



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#33-19

June 18, 2019

TO: Directors
Deputy Directors
Administrators

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

SUBJECT: FY 2020/2021 CLASS SPECIFICATION MAINTENANCE REVIEWS

During the 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 the 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

ENGINEERING & ALLIED

Earth Science

- 6.615 Seismic Data Technician (3 Levels)

Engineering Support Services

- 6.370 Engineering Drafter (3 Levels)
- 6.361 Cartographic/Graphics Technician (4 Levels)

Construction Services

- 6.753 Chief Building Inspector / Building Construction Inspector (5 Levels)

Environmental & Land Use Services

- 6.809 Chief, Environmental Programs (1 Level)
- 6.713 Chief, Hydrology Section (1 Level)
- 6.729 Landscape Architects (4 Levels)
- 6.711 Land Use Planner (2 Levels)

Equipment Design & Maintenance

- 6.987 Electronics Technician (3 Levels)

MECHANICAL & CONSTRUCTION TRADES

Equipment Operations

- 9.200 Special Equipment Operator (3 Levels)
- 9.209 Grounds Equipment Operator (2 Levels)
- 9.212 Driver Warehouse (4 Levels)

Equipment Management, Maintenance & Repair

- 9.303 Equipment Superintendent (1 Level)
- 9.309 Equipment Operations Manager (1 Level)
- 9.311 Highway Equipment Mechanic Specialist (1 Level)
- 9.312 Highway Equipment Mechanic Supervisor (2 Levels)
- 9.322 Equipment Mechanic (4 Levels)

- 9.326 Equipment Mechanic-in-Training (4 Levels)
- 9.334 Fleet Service Worker (4 Levels)

Skilled Trades and Allied

- 9.404 HVACR Specialist (4 Levels)
- 9.422 Heat Plant Specialist (4 Levels)
- 9.430 Welder (2 Levels)
- 9.431 Locksmith (2 Levels)
- 9.439 Carpenter (3 Levels)
- 9.448 Electrician (3 Levels)
- 9.460 Painter (3 Levels)
- 9.463 Plumber (3 Levels)
- 9.465 Craft Worker-in-Training (4 Levels)
- 9.495 Wastewater Treatment Operator (3 Levels)
- 9.475 Water System (4 Levels)

Semi-Skilled General Labor

- 9.481 Maintenance Repair Aid (4 Levels)
- 9.485 Maintenance Repair Worker (4 Levels)

Facility & Grounds Management

- 9.603 Facility Manager/Supervisor (4 Levels)
- 9.610 Grounds Supervisor (3 Levels)

Buildings & Grounds Maintenance

- 9.630 Grounds Maintenance Worker (5 Levels)