



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
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MEMORANDUM
HR#18-17

March 28, 2017

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 Cassie Moir at cmoir@admin.nv.gov no later than April 25, 2017.

If no written objections are received in this office by April 25, 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 #25-17
Posting Expires: April 25, 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
11.564	Safety Supervisor, Elevator – DIR	39*	B	<i>11.564</i>	<i>Safety Supervisor, Elevator – DIR</i>	<i>39*</i>	<i>B</i>
11.538	Safety Specialist, Elevator – DIR	37*	B	<i>11.538</i>	<i>Safety Specialist, Elevator – DIR</i>	<i>37*</i>	<i>B</i>
11.563	Safety Representative, Elevator - DIR	34*	B	<i>11.563</i>	<i>Safety Representative, Elevator - DIR</i>	<i>34*</i>	<i>B</i>

**Reflects a two grade, special salary adjustment granted by the 2013 Legislature to improve recruitment and retention for the Division of Industrial Relations*

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
11.529	Safety Supervisor, Boiler – DIR	39*	B	<i>11.529</i>	<i>Safety Supervisor, Boiler – DIR</i>	<i>39*</i>	<i>B</i>
11.537	Safety Specialist, Boiler – DIR	37*	B	<i>11.537</i>	<i>Safety Specialist, Boiler – DIR</i>	<i>37*</i>	<i>B</i>
11.549	Safety Representative, Boiler – DIR	34*	B	<i>11.549</i>	<i>Safety Representative, Boiler – DIR</i>	<i>34*</i>	<i>B</i>

**Reflects a two grade, special salary adjustment granted by the 2013 Legislature to improve recruitment and retention for the Division of Industrial Relations*

Basis for Recommendation

At the request of the Nevada Department of Business & Industry, Division of Industrial Relations, the Division of Human Resource Management has conducted a review of the Informational Notes for both the Safety Specialist, Elevator and Safety Specialist, Boiler class specifications.

It is recommended that the timeframe for obtaining the applicable State of Nevada Elevator Inspector’s Certification of Competency or the State of Nevada Boiler Inspector’s Certificate of Competency be increased to twelve months. It is also recommended that the timeframe for obtaining the applicable Qualified Elevator Inspector’s (QEI) Certificate or a Commission as a National Board of Boiler and Pressure Vessel Inspector be increased to thirty-six months.

This modification will increase recruitment and retention by allowing for the obtainment of more on-the-job experience, which in turn will increase the success rate of individuals passing the required testing.

Throughout the process, management staff within the Nevada Department of Business & Industry and the Division of Industrial Relations 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 25, 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: March 28, 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>
SAFETY SUPERVISOR, ELEVATOR – DIR	39*	B	11.564
SAFETY SPECIALIST, ELEVATOR - DIR	37*	B	11.538
SAFETY REPRESENTATIVE, ELEVATOR - DIR	34*	B	11.563

SERIES CONCEPT

Safety Specialists promote recognized safety practices among businesses covered by State and federal safety and health laws and regulations. Incumbents identify or train others to identify safety and health hazards and violations, and recommend reasonable and feasible means of abatement; research specific technology and industry applications using technical references and applicable codes and standards; prepare written reports and/or training materials; make public presentations to promote knowledge of safety issues among the public and industry groups; and maintain current knowledge of new technologies, standards, codes, rules and regulations.

Perform skilled work in the inspection of elevators, escalators, moving walks, dumbwaiters, personnel hoists, and related equipment; provide technical assistance to a variety of professionals.

Conduct shutdown and operating inspections of assigned equipment to ensure compliance with safety standards of the Division of Industrial Relations, Mechanical Compliance Section and its regulations and adopted industry codes related to the equipment’s installation; conduct opening and closing conferences with company management as needed; exercise appropriate safety precautions when inspecting elevator car tops, machine rooms, and pits; evaluate whether appropriate preventive maintenance is being performed by company personnel; issue notices of violations with time period for abatement; recommend citations and fines when violations are not corrected in specified time period; submit inspection reports which determine whether operating permits are issued, withheld, or revoked.

Investigate all accidents and complaints concerning elevators and related equipment which include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction; issue administrative fines or permit suspensions as appropriate; prepare investigation reports.

Provide technical assistance in response to inquiries from designers, constructors, architects, owners, users, service and repair organizations regarding the interpretation of code requirements, maintenance or operational problems with equipment.

Perform related duties as assigned.

***Reflects a two grade, special salary adjustment granted by the 2013 Legislature to improve recruitment and retention for the Division of Industrial Relations.**

CLASS CONCEPTS

Safety Supervisor, Elevator – DIR: Under general direction, incumbents serve as first-line supervisors for Safety Specialists in the Division of Industrial Relations, Mechanical Compliance Section. Supervisory duties include performance evaluations, work performance standards, scheduling, assigning and reviewing work, training and development, and disciplinary action as required. All positions review other inspectors’ reports,

SAFETY SUPERVISOR, ELEVATOR – DIR	39*	B	11.564
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CLASS CONCEPTS (cont'd)

Safety Supervisor, Elevator – DIR: (cont'd)

personally review and approve the majority of constructions plans and permits of proposed or existing installations of elevators and related equipment; conduct initial inspections of new and reinstalled objects; and issue monetary fines and revoke operating certificates based on inspection reports of subordinate inspectors. This is the supervisory level in the series.

Safety Specialist, Elevator – DIR: Under general supervision, incumbents perform the full range of duties outlined in the series concept. Incumbents regularly receive complex assignments requiring a broad knowledge of a variety of industries, or specialized expertise in a particular industry or process. Incumbents orient and train new Safety Specialists and/or Safety Representatives, may serve in a lead capacity on functional or team assignments, and may be assigned to focus on special projects. This is the journey level in the series.

Safety Representative, Elevator – DIR: Under close supervision, incumbents receive training in performing some or all of the inspection duties described in the series concept. This is the entry level in the series. Progression to the next level may occur upon meeting minimum qualifications, satisfactory job performance and with the approval of the appointing authority.

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.
- * For the Safety Supervisor and Safety Specialist, a Qualified Elevator Inspector’s (QEI) Certificate is required at the time of application and as a condition of continuing employment.

INFORMATIONAL NOTES:

- * For the Safety Supervisor and Safety Specialist, incumbents must obtain and maintain a State of Nevada Elevator Inspector’s Certificate of Competency within ~~[six]~~ **twelve** months of appointment and as a condition of continuing employment.
- * For the Safety Representative, incumbents must obtain **and maintain** a State of Nevada Elevator Inspector’s Certificate of Competency within ~~[six]~~ **twelve** months of appointment **and as a condition of continuing employment.** ~~[–and a Qualified Elevator Inspector’s (QEI) Certificate within twelve months of appointment and as a condition of continuing employment.]~~
- * ***For the Safety Representative, incumbents must obtain and maintain a Qualified Elevator Inspector’s (QEI) Certificate within thirty-six months of appointment and as a condition of continuing employment.***

SAFETY SUPERVISOR, ELEVATOR - DIR

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in engineering or closely related curriculum and three years of experience in the construction, installation, repair and adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment; **OR** Associate’s degree in one of the mechanical technologies and four years of experience as described above; **OR** graduation from high school or equivalent education and five years of experience as described above; **OR** one year of experience as a Safety Specialist, Elevator – DIR in Nevada State service; **OR** an equivalent combination of education and experience as described above. Two years of this experience must have involved the inspection of a variety of elevators. (*See Special Requirements and Informational Notes.*)

SAFETY SUPERVISOR, ELEVATOR – DIR	39*	B	11.564
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MINIMUM QUALIFICATIONS (cont'd)

SAFETY SUPERVISOR, ELEVATOR – DIR (cont'd)

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

Working knowledge of: ANSI/ASME Safety codes for elevators, escalators, and related equipment; the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code and National Electrical Code as related to elevators and related equipment; the operation of electrical and mechanical controls. **Ability to:** research code applications for nonstandard designs; *and all knowledge, skills and abilities at the lower levels.*

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

Working knowledge of: principles and practices of personnel supervision. **Ability to:** assign work, evaluate performance and train employees; implement policies and procedures to ensure consistency in enforcement activities; participate constructively in conferences with employers to evaluate proposed administrative fines and abatement activities; allocate staff resources to maximize effectiveness.

SAFETY SPECIALIST, ELEVATOR - DIR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering or closely related curriculum and two years of experience in the construction, installation, repair, and adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment; **OR** Associate's degree in one of the mechanical technologies and three years of experience as described above; **OR** graduation from high school or equivalent education and four years of experience as described above; **OR** one year of experience as a Safety Representative, Elevator – DIR in Nevada State service; **OR** an equivalent combination of education and experience as described above. One year of this experience must have involved the inspection of a variety of elevators. *(See Special Requirements and Informational Notes.)*

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

Working knowledge of: AC/DC circuitry and solid state circuitry; the design, construction, operation, maintenance and repair of elevators and related equipment; principles governing hydraulic systems; basic mechanics; safety codes for elevators, escalators, moving walks and related equipment by the American Society of Mechanical Engineers (ASME) and American National Standards Institute (ANSI); safety precautions necessary around elevator cars. **General knowledge of:** welding procedures. **Ability to:** read and interpret mechanical and electrical codes, standards, drawings and specifications relating to the installation and operation of elevators, escalators and related equipment; inspect elevators and related equipment to detect deviations from prescribed standards; physically inspect elevator cars, machine rooms, and pits in a safe manner; use hand tools such as pressure gauges, tachometers, and volt and light meters; perform standard mathematical calculations; write clear and concise reports; maintain equanimity in the face of resistance or hostility; communicate effectively with persons contacted in the course of conducting elevator inspections; make oral presentations at conferences with management; *and all knowledge, skills and abilities 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 the Safety Supervisor, Elevator – DIR)

SAFETY REPRESENTATIVE, ELEVATOR – DIR:

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering or closely related curriculum and one year of experience in the construction, installation, repair, and adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment; **OR** Associate's degree in one of the mechanical technologies and two years of experience as described above; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes.)*

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SAFETY SPECIALIST, ELEVATOR - DIR	37*	B	11.538
SAFETY REPRESENTATIVE, ELEVATOR - DIR	34*	B	11.563

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY REPRESENTATIVE, ELEVATOR – DIR: (cont'd)

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

General knowledge of: basic elevator and escalator operation and installation; motors and/or control circuitry; computers and computer software. **Ability to:** read and interpret blueprint drawings; read and interpret relevant rules, regulations, and codes related to elevators and escalators; and walk, kneel and climb ladders as required to perform inspections.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for the Safety Specialist, Elevator – DIR)

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>11.564</u>	<u>11.538</u>	<u>11.563</u>
ESTABLISHED:	6/27/16UC	12/10/10PC	6/27/16UC
REVISED:		07/01/13LG	
REVISED:		6/27/16UC	
REVISED:	4/25/17UC	4/25/17UC	4/25/17UC



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>
SAFETY SUPERVISOR, BOILER - DIR	39*	B	11.529
SAFETY SPECIALIST, BOILER - DIR	37*	B	11.537
SAFETY REPRESENTATIVE, BOILER – DIR	34*	B	11.549

SERIES CONCEPT

Safety Specialists promote recognized safety practices among businesses covered by State and federal safety and health laws and regulations. Incumbents identify or train others to identify safety and health hazards and violations, and recommend reasonable and feasible means of abatement; research specific technology and industry applications using technical references and applicable codes and standards; prepare written reports and/or training materials; make public presentations to promote knowledge of safety issues among the public and industry groups; maintain current knowledge of new technologies, standards, codes, rules and regulations.

Conduct inspections of boilers, pressure vessels, and related equipment; provide technical assistance to a variety of professionals; and perform related investigations as needed; conduct shutdown and operating inspections of assigned equipment to ensure compliance with regulations and adopted industry codes related to the equipment's installation; conduct opening and closing conferences with company management as needed; exercise appropriate safety precautions when working in close proximity to operating boilers and pressure vessels.

Evaluate whether appropriate preventive maintenance is being performed by company personnel; issue notices of violation with time period for abatement; recommend fines when violations are not corrected in specified time period; submit inspection reports which determine whether operating permits are issued, withheld, or revoked; and order changes to the authorized operating pressure of boilers when warranted by the condition of the boiler.

Investigate all accidents and complaints concerning boilers and related equipment to include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction; issue administrative fines or permit suspensions as appropriate; prepare investigation reports.

Provide technical assistance in response to inquiries from builders, constructors, architects, owners, users, service and repair organizations regarding the interpretation of code requirements, maintenance or operational problems with equipment.

Perform related duties as assigned.

***Reflects a two grade, special salary adjustment granted by the 2013 Legislature to improve recruitment and retention for the Division of Industrial Relations.**

CLASS CONCEPTS

Safety Supervisor, Boiler – DIR: Under general direction, incumbents serve as first-line supervisors for Safety Specialists in the Division of Industrial Relations, Mechanical Compliance Section. Supervisory duties include performance evaluations, work performance standards, scheduling, assigning and reviewing work, training and development, and disciplinary action as required. All positions review other inspectors' reports, personally review and approve the majority of constructions plans and permits of proposed or existing installations of boilers

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CLASS CONCEPTS (cont'd)

Safety Supervisor, Boiler – DIR: (cont'd)

and related equipment; conduct initial inspections of new and reinstalled objects; and issue monetary fines and revoke operating certificates based on inspection reports of subordinate inspectors. This is the supervisory level in the series.

Safety Specialist, Boiler – DIR: Under general supervision, incumbents perform the full range of duties outlined in the series concept. Incumbents regularly receive complex assignments requiring a broad knowledge of a variety of industries, or specialized expertise in a particular industry or process. Incumbents orient and train new Safety Specialists and/or Safety Representatives, may serve as lead capacity on functional or team assignments, and may be assigned to focus on special projects. This is the journey level in the series.

Safety Representative, Boiler - DIR: Under close supervision, incumbents receive training in performing some or all of the inspection duties described in the series concept. This is the entry level in the series. Progression to the next level may occur upon meeting minimum qualifications, satisfactory job performance and with the approval of the appointing authority.

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.
- * For the Safety Supervisor and Safety Specialist, Commission as a National Board of Boiler and Pressure Vessel Inspector is required at the time of application and as a condition of continuing employment.
- * Incumbents may be required to travel to out-of-state locations to attend the National Board of Boiler and Pressure Vessel Inspectors conferences, seminars, trainings and meetings.

INFORMATIONAL NOTES:

- * For the Safety Supervisor and Safety Specialist, incumbents must obtain and maintain a State of Nevada Boiler Inspector’s Certificate of Competency within ~~[six]~~ *twelve* months of appointment and as a condition of continuing employment.
- * For the Safety Representative, incumbents must obtain and maintain ~~[both]~~ a State of Nevada Boiler Inspector’s Certificate of Competency *within twelve months of appointment and as a condition of continuing employment.* ~~[and Commission as a National Board of Boiler and Pressure Vessel Inspector within twelve months of appointment and as a condition of continuing employment.]~~
- * *For the Safety Representative, incumbents must obtain and maintain a Commission as a National Board of Boiler and Pressure Vessel Inspector within thirty-six months of appointment and as a condition of continuing employment.*

SAFETY SUPERVISOR, BOILER – DIR

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in engineering or closely related curriculum and three years of experience in the design, construction, repair or operation of high-pressure boilers and pressure vessels; **OR** Associate’s degree in one of the mechanical technologies from and accredited college or university and four years of experience as described above; **OR** graduation from high school or equivalent and five years of experience as described above; **OR** one year of experience as a Safety Specialist, Boiler – DIR in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirements and Informational Notes.*)

SAFETY SUPERVISOR, BOILER - DIR	39*	B	11.529
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MINIMUM QUALIFICATIONS (cont'd)

SAFETY SUPERVISOR, BOILER – DIR (cont'd)

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

Working knowledge of: Boiler codes, standards and regulations; building/mechanical codes as related to boilers, pressure vessels and associated equipment. **Ability to:** comprehend the design, construction, maintenance and repair of boilers, pressure vessels and associated equipment; maintain safety precautions necessary around high pressure steam boilers; research code applications for nonstandard designs; maintain cooperative working relationships; communicate effectively both verbally and in writing; 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: principles and practices of personnel supervision. **Ability to:** assign work, evaluate performance and train employees; implement policies and procedures to ensure consistency in enforcement activities; participate constructively in conferences with employers to evaluate proposed administrative fines and abatement activities; allocate staff resources to maximize effectiveness.

SAFETY SPECIALIST, BOILER - DIR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering or a closely related curriculum and two years of experience in the design, construction, repair, or operation of high-pressure boilers and pressure vessels; **OR** Associate's degree in one of the mechanical technologies from an accredited college and three years of experience as described above; **OR** graduation from high school or equivalent education and four years of experience as described above; **OR** one year of experience as a Safety Representative, Boiler – DIR in Nevada State service; **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 the time of application):

Working knowledge of: the operation of high-pressure boilers and pressure vessels; safety codes for boilers by the American Society of Mechanical Engineers (ASME) and American National Standards Institute (ANSI), and National Board Boiler and Pressure Vessel Codes; the design, construction, operation, maintenance and welding repair of boilers; non-destructive testing; electrical and mechanical controls; safety precautions necessary regarding boilers. **Ability to:** research and understand applied technical information; observe accident scenes to determine cause and/or contributing factors; properly document an inspection and/or investigation; make effective oral and/or written presentations to defend findings and recommendations; work in extreme environs; make oral presentations at conferences with management; *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 the Safety Supervisor, Boiler – DIR)

SAFETY REPRESENTATIVE, BOILER - DIR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering or a closely related curriculum and one year experience in the design, construction, repair or operation of high-pressure boilers and pressure vessels; **OR** Associate's degree in one of the mechanical technologies from an accredited college, university or trade school and two years of experience as described above; **OR** graduation from high school or equivalent and three years of experience as described above; **OR** an equivalent combination of education or experience as described above. (*See Special Requirements and Informational Notes*)

SAFETY SUPERVISOR, BOILER - DIR
 SAFETY SPECIALIST, BOILER - DIR
 SAFETY REPRESENTATIVE, BOILER – DIR

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 37* B 11.537
 34* B 11.549

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY REPRESENTATIVE, BOILER – DIR (cont'd)

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

Working knowledge of: high pressure vessels; electrical and mechanical controls. **Ability to:** physically inspect boilers and boiler rooms in a safe manner; read and interpret mechanical and electrical codes, standards, drawings and specifications related to the installation and operation of boilers; use hand tools required of the position; perform standard mathematical calculations; make effective verbal and written presentations; write clear and concise reports; communicate effectively.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for the Safety Specialist, Boiler – DIR)

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>11.529</u>	<u>11.537</u>	<u>11.549</u>
ESTABLISHED:	6/27/16UC	12/10/10PC	04/16/14UC
REVISED:		07/01/13LG	
REVISED:		04/16/14UC	
REVISED:		6/27/16UC	6/27/16UC
REVISED:	4/25/17UC	4/25/17UC	4/25/17UC