



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DPS MAJOR	48*	A	13.202

Under administrative direction, manage the operations of a significant segment of a large law enforcement division, or serve as the Administrator of a small to mid-sized division within the Department of Public Safety (DPS). At this level, primary emphasis is on developing long range and short-term goals and objectives consistent with the division and department mission. Incumbents plan, organize, direct, control, and coordinate resources and personnel ensuring efficiency and effectiveness in effort; formulate budget development; and provide executive leadership when needed or as requested.

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

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

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

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

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

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

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

Perform peace officer and other related duties as assigned.

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

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

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

INFORMATIONAL NOTES:

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

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

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

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

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

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

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.

13.202

ESTABLISHED: 1/1/61
REVISED: 7/1/67
REVISED: 6/29/73
REVISED: 10/16/75
REVISED: 8/15/78-3
REVISED: 10/24/80
REVISED: 11/10/83R
12/7/84PC
REVISED: 3/1/85-3
REVISED: 7/18/86
REVISED: 1/30/87-3
REVISED: 8/6/87-3
REVISED: 7/1/89LG
REVISED: 7/1/91P
10/19/90PC
REVISED: 11/15/91PC
REVISED: 7/1/95LG
REVISED: 4/27/01PC
REVISED: 7/1/01LG
REVISED: 7/2/02PC
REVISED: 7/1/05P
3/25/05PC
REVISED: 9/29/06/UC
REVISED: 10/1/07LG