



**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#22-17**

April 12, 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 May 10, 2017.

If no written objections are received in this office by May 10, 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 #26-17  
 Posting Expires: May 10, 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
11.519	Safety Supervisor, Railway	37	B	<i>11.519</i>	<i>Safety Supervisor, Railway</i>	<i>37</i>	<i>B</i>
	New			<i>11.515</i>	<i>Safety Specialist, Railway</i>	<i>35</i>	<i>B</i>
	New			<i>11.513</i>	<i>Safety Representative, Railway</i>	<i>33</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
11.540	Safety Specialist, Railway – Tracks	35	B		<i>Abolished</i>		

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
11.541	Safety Specialist, Railway – Motive Power	35	B		<i>Abolished</i>		

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
11.542	Safety Specialist, Railway – Hazardous Materials	35	B		<i>Abolished</i>		

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
11.543	Safety Specialist, Railway – Operating Practices	35	B		<i>Abolished</i>		

### *Basis for Recommendation*

At the request of the Nevada Public Utilities Commission (PUC), the Division of Human Resource Management has conducted a review of the Safety Specialist, Railway series. Analysts within the Division of Human Resource Management worked with subject matter experts from the PUC and, as a result of this review, it is recommended that these series be combined into one class specification. It is also recommended that a trainee level be added to this combined series.

Currently, if an incumbent is promoted to a Safety Supervisor, Railway, that incumbent will take their specialty area with them (Tracks, Motive Power, Hazardous Materials or Operating Practices), which would then necessitate the reclassification of the vacated position to a different railway discipline. Combining the different class specifications into one series will negate the continual reclassification of positions.

Also, the addition of a trainee level will allow for the recruitment of individuals with experience in any of the discipline areas, which will allow for greater flexibility in the recruitment process.

As a result of this recommendation, amendments were made to the Special Requirements and Informational Note to account for these changes. Furthermore, revisions were made to the minimum qualifications to account for the recommended modifications, as well as, to maintain consistency with formatting and structure.

Throughout the process, management staff within the PUC 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 May 10, 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: April 12, 2017**



STATE OF NEVADA  
Department of Administration  
Division of Human Resource Management

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>SAFETY SUPERVISOR, RAILWAY</b>	<b>37</b>	<b>B</b>	<b>11.519</b>
<b>SAFETY SPECIALIST, RAILWAY</b>	<b>35</b>	<b>B</b>	<b>11.515</b>
<b>SAFETY REPRESENTATIVE, RAILWAY</b>	<b>33</b>	<b>B</b>	<b>11.513</b>

**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, codes and standards; prepare written reports; make public presentations to promote knowledge of safety issues among the public and industry groups; and maintain current knowledge of new technologies, standards, codes and regulations. Incumbents conduct investigations of reported incidents to obtain adequate information to formulate a recommendation to the Director of Regulatory Operations and assigned Federal Railroad Administration (FRA) incident investigations team leader; investigate alleged violations of the federal regulations and report any violations observed to the appropriate State inspector or the appropriate FRA specialist; and review and advise on changes in grade crossings. Incumbents perform duties in one of the following railway disciplines:*

*Hazardous Materials: Conduct independent inspections for compliance with State and federal laws and regulations related to: railroad and rail car equipment; handling of hazardous materials or operational conditions of equipment; and hazardous material storage, handling and transportation.*

*Motive Power and Equipment: Conduct independent inspections for compliance with State and federal laws and regulations related to railroad motive power and equipment, or the operational conditions of equipment.*

*Operating Practices: Conduct independent inspections for compliance with State laws and federal laws and regulations related to railroad operating rules, blue flag protection, control of alcohol and drug use, radio procedures, rear end marking device regulation, railroad accidents/incidents reports, classification and investigations, and hours of service; make reports on inspections and recommend the institution of enforcement actions when appropriate to promote compliance; audit and review records maintained by the railroads to ensure compliance with recordkeeping requirements of the federal code; and implement regulations.*

*Track: Conduct independent inspections for compliance with State laws and federal laws and regulations related to railroad and railway track structures, bridge worker safety, operational conditions of track maintenance equipment; and review and advise on applications from railroads regarding track abandonment.*

*Make regular inspections of railway structures, equipment, facilities, and/or containers as assigned and review related procedures and documentation; investigate complaints regarding possible violations of federal or State regulations regarding railroad activities; interview persons with information about alleged violations; audit railroad company records and conduct surveillance operations to observe compliance with regulations; issue notices of defect or violation depending on severity of violation and safety implications; prepare reports on inspections and investigations; and refer serious violations to the Federal Railroad Administration.*

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*SERIES CONCEPT (cont'd)*

*Review applications filed in regard to road crossings, bridge clearances, tunnels, walkways and/or new structures for safety and compliance with relevant laws; investigate facts surrounding the applications; coordinate with other agencies that share jurisdiction or interest in the application; provide testimony before governing body and in court to support the State's case as requested.*

*Conduct initial investigations of railway accidents, as requested, and prepare reports encompassing facts pertaining to the case; ensure public safety at the accident scene until relieved by appropriate emergency response personnel.*

*Participate in public relations activities to educate the public regarding safety practices in relation to railroad operations.*

*Perform related duties as assigned*

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**CLASS CONCEPTS**

**Supervisor, Railway:** *Under general direction, incumbents are responsible for oversight of the statewide railway safety program which includes: coordination of railway safety employees in inspection and enforcement activities, geographic locations, inspection focus, and guidance on severity of penalties; preparation of inspection activity reports and statistics; program assessment through performance indicators; and relations with the FRA. Program management duties include, but are not limited to: developing operating procedures; drafting proposed regulations and statutes; determining work program priorities; conducting appeal hearings on challenges to citations and penalties; representing the unit to the regulated community, professional organizations and the public.*

*This position serves as a first-line supervisor to Safety Specialists to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline.*

**Safety Specialist, Railway:** *Under general supervision, incumbents perform the full range of duties outlined in the series concept for one of the following railway disciplines: Hazardous Materials, Motive Power and Equipment, Operating Practices or Track. Incumbents may be required to give public presentations to promote knowledge of safety issues; and identify, or train others to identify, safety and health hazards. This is the journey level in the series.*

**Safety Representative, Railway:** *Under general supervision, incumbents receive training in performing the duties of the assigned railway discipline as described in the series concept. Progression to the journey level may occur upon meeting the minimum qualifications, satisfactory performance and the recommendation of the appointing authority.*

~~[Under direction, the Safety Supervisor, Railway performs safety specialist duties such as railway inspections and investigations and serves as first line supervisor for subordinate Safety Specialists in Railway related classes. The incumbent is responsible for oversight of the statewide railway safety program; coordination of railway safety inspection and enforcement activities, geographic locations, inspection focus and guidance on severity of penalties; preparation of inspection activity reports and statistics; program assessment through performance indicators; and relations with the Federal Railroad Administration (FRA). Supervisory duties include interview and selection; duty assignment and training; performance appraisal, work review and discipline.]~~

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~~Program management duties include developing operating procedures; drafting proposed regulations and statutes; determining work program priorities; conducting appeal hearings on challenges to citations and penalties; representing the unit to the regulated community, professional organizations, and the public.~~

~~In addition to supervising the activities of subordinate railway Safety Specialists, duties include report preparation; public presentations to promote knowledge of safety issues; reviewing and advising on grade crossing and changes; identifying, or training others to identify safety and health hazards, the Safety Supervisor, Railway supervises duties specific to the different specialties which may include:~~

~~— Tracks — initial investigations of railway accidents; inspections of gauges, levels, elevations, loose bolts or appliances of track structure; investigations of complaints of possible violations of federal or State regulations regarding railroad activities; and recommendation of reasonable means of abatement.~~

~~Hazardous Materials — inspections and investigations; enforcement of State and federal safety regulations related to railroad and rail car equipment, handling of hazardous materials or operational conditions of equipment; reviewing and advising on hazardous material storage and handling; and placarding of railroad cars according to the specific class of material being transported.~~

~~— Motive Power — inspections of safety appliances associated with locomotives and/or safety appliances which include ladders, handholds and handbrakes; investigations of deviations from standard procedures and maintenance schedules, and other federal standards; review of applications filed in regard to road crossings, bridge clearances, tunnels, walkways and/or new structures for safety and compliance with relevant laws.~~

~~Operating Practices — inspections of railroad for compliance; ensuring personnel have the proper training and certification required under FRA to be qualified to operate moving trains and equipment; inspection of records to ensure that train crews have had the proper amount of time both operating the train and resting.~~

~~Perform related duties as assigned.]~~

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## MINIMUM QUALIFICATIONS

### SPECIAL REQUIREMENT:

- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- \* *Pursuant to NRS 284.4066, some positions in this class have been identified as affecting public safety. Persons offered employment in those positions must submit to a pre-employment screening for controlled substances.*
- \* *Positions allocated to the Safety Specialist, Railway - Hazardous Materials discipline require experience in performing functions related to compliance with federal hazardous materials regulations. This specialty area will be identified at the time of recruitment.*
- \* *Positions allocated to the Safety Specialist, Railway - Motive Power and Equipment discipline require experience in construction or maintenance of railroad rolling equipment. This specialty area will be identified at the time of recruitment.*
- \* *Positions allocated to the Safety Specialist, Railway - Operating Practices discipline require experience in developing or administering railroad operating rules. This specialty area will be identified at the time of recruitment.*

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### MINIMUM QUALIFICATIONS (cont'd)

#### SPECIAL REQUIREMENT: (cont'd)

- \* *Positions allocated to the Safety Specialist, Railway - Track discipline require experience in railroad track construction or maintenance. This specialty area will be identified at the time of recruitment.*

#### INFORMATIONAL NOTE:

- \* Incumbents must obtain and maintain Federal Railroad Administration certification in an assigned railway discipline (*Hazardous Materials, Motive Power and Equipment, Operating Practices or Track Safety*) within one year of appointment and as a condition of continuing employment. *The specific discipline area will be identified at the time of recruitment.*

#### SAFETY SUPERVISOR, RAILWAY:

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in science, math, engineering, or safety related field and three years of professional railway inspection and safety compliance experience in one of the following areas: Track, Motive Power *and Equipment*, Hazardous Materials, or Operating Practices; OR *graduation from high school or equivalent education and* five years of professional railway inspection and safety experience as described above; OR one year of experience as a Safety Specialist, Railway, in Nevada State service which included the successful completion of the Federal Railroad Administration (FRA) training program and subsequent certification; 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:** State and federal laws, rules, regulations, and practices relevant to railway safety; rail transportation functions; duties of railroad employees, maintenance methods, equipment, inspection techniques and general railroad nomenclature; investigative techniques and report writing. **Working knowledge of:** organization of railroad, shipping, and manufacturing companies; proper remedial actions required to bring railroad, shipper, and/or manufacturing facilities into compliance with federal regulations; proper remedial actions required when a transportation accident or incident occurs; standard industry rules for personal safety; railroad rules, practices, record systems, and terminology common to operating and maintenance functions; scope and major requirements of federal railroad safety laws and regulations; physical and chemical properties and chemical hazards associated with hazardous materials that are transported by railroad. **General knowledge of:** construction, testing, inspection, and repair of railroad freight and passenger cars, locomotives, and air brakes. **Ability to:** encourage voluntary compliance with relevant State and federal requirements; respond to emergency incidents as required; determine when and how to conduct surveillance operations to gain information related to industry compliance; read and comprehend written materials such as training and enforcement manuals, regulations, operating and safety rules of the railroad, and similar materials; associate relevant statutes or regulations with observed violation; compose narrative reports of investigative findings that are clear, complete, and grammatically correct; communicate and interpret statutes, rules and regulations to the regulated industry and the public; interact in a professional manner with railroad companies, coworkers, and the general public; maintain equanimity in the face of resistance or hostility; investigate and resolve complaints; *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:** principles and practices of training and supervision; development and implementation of program policies and procedures; federal and State laws and regulations governing railway systems; agency policies and organizational processes. **Ability to:** accurately evaluate program

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## MINIMUM QUALIFICATIONS (cont'd)

### SAFETY SUPERVISOR, RAILWAY: (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): effectiveness and accountability and recommend improvements; identify training and education needs and available resources that are applicable and effective; prepare and manage budgets.

### SAFETY SPECIALIST, RAILWAY:

**EDUCATION AND EXPERIENCE:** *Graduation from high school or equivalent education and four years of professional experience in the assigned railway discipline, which will be identified at the time of recruitment; OR valid certification by the Federal Railroad Administration in an assigned railway discipline, which will be identified at the time of recruitment; OR one year of experience as a Safety Representative, Railway in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Note)*

### ALL SPECIALTY AREAS

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

*Working knowledge of: railroad rules, practices, record systems and terminology common to operating and maintenance functions; scope and major requirements of federal railroad safety laws and regulations; rail transportation functions; organization of railroad, shipping and manufacturing companies; standard industry rules for personal safety. Ability to: associate relevant statutes or regulations with observed violations; perform independent investigations and inspections; compose narrative reports of investigative findings that are clear, complete and grammatically correct; investigate and resolve complaints; and all knowledge, skills and abilities required at the lower level.*

### HAZARDOUS MATERIALS

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

*Detailed knowledge of: transportation and operating procedures employed in the railroad, shipping or manufacturing industries associated with the transportation of hazardous materials. Working knowledge of: physical and chemical properties and chemical hazards associated with hazardous materials that are transported by railroad; proper remedial actions required to bring railroad, shipper and/or manufacturing facilities into compliance with the federal regulations; proper remedial actions required when a hazardous materials transportation accident or incident occurs. Ability to: understand and detect deviations from the Department of Transportation's Hazardous Materials Regulations including federal requirements and industry standards for the manufacturing of bulk packaging used in the transportation of hazardous materials by railroad; conduct independent inspections to determine compliance with all pertinent sections of the federal hazardous materials regulations, make reports of those inspections and findings, and recommend the institution of enforcement actions when appropriate to promote compliance.*

### MOTIVE POWER AND EQUIPMENT

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

*Detailed knowledge of: construction, testing, inspection and repair of railroad freight and passenger cars, locomotives and air brakes. Working knowledge of: State and federal laws associates with railroad motive power and equipment safety; procedures associated with the operation of freight and passenger cars, locomotives and air brakes sufficient to understand the safety significance of deviations related to requirements that cover mechanical and safety appliances and combinations of those deviations;*



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## MINIMUM QUALIFICATIONS (cont'd)

### SAFETY SPECIALIST, RAILWAY: (cont'd)

#### *MOTIVE POWER (cont'd)*

*ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)*  
*remedial action needed to bring defective freight and passenger cars, locomotives and air brakes into compliance with applicable standards. Ability to: independently conduct inspections of railroad motive power and equipment in order to determine compliance with relevant State and federal laws; understand and detect deviations from railroad equipment maintenance standards accepted in the industry and required by regulations; use relevant tools to physically inspect railroad motive power and equipment maintenance and operation.*

#### *OPERATING PRACTICES*

*ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):*  
*Detailed knowledge of: railroad operating rules and practices, duties of railroad employees and general railroad terminology. Working knowledge of: requirements of the federal operating practices regulations including the remedial action required to bring railroad operations into compliance with regulations; operating practices and rules sufficient to understand the safety significance of deviations from established standards. Ability to: conduct independent inspections and make report; recommend the institution of enforcement actions; understand and detect deviations from railroad operating rules accepted in the industry*

#### *TRACK*

*ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):*  
*Detailed knowledge of: track terminology, inspection techniques, maintenance methods and equipment. Working knowledge of: State and federal laws and regulations associated with railroad track safety; operating practices and vehicle/track interaction sufficient to understand the safety significance of deviations related to requirements for mechanical and safety appliances such as ladder and hand brakes and combinations of those deviations; remedial action required to bring defective track into compliance with relevant standards. Ability to: read and understand engineering plans related to grade crossings; independently conduct inspections of railroad track structures in order to determine compliance with relevant State and federal laws; physically observe and inspect railroad track maintenance practices and bridge worker safety to evaluate compliance with applicable standards; use railroad track test equipment and associated tools.*

#### *ALL SPECIALTY AREAS*

*FULL KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):*  
*(These are identical to the Entry Level Knowledge, Skills and Abilities for the Safety Supervisor, Railway).*

### SAFETY REPRESENTATIVE, RAILWAY:

*EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in the following: railroad track construction or maintenance, construction or maintenance of railroad rolling equipment, performing functions related to compliance with federal hazardous materials regulations, or developing and administering railroad operating rules; OR valid*

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**MINIMUM QUALIFICATIONS (cont'd)**

**SAFETY REPRESENTATIVE, RAILWAY: (cont'd)**

***EDUCATION AND EXPERIENCE: (cont'd)***

***certification by the Federal Railroad Administration, which will be identified at the time of recruitment; OR an equivalent combination of education and experience as described above.***

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

***General knowledge of: railroad rules, practices, record systems and terminology common to operating and maintenance functions; scope and major requirements of federal railroad safety laws and regulations; rail transportation functions; organization of railroad, shipping and manufacturing companies; standard industry rules for personal safety. Ability to: read, comprehend and interpret written materials such as training and enforcement manuals, regulations, operating and safety rules of the railroad, and similar materials; compose narrative reports that are clear, complete and grammatically correct; record data accurately; communicate effectively both verbally and in writing; communicate and interpret statutes, rules and regulations to the regulated industry and the public; interact in a professional manner with railroad companies, co-workers and the general public; maintain equanimity in the face of resistance or hostility.***

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

***(These are identical to the Entry Level Knowledge, Skills and Abilities for the Safety Specialist, Railway).***

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>11.519</u>	<b><u>11.515</u></b>	<b><u>11.513</u></b>
ESTABLISHED:	12/10/10PC	<b><u>5/10/17UC</u></b>	<b><u>5/10/17UC</u></b>
<b>REVISED:</b>	<b><u>5/10/17UC</u></b>		