



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**  
**HR#06-17**

January 27, 2017

**TO:** DHRM Listserv Recipients

**FROM:** Peter Long, 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 Cassie Moir at [cmoir@admin.nv.gov](mailto:cmoir@admin.nv.gov) no later than February 27, 2017.

If no written objections are received in this office by February 27, 2017, 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 #17-17  
Posting Expires: February 27, 2017

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
11.551	Commercial Vehicle Safety Inspector III	35	B	<i>11.551</i>	<i>Commercial Vehicle Safety Inspector III</i>	<i>35</i>	<i>B</i>
11.553	Commercial Vehicle Safety Inspector II	33	G	<i>11.553</i>	<i>Commercial Vehicle Safety Inspector II</i>	<i>33</i>	<i>G</i>
11.554	Commercial Vehicle Safety Inspector I	31	G	<i>11.554</i>	<i>Commercial Vehicle Safety Inspector I</i>	<i>31</i>	<i>G</i>

## ***Basis for Recommendation***

At the request of the Department of Public Safety (DPS), the Division of Human Resource Management has conducted a review of the Commercial Vehicle Safety Inspector Series. Analysts within the Division of Human Resource Management worked with subject matter experts from DPS, and as a result of this review, it is recommended that the Minimum Qualifications related to Education & Experience be expanded to allow for a wider range of experience.

It is also recommended that the Informational Notes be amended to clarify and expand on the types of certifications that are required at the time of appointment and those that must be obtained as a condition of continuing employment.

These changes will allow for greater flexibility in the recruitment process and a greatly expanded applicant pool. These change require no modifications to the Entry Level or Full Performance Knowledge, Skills and Abilities.

Throughout the process, management staff within DHHS and Analysts within the Division of Human Resource Management 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 February 27, 2017.** Objections should be addressed to Cassie Moir, Deputy Division Administrator, 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: January 27, 2017**



**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>
<b>COMMERCIAL VEHICLE SAFETY INSPECTOR III</b>	<b>35</b>	<b>B</b>	<b>11.551</b>
<b>COMMERCIAL VEHICLE SAFETY INSPECTOR II</b>	<b>33</b>	<b>G</b>	<b>11.553</b>
<b>COMMERCIAL VEHICLE SAFETY INSPECTOR I</b>	<b>31</b>	<b>G</b>	<b>11.554</b>

**SERIES CONCEPT**

Under general supervision in the Nevada Highway Patrol (NHP), incumbents perform skilled mechanical inspections on commercial vehicles and review related records to ensure compliance with State and federal motor carrier laws and regulations and to identify potential safety problems and mechanical deficiencies; conduct mechanical inspections at crashes; and provide technical assistance to the NHP and the motor carrier industry on the regulatory and mechanical aspects of commercial vehicle safety.

Conduct skilled mechanical inspections and diagnoses of commercial vehicles using visual, auditory, and other physical checks, with the aid of various tools, gauges and meters; inspect steering and suspension, coupling devices, frames, wheels, tires, fuel tank, engine and drive train, brake and air systems, and exhaust systems; identify deficiencies in relation to the U.S. Department of Transportation's North American Standard (NAS) Driver-Vehicle Inspection referenced in State and federal laws and regulations governing motor carriers; identify the nature and cause of actual and potential mechanical problems to promote appropriate maintenance programs in motor carrier companies and ensure prompt correction of unsafe commercial vehicle conditions.

Work with assigned motor carrier companies in the State, including companies operating school buses, tour buses, and hazardous material transport vehicles, to set up inspection schedules, identify systemic deficiencies in maintenance and repair procedures, and train company personnel in mechanical inspection procedures, laws and regulations affecting motor carrier safety; maintain records on motor carriers operating in the State and prepare reports on inspections and technical assistance provided or needed.

Assisting NHP officers, conduct mechanical inspections at roadside checkpoints; determine whether inspected vehicles are safe to operate; issue inspection certifications; place unsafe vehicles out of service or require repairs within certain time frames; specify required corrective action; re-inspect; make recommendations to refer chronic or flagrant violators to the U.S. Department of Transportation.

Inspect records with regard to registrations, driver's logs, licenses and medical certificates for compliance with State and federal laws and regulations; may conduct on-site audits of company records.

Conduct inspections of commercial vehicles involved in the transportation of hazardous materials by visually and physically checking load securement, placard load compatibility, cargo tanker certifications, security of containers, leakage, cargo compliance, route plans and requirements, manifests, and bills of lading to ensure compliance with State and federal laws and regulations.

Conduct mechanical inspections of commercial and non-commercial vehicles as requested by the NHP and other law enforcement agencies when serious injury accidents may result in legal proceedings; disassemble and assemble vehicle components while taking all necessary steps to preserve the chain of evidence; testify in court as a technical witness.

Perform related duties as assigned.

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COMMERCIAL VEHICLE SAFETY INSPECTOR III	35	B	11.551
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### CLASS CONCEPTS

**Commercial Vehicle Safety Inspector III:** Under limited supervision as commercial enforcement program specialist and statewide training coordinator, the incumbent performs duties in the series concept and supervises NHP headquarters personnel conducting motor carrier safety audits and maintaining the inspection program database. The incumbent prepares training budgets and develops, schedules and instructs courses for sworn and non-sworn enforcement personnel and the motor carrier industry.

**Commercial Vehicle Safety Inspector II:** This is the journey level of the series, at which incumbents exercise the mechanical knowledge and skills required to inspect the full range of vehicles encountered in the job, perform competent mechanical inspection on vehicles involved in accidents, and also effectively perform in regulatory and consultative roles.

**Commercial Vehicle Safety Inspector I:** This is the entry level in the series and incumbents receive training in the regulatory and consultative functions of the job and/or in accident investigation procedures. Progression to the journey level may occur upon meeting minimum qualifications, satisfactory performance and with the recommendation of the appointing authority.

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### MINIMUM QUALIFICATIONS

#### **SPECIAL REQUIREMENTS:**

- \* A valid driver's license *or evidence of equivalent mobility* is required at the time of appointment and as a condition of continuing employment.
- \* Working evenings, weekends, and/or holidays is required.

#### **INFORMATIONAL NOTES:**

- \* Incumbents must obtain and maintain the following certifications as a condition of continuing employment: [~~First Responder Radiological;~~] North American Standard (NAS) *Level I* Roadside Inspector; [~~First Responder Emergency Medical Treatment;~~] NAS Roadside Hazardous Material Inspector; NAS Cargo Tank Inspector; *NAS Passenger Vehicle Inspector;* and NAS Other Bulk Package Inspector.
- \* Incumbents work unarmed in a law enforcement setting and may be exposed to a variety of potentially hazardous situations and substances.
- \* *Incumbents may be required to be certified in Investigative Safety Analysis and/or NAS Level VI Radiological Inspections at the time of appointment and as a condition of continuing employment. This requirement will be identified at the time of recruitment.*

### **COMMERCIAL VEHICLE SAFETY INSPECTOR III**

EDUCATION AND EXPERIENCE: Graduation from high school, vocational school or equivalent education and four years of enforcement agency experience as an inspector certified by the Federal Motor Carrier Safety Administration (FMCSA), including successful completion of [~~compliance review~~] *Investigative Safety Analysis* training and providing industry training; **OR** two years of experience as a Commercial Vehicle Safety Inspector II in Nevada State service which must have included successful completion of [~~compliance review~~] *Investigative Safety Analysis* training and providing industry training. (See Special Requirements and Informational Notes)

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### MINIMUM QUALIFICATIONS (cont'd)

#### COMMERCIAL VEHICLE SAFETY INSPECTOR III (cont'd)

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

**Working knowledge of:** training requirements for safety inspectors of commercial vehicles; vehicle size and weight enforcement plans and methods. **Ability to:** schedule and instruct classes for enforcement and industry personnel; prepare and administer training budgets; act as liaison with federal agencies; coordinate and consolidate regional reports for distribution to responsible State and federal agencies; supervise assigned administrative support and inspection staff; *and all knowledge, skills and abilities required at the lower levels.*

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

**Detailed knowledge of:** procedures for incorporation of continuing and revised federal motor carrier safety regulations into State requirements. **Working knowledge of:** commercial vehicle safety grant administration. **Ability to:** provide definitive technical guidance to regional staff regarding compliance with motor carrier safety and hazardous material regulations; train, supervise and evaluate the performance of assigned staff.

#### COMMERCIAL VEHICLE SAFETY INSPECTOR II

EDUCATION AND EXPERIENCE: Graduation from high school, vocational school or the equivalent, and four years of journey-level mechanical work experience involving commercial vehicle maintenance, which included engines, brakes, suspensions, coupling devices, wheels and tires, steering and air systems; **OR** ~~[an Associate's degree or 60 credits from an accredited college in diesel-powered mechanical technologies specific to heavy over the road vehicles, and two years of mechanical work experience as described above;]~~ **four years of work experience as a driver of any commercial motor vehicle which required a Class A or B Commercial Driver License; OR four years of work experience involving the mechanics, safety inspection, size-weight, registration requirement and load and safety regulations of commercial vehicles; OR one year of experience as a Commercial Vehicle Safety Inspector I in Nevada State service; OR** an equivalent combination of education and experience *as described above.* ~~]; OR one year of experience as a Commercial Vehicle Safety Inspector I in Nevada State service.]~~ (See Special Requirements and Informational Notes)

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

**Working knowledge of:** current state and federal laws and regulations applicable to commercial vehicle safety; procedures for conducting compliance reviews and safety audits; mechanic shop operations to determine appropriate points of intervention in specific companies to ensure correction of chronic mechanical problems and to understand the operational impact of repairs and changes required by inspections. **Ability to:** issue appropriate orders placing vehicles out of service and requiring corrective action; read and interpret driver's logs, maintenance and inspection reports, and laws and regulations; communicate effectively with drivers of commercial vehicles, shop supervisors, company managers and owners to exchange information, gain cooperation, issue repair notices, and defend decisions when challenged; make public presentations to provide training in regulatory and mechanical aspects of commercial vehicle safety; develop clear reports and correspondence; maintain updated knowledge of changing motor carrier regulations; *and all knowledge, skills and abilities required at the lower level.*

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

**Working knowledge of:** hazardous materials and the procedures involving their safe transportation such as packaging, bracing, public notice (warning signs), leakage control and documents. **Ability to:** maintain an appropriate balance of regulatory activities and service-oriented consultation and training with trucking company owners and operators.

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MINIMUM QUALIFICATIONS (cont'd)

COMMERCIAL VEHICLE SAFETY INSPECTOR I

EDUCATION AND EXPERIENCE: Graduation from high school, vocational school or the equivalent, and three years of journey-level mechanical work experience involving commercial vehicle maintenance, which included engines, brakes, suspensions, coupling devices, wheels and tires, steering and air systems **OR** [~~an Associate's degree or 60 credits from an accredited college in diesel powered mechanical technologies specific to heavy over the road vehicles, and two years of mechanical work experience as described above;~~] **three years of work experience as a driver of any commercial motor vehicle which required a Class A or B Commercial Driver License; OR three years of work experience involving the mechanics, safety inspection, size-weight, registration requirement and load and safety regulations of commercial vehicles; OR** an equivalent combination of education and experience **as described above.** (See Special Requirements and Informational Notes)

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

**Working knowledge of:** current mechanical systems of commercial vehicles to detect any component or system which is actually or potentially unsafe. **Ability to:** inspect and diagnose the full range of commercial vehicle mechanical systems for actual and potential unsafe conditions; diagnose the nature and cause of particular mechanical conditions; make reliable independent evaluations of the mechanical safety of commercial vehicles; read and understand mechanical specifications; use various hand and power tools necessary to carry out commercial vehicle inspections; climb up on and crawl under all types of vehicles; maintain updated knowledge of changing commercial vehicle mechanical system technology; provide technical mechanical testimony in court.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
(These are identical to the Entry Level Knowledge, Skills and Abilities for Commercial Vehicle Safety Inspector 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>11.551</u>	<u>11.553</u>	<u>11.554</u>
ESTABLISHED:	8/4/10R 06/17/11UC		
ESTABLISHED:		10/17/86	2/18/94R 3/22/95UC
REVISED:		2/18/94R 3/22/95UC	
REVISED:		7/1/97P 9/19/96PC	7/1/97P 9/19/96PC
REVISED:		8/4/10R 6/17/11UC	8/4/10R 6/17/11UC
<b>REVISED:</b>	<b>2/27/17UC</b>	<b>2/27/17UC</b>	<b>2/27/17UC</b>