



**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#29-16**

March 22, 2016

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES

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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](mailto:rbaker@admin.nv.gov) no later than April 19, 2016.

If no written objections are received in this office by April 19, 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 #37-16  
Posting Expires: April 19, 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
	<i>New</i>			<i>7.610</i>	<i>Governmental Liaison</i>	<i>40</i>	<i>B</i>

## ***Basis for Recommendation***

In conjunction with a request from the Nevada Department of Transportation (NDOT), and as a result of an NPD-19, Human Resource Management recommends establishing a new class titled, Governmental Liaison, to provide strategic support to the to the Director's Office in southern Nevada and to act as a government affairs liaison administrator with other governmental agencies and the public.

Under the direction of the Southern Nevada Deputy Director, Nevada Department of Transportation (NDOT), incumbent acts as a government affairs liaison administrator with other government agencies and the public; serves as an organizational expert on government issues; develops a strategic plan for support of various transportation advocacy groups; supports NDOT's public policy efforts by monitoring various government meetings; communicates and coordinates with federal, State and local government agencies and quasi-government agencies on transportation policies and initiatives to insure timely follow through and response; coordinates with planning outreach efforts and events related to NDOT's public affairs efforts; develops and maintains key department reports and documents; and develops presentations to various interest groups regarding issues. They also stay abreast of local issues and developments to identify impacts to State and Department programs; coordinate pertinent political and social issues for NDOT's southern region Director's and Deputy Director's offices; and provide operational and statistical information for management. Additionally, the incumbent participates in meetings on behalf of the Director and Deputy Director in order to represent the agency's position to government or public agencies.

With the aforementioned responsibilities, it is recommended that the class be established at grade 40 and placed in the Fiscal Management and Staff Services Occupational Group, Administrative & Budget Analysis subgroup.

The Nevada Department of Transportation assisted in developing this class specification and supports the establishment of the class. If approved, the class specification will become effective retroactive to November 30, 2015.

***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 19, 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 22, 2016**



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u><b>TITLE</b></u>	<u><b>GRADE</b></u>	<u><b>EEO-4</b></u>	<u><b>CODE</b></u>
<b>GOVERNMENTAL LIAISON</b>	<b>40</b>	<b>A</b>	<b>7.610</b>

*Under the direction of the Southern Nevada Deputy Director, Nevada Department of Transportation (NDOT), act as a government affairs liaison administrator with other government agencies and the public.*

*Serve as an organizational expert on government issues; counsel management and staff; coordinate efforts with both NDOT and contracted consultant staff; support NDOT's public policy efforts by tracking federal and State legislation and relating impacts to NDOT's program, and recommend strategies to effectively address the issue.*

*Develop a strategic plan for support of various transportation advocacy groups; support NDOT's public policy efforts by monitoring various government meetings; coordinate community and government relations and initiatives of NDOT; monitor emerging local and state government activity affecting NDOT; research and analyze State and federal legislation and public policy issues.*

*Communicate and coordinate with federal, State and local government agencies and quasi-government agencies on transportation policies and initiatives to insure timely follow through and response; coordinate with planning outreach efforts and events related to NDOT's public affairs efforts; develop and maintain key department reports and documents; develop presentations to various interest groups regarding issues.*

*Stay abreast of local issues and developments to identify impacts to State and Department programs; coordinate pertinent political and social issues for NDOT's southern region Director's and Deputy Director's offices.*

*Provide operational and statistical information for management; analyze and evaluate data, reports, and other relevant organizational documentation; provide recommendations on community and government relations initiatives of NDOT and how those issues relate to Department policies and positions.*

*Participate in meetings on behalf of the Director and Deputy Director in order to represent the agency's position to government or public agencies.*

*Perform related duties as assigned.*

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**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** *Bachelor's degree from an accredited college or university in business or public administration, political science, social science, economics or closely related field and three years of progressively responsible professional experience which included working with elected and government officials on policy development; interpreting, explaining and applying laws, regulations and complex policies; planning and conducting outreach and/or public affairs events; and researching, analyzing and summarizing information to determine best strategies to effectively represent the agency; OR an equivalent combination of education and experience as described above.*

**MINIMUM QUALIFICATIONS (cont'd)**

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

*Working knowledge of: government agencies, resources and functions sufficient to locate and obtain needed information and/or resources; data gathering techniques and analysis of public opinion, including statistical analysis techniques; the state and legislative process relating to budgeting; principles and practices of personnel management and the department's Affirmative Action plan; program/policy development; accepted practices and methods used in designing program reviews and audits. General knowledge of: modern principles and practices of public legislation and basic methods of public agency administration. Ability to: plan, organize and administer programs and activities; work collaboratively with representatives of other State agencies, federal and local jurisdictions, regulatory agencies and other stakeholders; be sensitive to local, State, federal programs, and political aspects governing an area; determine best strategies to effectively represent the state's transportation program at local, State and federal levels; recommend and implement goals, objectives and practices for providing effective and efficient processes; effectively manage intergovernmental relationships; correctly analyze policies and effects on related programs, and conduct research on legislative issues; represent the agency in policy discussions with other entities; use good judgment in handling sensitive issues; write comprehensive reports, recommendations and legislative proposals; establish and maintain effective working relationships with members and staff of the Legislature, Governor's Office, community leaders, representatives, individuals and special interest groups; deal effectively with persons representing widely divergent backgrounds, interests and points of view; work under pressure and meet deadlines; represent the agency both inside and outside the organization and to gain support for programs, projects and policies; develop and/or direct timely and accurate responses for information to citizens, community groups or governmental agencies. Skill in: presenting information clearly and effectively, and adapting to various speaking situations; recordkeeping and report preparation; records management techniques; developing and maintaining key databases; managing multiple priorities and ensuring established deadlines are met; methods and techniques of research, including data collection, analysis and reporting; attention to detail and accuracy while meeting critical deadlines; recommending courses of action based upon study outcomes and results; motivating others and encouraging effective action; advanced research and analysis techniques; organizing, planning, developing and implementing strategies to address agency and public policy issues; coordinating and implementing diverse intergovernmental public policies issues.*

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

*General knowledge of: Federal, State and local regulations including Federal Codes of Regulations, USDOT regulations for Federal Highway Administration, Federal Transit Administration, Nevada Revised Statutes and Nevada Administrative Code as it relates to the specific work area; NDOT policies and procedures; State Administrative Manual pertaining to agreements, travel and personnel issues; current issues affecting the state of Nevada and how issues relate to the agency's policies and positions; federal, State and local laws effecting transportation systems. Ability to: read, interpret, and apply complex rules and regulations, technical reports, governmental publications and federal directives; establish and promote a positive image with the public; effectively promote the department's position on transportation-related issues; identify, analyze and interpret complex legislation and assess the impact on agency issues as it relates to federal, state, and local government, the general public and business community; interpret laws, legislation and/or regulations; coordinate the work of professional, technical and clerical personnel.*

*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.*

7.610

**ESTABLISHED:** 11/30/15R  
4/19/16UC