



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Room 101 | Carson City, Nevada 89701
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MEMORANDUM
HR#19-16

March 3, 2016

TO: DHRM Listserv Recipients

FROM: Peter Long, Interim Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Rachel Baker at rbaker@admin.nv.gov no later than April 1, 2016.

If no written objections are received in this office by April 1, 2016, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #29-16
Posting Expires: April 1, 2016

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
1.119	Agriculturist IV	37	B	<i>1.119</i>	<i>Agriculturist IV</i>	<i>37</i>	<i>B</i>
1.120	Agriculturist III	34	B	<i>1.120</i>	<i>Agriculturist III</i>	<i>34</i>	<i>B</i>
1.123	Agriculturist II	33	B	<i>1.123</i>	<i>Agriculturist II</i>	<i>33</i>	<i>B</i>
1.128	Agriculturist I	30	B	<i>1.128</i>	<i>Agriculturist I</i>	<i>30</i>	<i>B</i>

Basis for Recommendation

At the request of the Department of Agriculture, the Division of Human Resource Management has conducted a review of the Agriculturist Series. Analysts within the Division of Human Resource Management worked with a subject matter expert from the Department of Agriculture, and as a result of this review, it is recommended that the class concept for the Agriculturist I be expanded to include an option whereby an incumbent would perform technical inspection and enforcement duties related to agricultural programs in a limited capacity and would be permanently allocated at this level.

Currently, the Agriculturist I, 1.128, is a training level providing for automatic progression to the next level upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority; however, creating the additional option will allow higher level Agriculturists to focus on performing the more complex professional level duties, as well as, creating promotional opportunities for individuals that have technical versus professional level experience.

The minimum qualifications were modified to allow for graduation from high school or equivalent and two years of technical inspection and enforcement experience related to agricultural program. Also, the minimum qualifications for Agriculturist II, III and IV were modified to maintain consistency with formatting and structure.

This request is consistent with the Biologist I, 1.737, grade 30 modifications approved by the Personnel Commission May 12, 2012.

Both management and agency human resource personnel within the division participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by April 1, 2016. Objections should be addressed to Rachel Baker, Supervisory Personnel Analyst, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: March 3, 2016



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>
AGRICULTURIST IV	37	B	1.119
AGRICULTURIST III	34	B	1.120
AGRICULTURIST II	33	B	1.123
AGRICULTURIST I	30	B	1.128

SERIES CONCEPT

Agriculturists perform a variety of inspections and enforcement duties related to regulated agricultural programs such as seed testing and seed certification, commercial pest control licensing, commercial nursery inspection and licensing, vertebrate pest control, noxious weeds, insect and plant disease quarantine surveys, and commercial feed and agricultural product grading.

Perform seed testing; receive samples from private individuals, seed companies or regulatory officials; weigh, separate and classify seed using various types of analytical instruments and procedures in order to provide information on contents; determine compliance with State and federal statutes, or determine eligibility for certification.

Perform seed certification; determine and notify applicants of eligibility; inspect fields visually; issue field inspection reports; maintain records on all certified fields; issue permits for movement of seeds; create certification standards for crops not currently in the seed certification program in order to provide seed growers the opportunity to participate in a voluntary program to increase the seed supply of improved varieties of crops.

Administer or participate in administering the commercial pest control firm and operator licensing program as well as the restricted-use certification program; examine pest control firms; receive, review and approve or disapprove applications for licensing and annual renewals; review monthly aerial and agricultural ground reports submitted by pest control firms; investigate complaints from the public and regulated industry; coordinate and/or participate in continuing education seminars for pesticide applicators in order to regulate the safe use of pesticides; receive, review and approve or disapprove applications for pesticide continuing education programs; process and issue licenses to successful licensees.

Enforce State and federal laws and regulations related to mixing, use and disposal of pesticides by licensed and certified applicators, and public applicators; review inspection reports for wood destroying pests and conduct spot inspections; review statistical data and determine annual inspection quotas; review inspection forms and investigation summaries; examine pesticide labels for methods, rates of application and dilution rates; draw and package samples for laboratory analysis; obtain photographic evidence; conduct audits of pesticide use records; issue notices of violations.

Enforce State and federal laws and regulations related to the sale and distribution of pesticides and fertilizers at retail outlets or user locations; review statistical data and determine annual inspection quotes; review monthly reports of sales of Restricted-Use pesticides submitted by licensed dealers; review inspection forms and investigation summaries; examine pesticide labels; check for State registration; collect and package samples for laboratory analysis; investigate consumer complaints; issue notices of violations for volatile/misbranded products; obtain photographic evidence.

Prepare a variety of inspection reports for regulatory action; prepare informational and regulatory bulletins to retail locations.

AGRICULTURIST IV	37	B	1.119
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SERIES CONCEPT (cont'd)

Participate in weed survey, identification and control program; identify and report infestations of noxious weeds; mix herbicides; identify specimens submitted; record survey data and recommend control procedures in order to comply with the provisions of the Nevada Revised Statutes.

Inspect commercial feeds at retail outlets or user locations; gather, examine and/or package samples for laboratory analysis; investigate consumer complaints; notify interested parties of findings.

Administer or participate in the vertebrate pest control program; schedule bait distribution; order necessary ingredients and materials; plan, organize and conduct field tests; analyze test results and prepare reports and information bulletins; investigate complaints regarding vertebrate pests to protect agriculture or public health.

Perform shipping point inspections and conditional inspections of agricultural commodities including fruits, vegetables and eggs at wholesale and retail establishments; collect, analyze and inspect samples to determine condition or quality; write federal and State inspection certificates stating that products comply with State or United States Department of Agriculture (USDA) standards; perform inspections and/or issue State or federal phytosanitary certificates to enable the export of agricultural commodities to other states and countries.

Administer or participate in the nursery licensing and inspection program; receive, review and approve or disapprove applications for licensing and annual renewals; investigate complaints from the public; coordinate inspection and disposition of infested or diseased stock to provide the public with clean, viable nursery stock and prevent the introduction of plant pests and diseases; gather, examine and package plant and insect samples for laboratory analysis; issue notices of violations.

Administer or participate in the organic certification program; receive, review and approve or disapprove certification applications and annual renewals; inspect organic participants for compliance; communicate with the Nevada Organic Council and USDA Organic Program personnel.

Administer or participate in the producer certification program; receive, review and approve or disapprove certification applications and annual renewals; inspect participants for compliance; investigate complaints.

Inspect retail outlets for the unlawful entry and distribution of prohibited and/or non-compliant products that may harbor exotic plant and animal pests, disease or invasive species; complete and submit reports.

Participate in the enforcement of agricultural laws as required.

Perform related duties as assigned.

CLASS CONCEPTS

Agriculturist IV: Under general direction incumbents train, supervise and evaluate the performance of lower level professional and support staff. Positions at this level have responsibility for the coordination and administration of one or more major statewide programs such as pest control, noxious weed abatement and control programs, nursery licensing and inspection, agricultural certification programs and enforcement. Statewide programs are typically funded by federal grants, and incumbents are responsible for contract and grant administration. Programs and activities administered at this level are broad and complex, requiring interpretation of laws and regulations and the assessment of conflicting situations, divergent views and data that are complex. Incumbents work extensively with local, state and federal governmental agencies, community organizations and businesses.

AGRICULTURIST IV	37	B	1.119
AGRICULTURIST III	34	B	1.120
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CLASS CONCEPTS (cont'd)

Agriculturist III: Under limited supervision, incumbents plan, organize and implement agricultural programs in a designated geographical area. Agriculturist III positions are distinguished from Agriculturist II positions by the higher level of complexity in the nature of work performed, the greater degree of knowledge, skills and abilities required, and the broader scope of responsibility for programs in a designated geographical area. Incumbents may supervise Agriculturists and Agricultural Inspectors, in addition to performing duties outlined in the series concept.

Agriculturist II: Under general supervision of a higher level Agriculturist, incumbents perform a broad range of duties outlined in the series concept. This is the journey level in the series.

Agriculturist I: ~~[Under close supervision of higher level professional staff, incumbents receive training in performing all or part of the duties described in the series concept. This is the trainee level in the series.]~~

Under direct supervision, incumbents either:

- 1) 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, OR*
- 2) perform technical inspection and enforcement duties related to agricultural programs in a limited capacity. Positions may be permanently allocated at this level, and there is no progression to the next level.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

INFORMATIONAL NOTE:

- * Restricted-use Pesticide Applicator’s Certificate is required as an ongoing condition of employment for some positions in the series.

AGRICULTURIST IV

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in agricultural science or related field and three years of journey level experience in a variety of plant industry programs such as seed certification, vertebrate pest control, licensing of pesticide applicators and pest control firms, and agricultural produce grading; ~~[OR an equivalent combination of education and experience;]~~ **OR** two years of experience as an Agriculturist III in Nevada State service; **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: laws and regulations relevant to the area of responsibility; **Working knowledge of:** enforcement of agricultural laws and regulations; math skills sufficient for budget preparation, contract and grant administration and purchasing. **Ability to:** prepare annual budgets based on projected fees collected; prepare training manuals and informational bulletins for permanent and seasonal employees, the general public and specific groups; *and all knowledge, skills and abilities required at the lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

AGRICULTURIST IV (cont'd)

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

Detailed knowledge of: State and federal laws and regulations pertaining to plant industry programs such as noxious weed abatement and weed programs, vertebrate pest control, agricultural produce grading, and seed certification and inspection. **Working knowledge of:** supervisory techniques and practices. **Ability to:** supervise professional staff specialized in various plant industry programs; administer large statewide contracts.

AGRICULTURIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in agricultural science or related field and two years of journey level experience in a variety of plant industry programs such as seed certification, vertebrate pest control, licensing of pesticide applicators and pest control firms, agricultural produce grading or enforcement of regulations related to agriculture and horticulture; [~~OR—an equivalent combination of education and experience;~~] **OR** one year of experience as an Agriculturist II in Nevada State service; **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: plant diseases, pesticides, fertilizers, agricultural minerals, noxious weeds, seed and feeds; vertebrate pests and their habits; U.S.D.A. standards for agricultural products and inspection techniques; State and federal pesticide enforcement programs; current plant quarantines of other states and countries; native plant taxonomy; federal and State laws and regulations applicable to assigned program areas; *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 Agriculturist IV.*)

AGRICULTURIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in agricultural science or related field and one year of professional experience in agricultural inspection, seed certification, research, or enforcement of regulations related to agriculture and horticulture; [~~OR—an equivalent combination of education and experience;~~] **OR** one year of experience as an Agriculturist I in Nevada State service; **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: insect and vertebrate pests; common plant diseases, their biology, hosts, effects and control; classification of insects and plants; proper use, handling and application of different pesticides and fertilizers; noxious weeds; nursery and pest control inspection and investigation procedures, including sample collection and processing procedures; quarantined or serious pest insects, weeds and diseases; federal standards for fruits, vegetables, eggs and poultry; different pesticides and their effect on humans, pests, non-target animals and environment; federal laws concerning pesticide registration, labeling and use; applicator certification and pest control operator licensing; identification and control of wood-destroying pests; State and federal regulations and laws concerning fertilizer registration and restricted-use pesticides traps available to monitor insects and their proper distribution; *and all knowledge, skills and abilities required at the lower level.*

AGRICULTURIST IV	37	B	1.119
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MINIMUM QUALIFICATIONS (cont'd)

AGRICULTURIST II (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 Agriculturist III.)*

AGRICULTURIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in agricultural science or related field; **OR** an equivalent combination of education and professional experience which provided experience in regulatory agricultural programs such as seed certification, pest control licensing, or enforcement of regulations related to agriculture and horticulture; **OR graduation from high school or equivalent and two years of technical inspection and enforcement experience related to agricultural programs.** *(See Special Requirement and Informational Note)*

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

General knowledge of: insect and vertebrate pests, weeds and diseases of plants, their biology, hosts, effects and control; classification of insects and plants; proper use of different pesticides and fertilizers; plant and animal organisms including their tissues, cells, functions, interdependencies, and interactions with each other and the environment. **Ability to:** read technical, scientific and legal documents; read maps; write routine business correspondence; prepare technical reports and inspection narratives; analyze information and technical data; communicate effectively both orally and in writing; prepare and make presentations to the public or regulated community. **Skill in:** use of scientific standards and methods to solve problems.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
*(These are identical to the Entry Level Knowledge, Skills and Abilities **required** for Agriculturist 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>1.119</u>	<u>1.120</u>	<u>1.123</u>	<u>1.128</u>
ESTABLISHED:	7/1/89R 12/14/89PC	1/1/61	2/1/63	2/1/63
REVISED:		7/11/75		
REVISED:		7/2/75R	7/2/75R	7/2/75R
		5/28/76PC	5/28/76PC	5/28/76PC
REVISED:		7/1/87-12P	7/1/87-12P	7/1/87-12P
		10/17/86PC	10/17/86PC	10/17/86PC
REVISED:	7/1/97P 6/4/96PC	7/1/97P 6/4/96PC	7/1/97P 6/4/96PC	7/1/97P 6/4/96PC
REVISED:		10/1/99R 3/9/00UC		
REVISED:	4/1/05R 9/23/05PC	4/1/05R 9/23/05PC	4/1/05R 9/23/05PC	4/1/05R 9/23/05PC
REVISED:	12/12/06UC	12/12/06UC	12/12/06UC	12/12/06UC
REVISED:	10/1/07LG	10/1/07LG	10/1/07LG	10/1/07LG
REVISED:		07/01/09LG		
REVISED:	9/14/12PC	9/14/12PC	9/14/12PC	9/14/12PC
REVISED:	4/1/16UC	4/1/16UC	4/1/16UC	4/1/16UC