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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 04-24

January 26, 2024

TO: DHRM Listserv Recipients

FROM: Michelle Garton, Deputy Administrator *Michelle Garton*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – DEPUTY DIVISION
ADMINISTRATOR, HISTORIC PRESERVATION

Attached are revised 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 Deputy Administrator Beverly Ghan at bgghan@admin.nv.gov no later than February 26, 2024.

If no written objections are received in this office by February 26, 2024, action will be taken to effect the changes and a report will be made to the Human Resources Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #22-24
Posting Expires: February 26, 2024

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	EEO-4
	<i>New</i>			<i>7.868</i>	<i>Deputy Division Administrator, Historic Preservation</i>	<i>42</i>	<i>A</i>

Basis for Recommendation

As a result of an Individual Classification Study, and in partnership with the subject matter expert from the Department of Conservation and Natural Resources (DCNR), State Historic Preservation Office (SHPO), it has been determined that a new series should be created to aid the Administrator of SHPO in planning, organizing, directing, and managing all program sections within SHPO.

The incumbent in this class acts on the behalf of the Division Administrator, SHPO, in all matters related to division operations, activities and personnel as directed by the Administrator; establishes goals, objectives, schedules, policies and procedures; establishes organizational structures and provides programmatic direction and guidance; interacts with legislators, executives, officials, and regulatory representatives; develops and implements long-term direction; reviews and approves bills, contract payments, grant reimbursements and travel claims; and plans, organizes and directs major, complex statewide land use and cultural resource protection programs. In addition, the incumbent leads budget development for assigned areas of responsibility; directs and manages subordinate staff to include preparing written performance evaluations; establish work performance standards; manage programs and provide programmatic direction to uphold the department's standards of performance; represent the agency and department at meetings and hearings; and represents the State's position on historic preservation, management and resource issues on committees and commissions. The position also assists with the development of, or response to, proposed legislation affecting the agency including fiscal notes, bill draft requests and developing and providing testimony on behalf of the division; and provides technical assistance to staff, committees, groups, and the public.

It is recommended that the Deputy Division Administrator, Historic Preservation be allocated at a grade 42 as it performs similar duties to the Deputy Administrator, State Lands, also at grade 42.

It is further recommended that the series be placed in the 7.000 Fiscal Management and Staff Services; Subgroup J: Public Information, which is consistent with the Historic Preservation Specialist series. The DHRM EEO Officer has assigned EEO-4 job code "A – Officials and Administrators:" to this class to recognize that the position has the responsibility for providing support to the Administrator in the areas of responsibility for execution of policies, special phases of the agency's operations, and providing specialized consultation on a regional, district or area basis.

Throughout the review, management within SHPO and analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes throughout the process and they support the proposed class series for the Deputy Administrator, Historic Preservation.

Note: This is a new class specification

Changes to the class specification are noted as follows: additions in blue and deletions 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, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at [https://hr.nv.gov/Sections/Classification/Proposed Classification Changes/](https://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/) . For additional information call (775) 684-0137.

Objections to the proposed new classification must be received in writing by February 26, 2024. Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: January 26, 2024



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>
<i>DEPUTY DIVISION ADMINISTRATOR, HISTORIC PRESERVATION</i>	42	A	7.868

Under administrative direction, the Deputy Administrator, Historic Preservation, plans, organizes, directs, and manages all program sections within the Historic Preservation Office within the Department of Conservation and Natural Resources.

Act on behalf of the Division Administrator, Historic Preservation Office, in all matters related to division operations, activities and personnel as directed by the Administrator.

Establish goals, objectives, schedules, policies, and procedures compatible with statutory, regulatory, departmental, and divisional requirements; review and approve work plans, budgets and applications for federal grants in accordance with applicable federal laws and regulations.

Establish organizational structures and provide programmatic direction and guidance to achieve objectives most effectively; develop and implement a strategy that gives long term direction to assigned programs; and provide day-to-day programmatic direction and advice to subordinate supervisors in the execution of strategies to attain goals and objectives.

Perform administrative duties that require policy level decisions and provide control of outcome-based objectives including conferring with legislators, executives, officials, and regulatory representatives to negotiate solutions to controversial issues which have policy implications.

Review and approve bills, contract payments, grant reimbursements, and travel claims in accordance with contracts, goods received and policies and regulations to ensure spending is according to State requirements and authorized levels.

Plan, organize and direct major, complex statewide land use and cultural resource protection programs to ensure compliance with federal and state laws, rules and regulations associated with historic preservation planning and use of State or federally managed cultural resources.

Lead budget development for assigned areas of responsibility by recommending operational needs and other pertinent cost factors; attend finance, staff, and status meetings; assist with managing budget spending to ensure that expenditures do not exceed authorized budgets and actual revenue.

Direct and manage subordinate staff to include preparing written performance evaluations; establish work performance standards; manage programs and provide programmatic direction to uphold the department's standards of performance.

Represent the agency and department at meetings and hearings; represent the State's position on historic preservation, management and resource issues on committees and commissions.

Assist with the development of, or response to, proposed legislation affecting the agency including fiscal notes, bill draft requests and developing and providing testimony on behalf of the division.

Provide technical assistance to staff, committees, groups, and the public.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * *A valid driver's license is required at the time of appointment and as a condition of continuing employment.*

EDUCATION AND EXPERIENCE: *Master's degree from an accredited university in history, architectural history, historic preservation, art history, archaeology, anthropology, cultural geography or closely related field and four years of professional experience performing historic preservation work in archaeology, architectural history, history, or planning; two years of which must have included supervising professional level staff; OR Bachelor's degree from an accredited college or university in history, architectural history, historic preservation, art history, archaeology, anthropology, cultural geography or closely related field and five years of professional experience as described above; OR two years of experience as a Historic Preservation Specialist III in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirement)*

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

General knowledge of: principles, practices, and methods of effective management; program development and implementation; historic preservation and cultural resource management practices. Ability to: develop, review, monitor, and monitor budgets; apply management and conflict resolution techniques to complex cultural resource management and historic preservation; plan, organize, direct and control statewide programs related to cultural resource management; establish and maintain effective working relationships with federal, State, local, and private agencies and individuals; represent the division and act on behalf of the Administrator; communicate effectively both orally and in writing; prepare concise, logical and analytical reports; interpret and explain complex and sometimes conflicting policies, procedures, laws and regulations; supervise and evaluate the performance of assigned personnel including supervisory, professional, technical and support staff.

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

Working knowledge of: federal, State, county and municipal laws and regulations governing Nevada cultural resources, cultural resource management and historic preservation; Nevada State personnel, budget and purchasing rules and regulations; Nevada cultural resource management practices. Ability to: direct and deploy division resources within authorized staffing and budgetary limitations; make decisions and establish priorities; interpret and enforce department and division policies and procedures; identify relevant concerns, factors, patterns or operation, tendencies and relationships and draw logical conclusions.

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.

07.868

ESTABLISHED: XX/XX/24UC
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