



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#61-17

December 7, 2017

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – PROFESSIONAL LAND SURVEYOR SERIES

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 January 9, 2018.

If no written objections are received in this office by January 9, 2018, 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 #13-18**
Posting Expires: **January 9, 2018**

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
6.208	Professional Land Surveyor	42	B	<i>6.208</i>	<i>Professional Land Surveyor II</i>	<i>42</i>	<i>B</i>
	New			<i>6.210</i>	<i>Professional Land Surveyor I</i>	<i>41</i>	<i>B</i>

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 (DOT) and the Division of Human Resource Management (DHRM), it was determined that an additional level in the series be created. The new level is needed as a result of increased complexity requiring additional positions to be licensed as Professional Land Surveyors while still working under the direction of an Individual in Responsible Charge of Work as defined in NRS 625.080.

It is recommended that the existing Professional Land Surveyor be re-titled to Professional Land Surveyor II. The Professional Land Surveyor II, under administrative direction, and in addition to performing the full range of duties described in the series concept, will either supervise a Staff of Professional Land Surveyor I positions or a staff of professional and technical staff. This position will also assist in budget preparation, prepare and negotiate draft budget requests and review purchase requests for supplies, equipment and services for compliance with fiscal policies and procedures.

The newly created Professional Land Surveyor I, under general direction, will perform the full range of duties as described in the series concept and may supervise professional and technical staff as assigned.

In reviewing the job duties and responsibilities, it was determined that a grade 41 was warranted as both positions require licensure as a Professional Land Surveyor and the difference between the two levels is primarily budget related. While the duties, responsibilities and minimum qualifications are not exact, they are similar to the Manager II, Right-of-Way Survey Services – PLS, 6.301, grade 42 and the Manager I, Right-of-Way Survey Services, 6.302, grade 40 (please note that the Manager I does not require licensure as a Professional Land Surveyor). The one grade difference is also warranted as typically a +5% Salary Adjustment would have been granted for supervising staff of the same grade. Also, there is generally a one grade difference between a supervisory level and a strong lead position. The preponderant duties allows for this class to be assigned to the same Engineering & Allied Occupational Group, Environmental & Land Use Services subgroup. As this new level performs duties of a similar nature to the existing series, this class will be assigned to the following EEO-4 category: B – Professionals.

Throughout the review, management staff within DOT and analysts within the DHRM 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 January 9, 2018. 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: December 7, 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>
PROFESSIONAL LAND SURVEYOR II	42	B	6.208
<i>PROFESSIONAL LAND SURVEYOR I</i>	<i>41</i>	<i>B</i>	<i>6.210</i>

SERIES CONCEPT

Professional Land Surveyors are supervisors who plan, organize, schedule and oversee the layout of survey projects for the section; discuss projects with representatives of all divisions within the department and other involved agencies to determine limits of the areas to be covered and the types of survey data needed. Incumbents design and devise measurement specifications and standards to accomplish measurements with the desired precision, accuracy, error control and adjustment; act as the primary analyst of both measurement data and boundary evidence and are required to give professional opinions or expert testimony regarding most probable ground locations.

Research cartography, engineering files, geodesy, right-of-way engineering and other sources to obtain data on boundaries, centerlines and right-of-way lines to be set in the field; determine flight lines and placement of needed survey control points for aerial survey projects; determine placement of centerlines, offset lines and traverses needed for conventional location survey projects; determine through map sheets and/or plan sheets whether boundary control points can be set from existing survey control or if new control points need to be established.

Conduct project reconnaissance to search for survey control to be used and/or property corners and section corners to be tied; conduct a project orientation with personnel assigned to the project; retrace property boundaries and perform geodetic and other precise control surveys.

~~[Train, supervise and evaluate the performance of professional and technical staff; assign and review work; determine training needs and implement training activities; and forecast staffing needs.]~~

~~Prepare and negotiate draft budget requests and review purchase requests for supplies, equipment and services for compliance with fiscal policies and procedures.]~~

Perform related duties as assigned.

CLASS CONCEPTS

Professional Land Surveyor II: Under administrative direction, and in addition to performing the full range of duties as described in the series concept, the incumbent either supervises a staff of Professional Land Surveyor I positions or supervises a staff of professional and technical staff to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline and may supervise other professional and technical staff as assigned.

Assist in budget preparation; prepare and negotiate draft budget requests and review purchase requests for supplies, equipment and services for compliance with fiscal policies and procedures.

Professional Land Surveyor I: Under general direction, incumbents perform the full range of duties as described in the series concept and may supervise professional and technical staff as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * *At the Professional Land Surveyor II level, licensure as a Professional Land Surveyor in the State of Nevada 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 as a condition of employment.

PROFESSIONAL LAND SURVEYOR II

EDUCATION AND EXPERIENCE: Licensure as a Professional Land Surveyor in *the State of Nevada* and two years of licensed professional experience in a supervisory *capacity and/or [responsible project charge capacity] Individual in Responsible Charge of Work as defined in NRS 625.080; OR one year of experience as a Professional Land Surveyor I in Nevada State service.* (See *Special Requirement and Informational Note*)

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

Detailed knowledge of: principles and practices of land surveying; use, care and adjustment of surveying instruments; survey methods and procedures. **Working knowledge of:** mathematics, algebra, geometry, calculus, statistics, and their applications; procedures for the recording of maps, records of surveys, parcel maps and documents requiring certification by a Professional Land Surveyor; principles and methods for describing the features of land, sea and air masses, including physical characteristics, locations, interrelationships, and distribution of plants, animals, and human life; communicating effectively both orally and in writing as appropriate for the needs of the audience. **Ability to:** ~~[read and interpret highway construction plans, survey plats, topographic maps, township plats, and aerial photographs; calculate heights, depths, relative positions, property lines and other characteristics of terrain;]~~ compute geodetic measurements and interpret survey data in order to determine positions, shapes and elevations of geomorphic and topographic features; determine longitudes and latitudes of important features and boundaries in survey areas, using theodolites, transits, levels, and satellite-based global positioning systems (GPS); ~~[plan and conduct surveys designed to establish baselines, elevations, and other geodetic measurements;]~~ record the results of surveys including the shape, contour, location, elevations, and dimensions of land or land features; *and all knowledge, skills and abilities required at the lower level.* ~~[; verify the accuracy of survey data including measurements and calculations conducted at survey sites.]~~

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; construction surveying. **Working knowledge of:** principles of training and supervision; State personnel and purchasing regulations.

PROFESSIONAL LAND SURVEYOR I

EDUCATION AND EXPERIENCE: *Licensure as a Professional Land Surveyor.* (See *Special Requirement and Informational Note*)

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

Working knowledge of: principles and practices of land surveying; survey methods and procedures. General knowledge of: use, care and adjustment of survey equipment; principles and methods for describing the features of land, sea and air masses; procedures for the recording of maps, records of survey, parcel maps and documents requiring certification by a Professional Land Surveyor. Skill in: mathematics, algebra, geometry, calculus, statistics and their applications; recording the results of surveys including shape, contour, location, elevation and dimension of land or land features. Ability to: read and interpret highway

MINIMUM QUALIFICATIONS (cont'd)

PROFESSIONAL LAND SURVEYOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
construction plans, survey plats, topographic maps, township plats, and aerial photographs; calculate heights, depths, relative positions, property lines and other characteristics of terrain; plan and conduct surveys designed to establish baselines, elevations, and other geodetic measurements; verify the accuracy of survey data including measurements and calculations conducted at survey sites.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Professional Land Surveyor 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.

6.208

6.210

ESTABLISHED: 10/1/04PC

1/9/18UC

REVISED: 1/9/18UC