Manager I, P.E., or Manager II, P.E. in Nevada State service; **OR** licensure and an equivalent combination of education and experience. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: engineering principles, practices and nomenclature; affirmative action and equal employment opportunity laws and regulations applicable to public institutions; techniques for providing information to the general public; accounting and auditing procedures applicable to government contracts with outside firms; administration of personnel, accounting and property management. **Ability to:** manage

MINIMUM QUALIFICATIONS (cont'd)

ADMINISTRATOR II, PROFESSIONAL ENGINEER (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
people and resources to include developing plans and making decisions; deliver oral presentations; deal with the public and individuals with tact, insight, and diplomacy; write concise reports, memos, and directives to include analytical reports; foresee consequences of decisions that impact the division or district; set priorities for division/district activities; read and write legal documents and engineering texts; remain calm in controversial/confrontational situations such as when conducting public hearings or dealing with irate citizens; make sound decisions on complex and diverse issues; meet division/district goals when unanticipated budget restraints and/or major project schedule changes occur; interpret and enforce State personnel policies and regulations; recommend or set priorities to effectively meet goals set by management; discuss a variety of job related topics on short or no notice; motivate others and stimulate people to effective action; establish and maintain cooperative working relationships with other divisions, districts and governmental agencies; prioritize assignments to complete work in a timely manner when there are changes in workload, changes in assignments, pressures of deadlines, and competing requirements; interpret government regulations and directives as applied to division/district operations. **Skill in:** financial and technical analysis; relating and communicating effectively with people from various educational, social, ethnic, cultural and economic backgrounds; resolving human relations problems in a fair, equitable, and acceptable manner; *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: State Administrative Manual, Rules for State Personnel Administration, department affirmative action plan and the supervisor's guide to prohibitions, penalties and grievance procedures, organizational structure of the department and sources of information; department and division/district budgetary procedures; State budgeting, purchasing and accounting processes.

ADMINISTRATOR I, PROFESSIONAL ENGINEER

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

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: civil engineering principles, practices and terminology; engineering properties of highway materials; principles and practices of civil engineering related to the maintenance and construction of highways and bridge structures; personnel management and related policies and procedures; highway capacity analysis; engineering principles, nomenclature and construction methods; affirmative action and equal employment opportunity laws and regulations applicable to public institutions sufficient to analyze personnel practices; principles of organization and management in an engineering environment; financial aspects of managing engineering projects. **Ability to:** manage staff and resources including developing plans and making decisions; deal with individuals and the public with tact, insight and diplomacy; write concise reports, memoranda, and directives including analytical reports; exchange ideas, information and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions; analyze situations or procedures to define the problem or objective and identify relevant concerns or responsibilities; foresee consequences of decisions; read and comprehend technical reports to keep abreast of the latest management/engineering theory or application and develop new policy if warranted; discuss a variety of engineering related topics on short or no notice with the public or management; make decisions based on technical information, department policies and goals which may involve large expenditures and public safety. **Skill in:** financial and technical analysis.

MINIMUM QUALIFICATIONS (cont'd)

ADMINISTRATOR I, PROFESSIONAL ENGINEER (cont'd)

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

Working knowledge of: functions of department divisions and districts in order to exchange information, maintain cooperative working relationships, and coordinate activities necessary to complete projects. **General knowledge of:** State Administrative Manual, Rules for State Personnel Administration, department affirmative action plan and the supervisor's guide to prohibitions, penalties and grievance procedures; contract plans, Special Provision, Construction Manual, Standard Specifications for Road and Bridge Construction and other design codes; geometric design and traffic control devices including signs, pavement markings, traffic signals and street lighting; impact of land use on traffic operations; traffic engineering principles used in the analysis and management of vehicular and pedestrian traffic flow. **Ability to:** prepare and deliver oral presentations; read and write legal documents and engineering texts. **Skill in:** performing particular phases of engineering work such as highway capacity calculations or geometric designs of roadways; resolving problems in a fair, equitable, and acceptable manner; achieving the maximum potential of employees while maintaining a high level of morale.

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

	<u>6.221</u>	<u>6.223</u>
ESTABLISHED:	7/1/93P 8/31/92PC	7/1/93P 8/31/92PC
REVISED:		7/1/93P 6/25/93PC
REVISED:		11/17/93UC
REVISED:	6/29/95UC	6/29/95UC
REVISED:	1/27/97R	1/27/97R
	3/23/99UC	3/23/99UC
REVISED:	7/1/01LG	7/1/01LG
REVISED:	11/8/05PC	11/8/05PC
REVISED:	12/7/12PC	12/7/12PC