



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#36-16

April 21, 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 May 19, 2016.

If no written objections are received in this office by May 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 #42-16
Posting Expires: May 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
7.803	Curator IV	37	B	7.803	<i>Curator IV</i>	37	<i>B</i>
7.823	Curator III	35	B	7.823	<i>Curator III</i>	35	<i>B</i>
7.808	Curator II	33	B	7.808	<i>Curator II</i>	33	<i>B</i>
7.834	Curator I	31	B	7.834	<i>Curator I</i>	31	<i>B</i>

Basis for Recommendation

At the request of the Division of Museums and History, Human Resource Management recommends revisions to the Curator series. The class concepts of the Curator I were revised to update and accurately describe the duties performed by incumbents in that class. The minimum qualifications of the levels have been modified to maintain formatting consistency. Additionally, the experience required to perform the duties of the classes was clarified and expanded at the Curator I and II levels. For this reason, the knowledge, skills and abilities of both classes were updated accordingly.

Curators perform a broad range of professional and technical museum work involving, but not limited to, assessment, evaluation, survey, inventory, preservation, research, education and planning for a specific collection and/or program area within a museum. Incumbents apply a variety of professional and advanced technical knowledge, skills, methods and practices in performing duties of a specialized nature. They implement collection management policy and procedures; assess and recommend acquisition of objects, archival materials, manuscripts, photographs for museum collections; coordinate and curate collections controlled by federal agencies and other entities as stipulated in agreements; conduct research and develop content and media for programs; and participate in the preparation of long-term and temporary exhibits. They also provide technical information on museum collection practices and disciplines for outside entities; may produce publications on program areas and collections for general and specialized audiences; and interpret results of completed surveys. Additionally, they perform field evaluations and site excavations including locating, identifying and recording specific sites, and cataloging and plotting recovered artifacts; utilize information for report preparation, scientific research, and educational purposes and/or to determine impact to cultural resource as required.

Human Resource Management worked closely with staff from the Nevada Division of Museums and History and the changes are supported.

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 May 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: April 21, 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>
CURATOR IV	37	B	7.803
CURATOR III	35	B	7.823
CURATOR II	33	B	7.808
CURATOR I	31	B	7.834

SERIES CONCEPT

Curators perform a broad range of professional and technical museum work involving, but not limited to, assessment, evaluation, survey, inventory, preservation, research, education and planning for a specific collection and/or program area within a museum. Incumbents apply a variety of professional and advanced technical knowledge, skills, methods and practices in performing duties of a specialized nature.

Implement collection management policy and procedures; assess and recommend acquisition of objects, archival materials, manuscripts, photographs for museum collections; conduct accessioning, cataloging, and inventory; maintain and secure collection records and databases; conduct research on collections for documentation and use in education programs, exhibits, and publications; conduct registration, documentation, access, use, and security.

Coordinate use of the following: collections in exhibits, educational programs, and publications; incoming and outgoing collection loans; reproduction of collections and use of intellectual property; storage and conservation of collections; personal, nonprofit, and commercial use of collections by outside entities; and statewide authorization program.

Coordinate and curate collections controlled by federal agencies and other entities as stipulated in agreements; respond to research inquiries related to collections and program areas; assist management of collection security.

Conduct research and develop content and media for programs; manage tours for adults, children, and school groups; partner with schools and coordinate programs to school curricula; develop teacher guides, training manuals, and schedules; manage and present lectures, workshops, demonstrations, performances, and special events for multiple audiences; conduct outreach education at schools, community events, and offsite locations; assist development and management of the education collection.

Participate in the preparation of long-term and temporary exhibits; serve on exhibit teams with other curators, staff, and experts; develop exhibit plans, concepts, and content and assist design; provide and prepare collections from the museum and other sources; manage conservation and security of collections on exhibit; research and write labels and interpretive media.

Provide technical information on museum collection practices and program areas for outside entities. May produce publications on program areas and collections for general and specialized audiences.

Interpret results of completed surveys; perform field evaluations and site excavations including locating, identifying and recording specific sites, and cataloging and plotting recovered artifacts; utilize information for report preparation, scientific research, educational purposes and/or to determine impact to cultural resource as required.

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SERIES CONCEPT (cont'd)

May conduct field surveys of archaeological, historical and pre-historical sites, and documents.

Perform related duties as assigned.

CLASS CONCEPTS

Curator IV: Under administrative direction, incumbents manage major collections controlled by public and private agencies, in addition to specialized museum collections; provide curatorial services for outside entities as specified in agreements; manage statewide authorization programs; supervise or manage lower-level Curators; and are responsible for maintaining compliance with collection agreements and federal, state, and local laws.

Positions allocated to this level are distinguished from the Curator III by the Statewide administrative nature of the work performed including ensuring program compliance with federal, State and local laws and mandates on a statewide basis. Positions at the level must supervise.

Curator III: Under general direction, incumbents are responsible for a collection or education program within a museum. In support of an assigned program, they perform professional and technical duties; oversee decision-making and serve as spokesperson for the program; apply principles and practices utilizing considerable judgment and ingenuity in carrying out assignments; assist resource development through grants, partnerships, fundraising, and in-kind support; assist public relations through articles, website information, and marketing materials; collaborate with staff, interns, and contract workers; recruit, train, and supervise volunteers. Curator III's are accountable for the quality and quantity of work of assigned program area, establishment of performance standards, evaluation of personnel, assignment and review of work, and recommendations in the hiring, firing and disciplinary actions of assigned employees. Incumbents may develop long-range plans, prepare reports and manage budgets. A Curator III either directly supervises lower-level Curators and support staff and regularly directs the work of volunteers, or is responsible for managing a more complex and diverse program such as mixed collections (including natural history, pre-history and/or archaeological).

The Curator III is distinguished from the Curator II by having both administrative and professional responsibility for a specialized program area.

Curator II: Under direction, incumbents collect, register, arrange, research, document and catalog materials for an assigned collection; provide access, security and conservation of that collection; carry out interpretations of collections; develop, execute, and evaluate educational programs and research; conduct field activities; investigate and pursue potential acquisitions; prepare publications on program areas and collections.

Curator II's perform a wide range of professional and specialized level work, requiring considerable knowledge of principles and practices. They apply established procedures, techniques, standards and guidelines established for the museum; function independently within specified guidelines; plan and execute assignments and determine individual work priorities. Work assignments require incumbents to apply judgment and ingenuity; and independently coordinate projects with other specialists. Duties involve lead work over other Curators, lower-level technicians, support staff, and volunteers. This is the advanced journey level in the series.

Curator I: Under general supervision, incumbents register and maintain assigned collections; perform documentation, access, use, and security of an assigned collection; participate in the preparation of long-term

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CLASS CONCEPTS (cont'd)

Curator I (cont'd)

and temporary exhibits and *assist education programs, and/or* provide assistance to higher-level curators. This is the journey level in the series.

Assignments may be complex in nature and cover a broad scope of program responsibilities. Incumbents exercise judgment and make interpretations when applying guidelines, techniques and concepts requiring a degree of ingenuity or creativity regarding the course of action to accomplish assignments. Incumbents may serve as a lead worker for technicians, volunteers, or support staff providing training and direction and interpretation of policy and procedures.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require statewide travel.
- * Some positions require work outdoors.

CURATOR IV

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university with major coursework in history, prehistory, natural history, museum studies, education or closely related field plus three years of professional experience in a museum. This experience must have included responsibility for management of a large or major collection with federal or national significance (e.g., Bureau of Land Management; Bureau of Indian Affairs; US Forest Service); **OR** Bachelor's degree from an accredited college or university with major coursework in history, prehistory, natural history, museum studies or closely related field plus four years of professional level experience in a museum as described above; **OR** two years of experience as a Curator III in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements*)

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

Detailed knowledge of: museum education and exhibit principles as appropriate; the functions of external regulatory agencies; management and supervision techniques; understanding of the history and relevance to Nevada of specific collections; where to go within the department or related departments and agencies (i.e. Library & Archives, State Parks) for needed information and to judge what information should be passed on to different levels of management. **Working knowledge of:** other Nevada institutions and their staff and museum or historical society collecting focus and management; state, federal and international laws and regulations controlling the collection, handling, and transport of cultural resources including flora, fauna and/or artifacts including Native American objects and human remains; the library, manuscript, photographic, and archival collections of the seven State museums; archeological and preservation theories and methods to evaluate and make recommendations regarding survey sampling designs, techniques of data recovery and preservation, and research designs for data recovery programs; techniques necessary to develop and manage effective educational programming; supervisory techniques; the geology and geography of Nevada. **Ability to:** coordinate the efforts of program staff, various State and federal agencies and professionals; analyze information, problems, situations, practices, policies and procedures to organize work flow and accomplish established objectives; mediate between contending parties, negotiate and exchange ideas to formulate policies and procedures and to arrive at decisions, conclusions and

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MINIMUM QUALIFICATIONS (cont'd)

CURATOR IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

solutions to management problems, interact diplomatically with State and federal agencies, professionals and the general public; coordinate the efforts of division staff and actions to be taken on the basis of data collected and project parameters; analyze information, problems, situations, practices, policies and procedures in managing assigned program area; independently lead development of effective long-term and temporary exhibits utilizing best practices and all materials and objects within a collection; evaluate educational effectiveness of exhibits; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: planning, survey and preservation techniques for assigned program area; State and department budget process. **Ability to:** manage staff by organizing work flow and delegating responsibility; provide training, evaluate subordinate effectiveness and administer discipline; manage and organize a statewide program area.

CURATOR III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in history, prehistory, natural history, museum studies, education, or closely related field plus three years of professional experience in a museum. This experience must have included direct responsibility for museum collections involving the preparation of exhibit text regarding complex technical information, and/or developing, promoting, executing and evaluating educational programming; **OR** one year of experience as a Curator II in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See Special Requirements)

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

Detailed knowledge of: museum principles and practices; collection management or education program management as appropriate; registration theory and accession procedures related to judging the relevance of potential donations and selecting items for exhibit and restoration, and knowledge of the principles and practices of exhibit development. **Working knowledge of:** the various State and federal agencies responsible for cultural resources management; State and federal agencies and specific requirements pertaining to site importance, making survey recommendations, and conducting archaeological surveys on federal property. **General knowledge of:** the division's purpose, goals, methods, rules and regulations; current Native American interests and concerns in the Great Basin as appropriate. **Ability to:** design, implement and manage appropriate curation methods and procedures; manage and supervise assigned program; write concise, analytical reports suitable for publication; plan logistics for field projects; research, classify, catalog and restore various objects of antiquity; prepare exhibit text regarding complex technical information and material understandable to lay persons; deal effectively with appraisers hired by the museum and with those retained by potential donors of artifacts to the museum; speak extemporaneously on short notice regarding historic preservation and archeology at agency and public meetings; analyze information, problems, situations, practices, policies and procedures to organize work flow and accomplish established objectives; ~~[develop, promote, execute and evaluate educational programming for various audience segments]~~; *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 Curator IV.)

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MINIMUM QUALIFICATIONS (cont'd)

CURATOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in history, prehistory, natural history, museum studies, education, or closely related field plus two years of professional experience in a museum. This experience must have included experience in exhibit development, and collections registration [~~and—accessioning~~], *and/or developing, promoting, executing and evaluating educational programming*; **OR** one year of experience as a Curator I in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements*)

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

Working knowledge of: conservation principles and practices in relation to exhibiting artifacts and/or maintaining a storage and retrieval system; loan contracts, renewals and museum policies regarding loaning collections; the museums gifting and exhibition policies; antiquities law; research and appraisal sources and resources offered by other agencies in order to assist the public; exhibit design and application; federal, State and department requirements for the curation, management, and preservation of collections; preservation and conservation technology to assess the condition of cultural resources and recommend appropriate action; the cultural resource management process; basic museum techniques and procedures in registration and accessioning artifacts; standard museum methods of identification in relation to determining the acceptance of artifacts and in their classification; exhibit design and application; collection management or education program development and management as appropriate; techniques relevant to the development of museum exhibits; registration theory and accession procedures as these apply to the development, maintenance and use of collections, and in application to the functions and operations of museums, archives, historical societies and libraries; preservation and conservation theory, practices and techniques in order to properly care for and protect collections; research methods and principles. **General knowledge of:** history of Great Basin Nevada and The West. **Ability to:** compose exhibit text and articles for publication; recognize problems relating to the development, organization and care of collections; work in collaboration with other museum professionals in the development and deployment of museum exhibits; assist in conducting research; make assessments on the condition and value of collections and artifacts; identify problems and determine appropriate solutions based upon interpretation of rules, regulation and department policy; exchange ideas and arrive at decisions, conclusions and solutions to cultural resource problems; restore artifacts; *and all knowledge, skills and abilities required at the lower level*.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Curator III.*)

CURATOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in history, prehistory, natural history, museum studies, education, or closely related field plus one year of technical experience in a museum. This experience must have included collections registration, cataloging [~~and/or~~], basic archival research *and/or developing, promoting, executing and evaluating educational programming*; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements*)

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

Working knowledge of: cataloging and registration processes. **General knowledge of:** museum principles and practices; loan contracts, renewals and museum policies regarding loaning collections; searching and/or data entry and retrieval methods used in common databases; North American history, prehistory and/or natural history; historic preservation principles, theory and planning; collection

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MINIMUM QUALIFICATIONS (cont'd)

CURATOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

management and exhibits development; basic archive research methods. **Ability to: *develop, promote, execute and evaluate educational programming for various audience segments***; interpret and write observations clearly and objectively; arrange, describe, classify and research collections of prehistoric, historic and natural history artifacts; operate a personal computer and associated software; interact effectively with agency staff, State and federal agencies, professionals and the general public on a continuous basis; work independently; compile and record data in a precise and accurate manner.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Curator 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 class.

	<u>7.803</u>	<u>7.823</u>	<u>7.808</u>	<u>7.834</u>
ESTABLISHED:	7/1/95P 9/16/94PC	6/30/69	6/11/82	7/1/83P 6/24/83PAC
REVISED:		6/29/73	12/19/85-12	7/1/89P 8/19/88PC
REVISED:		5/28/76	7/1/89P 8/19/88PC	7/1/89P 6/9/89-3
REVISED:		12/19/85-12	7/1/91P 3/13/90PC	7/1/91P 3/13/90PC
REVISED:		7/1/89P 8/19/88PC	7/1/95P 9/16/94PC	3/1/90R 7/6/90PC
REVISED:		8/21/90R 5/24/91PC		5/24/91-3
REVISED:		7/1/95P 9/16/94PC		7/1/95P 9/16/94PC
REVISED:	7/5/02UC	7/5/02UC	7/5/02UC	7/5/02UC
REVISED:	9/25/15PC	9/25/15PC	9/25/15PC	9/25/15PC
REVISED:	5/19/16UC	5/19/16UC	5/19/16UC	5/19/16UC