



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**  
**HR#19-17**

April 7, 2017

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** FY 2018/2019 CLASS SPECIFICATION MAINTENANCE REVIEWS

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During this biennium, the Division of Human Resource Management will conduct class specification maintenance reviews for classes on the attached list. These reviews are intended to update duty statements, review class concepts and ensure the validity of the minimum qualifications. These reviews are not intended to act as a review of the grade level for the class. Classification analysts will work closely with recruiters and subject matter experts to develop class specifications that are effective for recruitment and classification.

We will not be reviewing individual positions during the class specification maintenance reviews, as the NPD-19 process remains the appropriate avenue for addressing significant changes in a position.

At the time the review of a class or series begins, each agency that has positions in the class or series will be contacted to identify a subject matter expert.

Please review the attached list and, if you would like to request a review of a class that is not listed, please contact Supervisory Personnel Analyst Heather Dapice at 702-486-2919.

## **CLASS SPECIFICATION MAINTENANCE REVIEWS**

### **AGRICULTURE & CONSERVATION**

#### **Conservation, Forestry**

- 1.803 Deputy State Forester (1 level)

#### **Conservation, Parks**

- 1.907 Parks Regional Manager (1 level)
- 1.967 Park Supervisor (3 levels)

### **LIBRARY & ARCHIVES**

#### **Library Services**

- 4.107 Assistant Administrator, State Library Services (1 level)
- 4.108 Assistant Administrator, Library / Archives Development (1 level)
- 4.106 Librarian (4 levels)
- 4.116 Library Technician / Assistant (6 levels)

#### **Archives & Records**

- 4.201 Assistant Administrator, Archives / Records (1 level)
- 4.204 State Records Manager / Records Analyst (3 levels)
- 4.220 State Archives Manager / Archivist (3 levels)

### **EDUCATION**

#### **Program & Planning**

- 5.240 Literacy Coordinator (1 level)

### **FISCAL MANAGEMENT & STAFF SERVICES**

#### **Financial**

- 7.174 Loan Administration Officer (1 level)
- 7.175 Loan Officer (1 level)

#### **Business Management**

- 7.219 Business Enterprise Officer (2 levels)

## **Revenue Collections & Management**

- 7.232 Tax Program Supervisor (3 levels)

## **Property Appraisal, Valuation & Acquisition**

- 7.418 Chief, Division of Assessment Standards (1 level)
- 7.425 Supervisor, Centrally Assessed Properties (1 level)
- 7.426 Supervisor, Local Assessed Properties (1 level)
- 7.434 Utility Valuation Analyst (1 level)
- 7.415 State Land Agent (4 levels)
- 7.422 Review Appraiser (4 levels)
- 7.433 Property Appraiser (2 levels)

## **Personnel & Training**

- 7.509 Personnel Officer (3 levels)
- 7.514 Personnel Analyst (4 levels)
- 7.532 Personnel Technician (3 levels)
- 7.513 Employee Development Manager / Training Officer (3 levels)

## **Administrative & Budget Analysis**

- 7.644 Fatality File Analyst (1 level)

## **Actuarial / Research / Grants Analysis**

- 7.761 Biostatistician (3 levels)
- 7.704 Tort Claims Manager (1 level)
- 7.711 Insurance / Loss Prevention Specialist (1 level)
- 7.736 Maintenance Management Coordinator (2 levels)
- 7.752 Legal Research Assistant (2 levels)
- 7.745 Statistician (2 levels)
- 7.805 Marketing Coordinator (1 level)
- 7.814 Geologic Information Specialist (1 level)
- 7.815 Photographer (2 levels)
- 7.832 Exhibits Manager / Preparator (3 levels)
- 7.811 Audiovisual Unit Supervisor / Technician (3 levels)
- 7.848 Audiovisual Assistant (3 levels)
- 7.817 Publications Writer (1 level)
- 7.850 Sales & Promotion Representative (2 levels)
- 7.849 Publications Editor (2 levels)
- 7.843 Technical Production Editor (1 level)
- 7.860 Cultural Resource Technician (1 level)
- 7.862 Graphic Designer (2 levels)

## **MECHANICAL & CONSTRUCTION TRADES**

### **Skilled Trades and Allied**

- 9.402 Piano Technician (1 level)
- 9.407 Precision Machinist (1 level)
- 9.438 Computer Facility Technician (1 level)
- 9.471 Theater Technician (2 levels)
- 9.455 Railroad Restoration Specialist (3 levels)

### **Semi-Skilled General Labor**

- 9.490 Sign Fabricator (1 level)
- 9.491 Temporary Aid (2 levels)
- 9.446 Art Preparator (1 level)
- 9.493 Exhibit Technician (1 level)

### **Graphics, Printing & Reproduction**

- 9.705 Reprographics Supervisor (1 level)
- 9.708 Duplicating Machine Operator (3 levels)
- 9.715 Offset Press Operator (1 level)
- 9.731 Offset Machine Operator (3 levels)
- 9.722 Camera Plate Processing Technician 1 (level)
- 9.718 Microfilm Laboratory Technician (1 level)
- 9.729 Microfilm Operator (4 levels)
- 9.723 Photographic Lab Tech (3 levels)
- 9.726 Reprographics Technician (2 levels)
- 9.737 Sign Production Supervisor (1 level)
- 9.739 Silk Screen Printer (1 level)
- 9.741 Sign Writer (1 level)