



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#58-16

June 30, 2016

TO: DHRM Listserv Recipients

FROM: Peter Long, 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 Heather Dapice at hdapice@admin.nv.gov no later than July 29, 2016.

If no written objections are received in this office by July 29, 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 #53-16
Posting Expires: July 29, 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
6.301	Manager, Right-of-Way Engineering	41	A	6.301	<i>Manager II, Right-of-Way Survey Services - PLS</i>	42	A
	<i>New</i>			6.302	<i>Manager I, Right-of-Way Survey Services</i>	40	A

Basis for Recommendation

As a result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Transportation, it was determined that the class specification for Manager, Right-of-Way Engineering be amended to account for mandated changes in licensure, the need for an additional level to manage day-to-day operations and to retitle the series to better reflect the duties being performed.

NRS 625.530 states that *“the State of Nevada or any of its political subdivisions, including a county, city or town, shall not engage in any public work requiring the practice of professional engineering or land surveying, unless the maps, plans, specifications, reports and estimates have been prepared by, and the work executed under the supervision of a professional engineer, professional land surveyor or registered architect.”* As a result of this statute, it is recommended that the class specification for the Manager, Right-of-Way Engineering be amended to reflect the requirement for licensure as a Professional Land Surveyor (PLS). Due to this requirement, minimum qualifications were developed to detail knowledge, skills and abilities required of the PLS. It is also recommended that the title be changed to Manager II, Right-of-Way Survey Services – PLS to both account for the licensure requirement and to better reflect that the duties are more reflective of professional surveying versus engineering. It is further recommended that the grade of the class be increased one grade, from 41 to 42, which is consistent with a grade level reassessment resulting in new licensing requirements and changes in the scope of work performed and the knowledge, skills and abilities required to perform them.

As a result of the PLS being the Individual in Responsible Charge of Work and the requirement to exercise final approval of right-of-way plans for all projects Statewide in accordance with NRS 625, there is a need for an additional level manager to manage the day-to-day operations of survey services. It is therefore recommended that a Manager I, Right-of-Way Survey Services, grade 40, be created utilizing the minimum qualifications previously established for the manager position. The grade 40 is recommended as it is two grades below the Manager II, Right-of-Way Survey Services and two grades higher than the Supervisor, Right-of-Way Survey Services, grade 38. This is consistent with other series' in State service.

Additionally, class concepts were created at both levels to differentiate the duties, responsibilities and minimum qualifications between the two levels. Furthermore, special requirements and an informational note were added to detail PLS licensure requirements and the requirement for a valid Nevada driver's license or evidence of equivalent mobility. Lastly, minor modifications were made to the series concept to account for changes in verbiage and in duties being performed.

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 July 29, 2016. Objections should be addressed to Heather Dapice, 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: June 30, 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>
MANAGER <i>II</i> , RIGHT- OF- WAY [ENGINEERING] <i>SURVEY SERVICES – PLS</i>	[41] 42	A	6.301
MANAGER <i>I</i> , RIGHT-OF-WAY SURVEY SERVICES	40	A	6.302

SERIES CONCEPT

Under general direction, the Manager, Right-of-Way ~~[Engineering]~~ *Survey Services*, plans, organizes and directs the statewide right-of-way ~~[engineering]~~ *survey services* program; manages the operation and staff within the right-of-way ~~[engineering]~~ *survey services* section; coordinates project activities; and provides expertise to staff in the accurate analysis and evaluation of problems and adaptation of effective solutions.

Perform ~~[engineering]~~ *survey* related functions requiring analysis in the application of recognized concepts and principles to resolve difficult problems and analysis in the application of advanced principles and abstract concepts in the development of unique solutions to difficult problems that impact the development of new policies, procedures and ~~[long and short range]~~ organizational goals. The incumbent deals with internal and external management levels as well as executives, officials and regulatory representatives to solve problems involving conflict or controversy requiring interpretation/application of State and federal laws and regulations or to negotiate solutions within agency policy guidelines.

Manage, *through subordinate supervisors*, all ~~[engineering]~~ *survey* related facets of the agency's statewide land *rights* acquisition program including federal land requirements from the ~~[U.S. Department of the Interior]~~ *Federal Highway Administration, U.S. Forest Service, [and] U.S.* Bureau of Land Management *and other federal agencies* for State or federally funded projects.

Initiate and participate in meetings with managers of other divisions and local, State and federal agencies to establish acceptable processing steps and time frames to accomplish ~~[project]~~ goals and requirements; monitor work activities of all on-going projects *to ensure time frames and project certifications are met*; operate as liaison with divisions throughout the agency and outside agencies to ensure completeness of information to meet local, State and federal regulations regarding the certification and use of material sites required for road building materials on highway construction projects; participate as a member of the Surplus Property Committee to determine present and future needs for real property owned by the agency.

Establish and control, *through subordinate supervisors*, policies and procedures related to the Right-of-Way ~~[Engineering]~~ *Survey Services* Section operation statewide; prioritize work produced by the section to accomplish and meet ~~[the]~~ *established* goals, *schedules and time frames*; ~~[established by the agency's defined work program and schedule;]~~ ensure work objectives are met, supervisory needs of the staff are provided for, and requests from management, local, other state and federal agencies, other divisions and the public are met.

~~[Exercise approval of right of way plans for all projects statewide, equipment budget requests for right of way engineering needs, appointment of employees to the section, and the operating budget for the section.]~~

Manage, supervise and evaluate the performance of subordinate supervisors to include performance evaluations, work performance standards, scheduling, work assignment and review, training and professional development, and discipline.

Perform related duties as assigned.

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CLASS CONCEPTS

Manager II, Right-of-Way Survey Services – Public Land Surveyor (PLS): Under administrative direction of the Chief Right-of-Way or Deputy Chief Right-of-Way, and in addition to being able to perform the full range of duties as described in the series concept, the incumbent acts as the Individual in Responsible Charge of Work and will exercise final approval of right-of-way plans for all projects statewide in accordance with NRS 625; serve as the final authority on sensitive cases involving disputes of initial findings and takes appropriate corrective action as necessary; supervise Manager I, Right-of-Way Survey Services position(s) and may supervise technical and administrative staff as required.

Assist in budget preparation and recommendations for the section including capital expenditures, equipment, supplies, training and personnel; approve and/or recommend approval of expenditures; exercise final approval for equipment budget requests, appointment of staff and the operating budget for the section; develop, negotiate and administer contracts.

Manager I, Right-of-Way Survey Services: Under general direction of the Manager II, Right-of-Way Survey Services – PLS, the incumbent performs the full range of duties as described in the series concept and coordinates and oversees the day-to-day activities of the work unit either statewide or an assigned region.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Incumbents at the Manager II, Right-of-Way Survey Services – PLS must maintain licensure as a Professional Land Surveyor in the State of Nevada as a condition of continuing employment.
- * A valid Nevada driver’s license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

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

MANAGER II, RIGHT-OF-WAY SURVEY SERVICES – PLS

EDUCATION AND EXPERIENCE: Licensure as a Professional Land Surveyor and two years of licensed professional land surveying experience in a supervisory capacity and/or Individual in Responsible Charge of Work as defined in NRS 625.080; OR one year of experience as a Manager I, Right-of-Way Survey Services in Nevada State service. (See Special Requirements and Informational Note)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
 Detailed knowledge of: principles and practices of land surveying; fundamentals of land surveying. Working knowledge of: procedures for the recording of maps, records of surveys, parcel maps and documents requiring certification by a Professional Land Surveyor; requirements and procedures for obtaining ground water rights from the State; supervisory principles and practices; budget and project formulation, implementation and monitoring; federal rules and regulations related to land rights. General knowledge of: laws, rules, regulations, policies and procedures related to real estate acquisition and disposal; contract development, negotiation and administration; technical and legal terminology, document and descriptions related to the program area. Ability to: communicate effectively both orally and in writing; analyze problems and develop and recommend effective solutions; plan, organize, coordinate and manage

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MINIMUM QUALIFICATIONS (cont'd)

MANAGER II, RIGHT-OF-WAY SURVEY SERVICES – PLS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
professional and/or technical staff engaged in right-of-way activities; manage multiple high-profile right-of-way projects and transactions; provide information and/or explain agency policies and regulations. Skill in: providing leadership and direction to section staff; coordinating activities with divisional and departmental managers, legal counsel and local public agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: optimum placement and minimum density of survey control for photogrammetric bridging, geodetic surveying and construction surveying; the procedures established by a memorandum of understanding between the Bureau of Land Management, Federal Highway Administration and the agency; agency filing systems for retrieval of information pertinent to lands rights acquired and disposed of for the State highway system. Working knowledge of: State and agency policies and procedures relating to right-of-way survey services; applicable sections of the State Administrative Code and Rules for State Personnel Administration; principles of training and supervision; purchasing regulations. General knowledge of: legal procedures for condemnation.

MANAGER I, RIGHT-OF-WAY SURVEY SERVICES

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, mathematics, surveying, *geomatics, geographic information systems, geodesy, cartography* or *closely* related field and three years of supervisory experience in right-of-way [~~engineering~~] *survey services*; **OR** graduation from high school or equivalent education and five years of technical experience in right-of-way [~~engineering field;~~] *survey services*, three years of which were in a supervisory capacity; **OR** registration as a Professional Land Surveyor and two years of supervisory experience in the right-of-way field; **OR** [~~three~~] *two* years of *experience* as a [~~n-Engineering Technician V in the right-of-way-engineering field;~~] *Supervisor, Right-of-Way Survey Services*; **OR** an equivalent combination of education and experience *as described above*. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: federal and State laws governing the principles of real estate conveyance and highway administration; procedures and practices used in acquiring and disposing of agency land assets; land acquisition requirements. **Working knowledge of:** *surveying and engineering mathematics*; application of algebra, geometry, *calculus, statistics* and essentials of trigonometry related to the practice of land surveying and surveying mathematics; land surveying and engineering principles and operations relating to boundary and public lands. **Ability to:** read and interpret legal documents such as real estate conveyance deeds, deeds of trust, reconveyance deeds, final decree court documents and agreements; write grammatically and technically correct business correspondence such as brief transmittal letters and complex technical letters to answer inquiries regarding right-of-way problems; set priorities which accurately reflect the relative importance of job responsibilities; prioritize assignments to complete work in a timely manner when there are changes in workload and assignments, pressures of deadlines and competing requirements; analyze information, problems, situations, practices or procedures to define the problem or objective, identify relevant factors or concerns, identify patterns, tendencies and relationships, formulate logical and objective conclusions, and recognize alternatives and their implications; coordinate the activities of employees, work program and project scheduling by determining the time, place and sequence of actions to be taken on the basis of analysis of data; negotiate, exchange ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions; establish and maintain cooperative working relationships with subordinate employees, co-workers, upper management, managers of other divisions and State agencies and local and federal governmental agencies; supervise subordinate employees; perform effectively with frequent interruptions, distractions and fluctuating workload and priorities; accept not readily understood circumstances and take action where answers to a problem are not obvious.

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MINIMUM QUALIFICATIONS (cont'd)

MANAGER I, RIGHT-OF-WAY SURVEY SERVICES

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Manger II, Right-of-Way Survey Services – PLS.) ~~[Detailed knowledge of: certification requirements for material site construction projects; the procedures established by a memorandum of understanding between the Bureau of Land Management, Federal Highway Administration and the agency; agency filing systems for retrieval of information pertinent to lands rights acquired and disposed of for the State highway system. Working knowledge of: requirements and procedures for obtaining ground water rights from the State; State personnel rules, regulations and principles applicable to hiring, training, evaluation and discipline of subordinate staff; budget and project formulation, implementation and monitoring; State and agency policies and procedures relating to right-of-way engineering. Ability to: maintain a composed demeanor in hostile or antagonistic circumstances; make oral one-to-one and group presentations to persuade others to accept a specific opinion or action, provide information, or explain policies and regulations; discuss a variety of job-related topics on short or no notice; motivate others and stimulate people to effective action.]~~

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>6.301</u>	<u>6.302</u>
ESTABLISHED:	10/1/67	7/29/16UC
REVISED:	7/1/93P	
	8/31/92PC	
REVISED:	12/19/03PC	
REVISED:	7/29/16UC	