



DEPARTMENT OF PERSONNEL
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MEMO PERD #10/08

February 5, 2008

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Todd Rich, Director *T.R.*
Department of Personnel

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify me in writing no later than March 7, 2008.

If no written objections are received in this office by March 7, 2008, action will be taken to effect the changes and a report will be made to the Personnel Commission.

TR:dsb

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: 07-08
Posting Expires: March 7, 2008

Per NRS 284.160, the Personnel Director may make a change in classification without the prior approval of the Commission. The following changes are proposed:

			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		7.681	Parole Hearings Examiner II	40 B
	NEW		7.682	Parole Hearings Examiner I	38 B

EXPLANATION OF CHANGE

The Department of Personnel recommends the establishment of the Parole Hearings Examiner series. The Board of Parole Commissioners (Board) in the Department of Public Safety requested the new class series to fulfill the requirements of AB510, which became effective July 1, 2007.

In an effort to reduce prison overcrowding, AB510 doubled the amount of good time credits inmates can earn for good conduct and completion of substance abuse and behavior courses and educational classes, and it made the doubled credits retroactive in many cases. The law also provides inmates the right to be present at all of their hearings. The 2007 Legislature funded four new positions to assist the Board in reviewing the burgeoning caseload.

Parole Hearings Examiners perform duties involving the evaluation of a prisoner's suitability for release on parole. Incumbents maintain detailed records of specific case factors pertaining to individual prisoners, compile risk data and verify assessments completed by Correctional Casework Specialists of the Department of Corrections; analyze case factors that affect risk, recidivism and rehabilitation; determine whether rehabilitative efforts are adequate or require additional attention; determine the impact of releasing a prisoner on the community; evaluate factors that might mitigate a prisoner's release and the quality of a proposed release plan; and evaluate aggravating case factors that may suggest a prisoner should be denied parole.

The activities of Parole Hearings Examiner I's are similar to those of a Hearings Officer, grade 36. Hearings Officers conduct quasi-judicial hearings for contested administrative decisions related to Social Security disability, workers' compensation, and public assistance. In view of the potential risk and greater consequence of error in recommending the release of prisoners on parole, and the required knowledge of investigative techniques and substance use, abuse and rehabilitation, it is recommended the Parole Hearings Examiner I class be aligned at grade 38, two grades above the Hearings Officer. The Parole Hearings Examiner II is recommended to be allocated at grade 40, two grades above the highest level subordinate, to recognize supervisory responsibility and oversight of caseload assignments and activities.

Management at the Board and Department of Public Safety support the recommendation.

			PROPOSED			
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4	
9.354	Chief Pilot Option B. NDOT (Transportation)	41 C	9.354	Chief Pilot Option B. NDOT (Transportation)	41 C	
9.356	Pilot III Option B. NDOT	39 C	9.356	Pilot III Option B. NDOT	39 C	

EXPLANATION OF CHANGE

As requested by the Nevada Department of Transportation (NDOT), the Department of Personnel recommends revisions to the class specifications for the Pilot series. When this series was reviewed in 2007 revisions to the minimum qualifications for the NDOT options were inadvertently modified and do not represent the necessary flight hours and aircraft types for the department. The minimum qualifications have been updated to reflect the current number of hours of flight time required, and the specific types of aircraft experience required to fulfill their mission.

Management at the Department of Transportation participated in this study and supports this recommendation.

			PROPOSED			
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4	
9.357	Aircraft Maintenance Specialist	35 G	9.357	Aircraft Maintenance Specialist	35 G	

EXPLANATION OF CHANGE

As requested by the Department of Conservation & Natural Resources, Nevada Division of Forestry, the Department of Personnel recommends revisions to the class specification for the Aircraft Maintenance Specialist. The Division has experienced recruitment difficulties in recent years and believes that the revisions will facilitate recruitment and hiring of the most qualified candidates.

Modifications have been made to the class concepts to update the types of aircraft on which maintenance is performed. The minimum qualifications were increased to reflect the experience necessary to perform the duties of the position and the knowledge, skills and abilities were revised to reflect current job responsibilities which are focused on the maintenance of helicopters. Additionally, it is recommended that incumbents in this class obtain the requisite Class B commercial driver’s license and Inspection Authorization certification within one year of appointment and maintain such for continuing employment.

Management in the Nevada Division of Forestry reviewed this specification and supports this recommendation.

			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		12.435	Veterans Services Program Manager	36 B
12.436	Veterans Services Representative II	34 B	12.436	Veterans Services Representative II	34 B
12.437	Veterans Services Representative I	32 B	12.437	Veterans Services Representative I	32 B

EXPLANATION OF CHANGE

Upon recommendations made as a result of an audit of the Office of Veterans Services by the Legislative Counsel Bureau, and at the agency’s request, the Department of Personnel recommends establishing a Veterans Services Program Manager class. The Veterans Services Program Manager provides oversight to the Veterans Services Program and ensures the quality of performance of the Veterans Services Representatives. Additionally, the position monitors the effectiveness of the outcomes benefiting Nevada veterans as a result of the program, and provides standardization to the processes in order to ensure consistent customer service delivery. It is recommended the Veterans Services Program Manager be established and allocated two grades above the supervisory Veterans Services Representative II to recognize the higher-level knowledge, skills and abilities required and supervision of subordinate supervisors.

The agency requested a minor change in verbiage be made to the knowledge, skills and abilities of the Veterans Services Representative II to reflect the area of the program in which incumbents function.

The Office of Veterans Services participated in this review and supports the recommendation.

			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		12.520	Director, Nevada ChalleNGe	41 A
	NEW		12.521	Deputy Director, Nevada ChalleNGe	39 B

EXPLANATION OF CHANGE

The Office of the Military requested the development of a new series for two positions that will direct the Nevada ChalleNGe Program at the Nevada Battle Born ChalleNGe Academy. The Nevada Legislature established this military-based residential educational program for at-risk high school dropouts who desire to succeed. The intent of the program is to challenge each participant academically, physically, psychologically, and emotionally so that they can function productively in their community.

As a result, it is recommended a new series titled Director and Deputy Director, Nevada ChalleNGe be established at grades 41 and 39 respectively. The Deputy Director, Nevada ChalleNGe class aligns with the grade allocation for the Assistant Superintendent, Youth Facility. Positions in that class are assigned to the Youth Training Camps in Elko and Caliente. Incumbents in both classes assist an executive in planning, organizing, coordinating and directing the care, education, counseling and

training of youth in a residential setting, and the number of students in the facilities are comparable. Additionally, the knowledge, skills and abilities for both classes are directly related to the education, care, housing, and vocational training of adolescents, and the education and experience requirements are comparable.

The Director, Nevada ChalleNGe plans, organizes and directs the Nevada Battle Born ChalleNGe Academy, staff and facilities and has full administrative and management responsibility for the program. It is recommended the Director class be allocated at grade 41, two grades above the Deputy Director, the highest level subordinate.

Management of the Office of the Military participated in developing the class specifications and supports this recommendation.

			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
12.583	Institutional Chaplain	34 B	12.583	Institutional Chaplain	34 B

EXPLANATION OF CHANGE

The Department of Corrections has requested that the duties for Institutional Chaplain be clarified to reflect the possibility of assignment to multiple institutions, responsibility for religious activities both within and outside a chapel setting, supervision of inmates, and research of religious issues. In addition, the agency desires that the listing of examples of qualifying experience be expanded to explicitly recognize more kinds of experience that are currently regarded as qualifying. Minor editorial changes to the class specification have also been made.

Management in the Department of Corrections supports this recommendation.

The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 300; in Las Vegas, go to 555 East Washington Avenue. For more information call (775) 684-0110.

Objections to the proposed change(s) must be received in writing by March 7, 2008. Objections should be addressed to Peter Long, Division Administrator, Compensation & Classification Division, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: February 5, 2008



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PAROLE HEARINGS EXAMINER II	40	B	7.681
PAROLE HEARINGS EXAMINER I	38	B	7.682

SERIES CONCEPT

Parole Hearings Examiners perform duties involving the evaluation of a prisoner’s suitability for release on parole. Incumbents maintain detailed records of specific case factors pertaining to individual prisoners, compile risk data and verify assessments completed by Correctional Casework Specialists of the Department of Corrections; analyze case factors that affect risk, recidivism and rehabilitation; determine whether rehabilitative efforts are adequate or require additional attention; determine the impact of releasing a prisoner on the community; evaluate factors that might mitigate a prisoner’s release and the quality of a proposed release plan; and evaluate aggravating case factors that may suggest a prisoner should be denied parole.

Present case summaries and make recommendations to the Board of Parole Commissioners (Board) regarding parole actions, conditions of community supervision, reasons for denying parole and reasons for deviating from parole standards; serve as a representative of the Board in conducting parole interviews, investigations, and preliminary and revocation hearings.

Interpret statutes pertaining to sentencing, parole and corrections, and interpret established case law with respect to due process rights of prisoners being considered for release on, or revocation of, parole; conduct research on cases that appear to conflict with sentencing or parole laws, and resolve potential issues prior to the scheduled parole hearing.

Review appeals from prisoners and make determinations based on the application of laws, policies or regulations and through analysis and verification of data contained in case records, and investigative and other reports; explain, interpret and advise prisoners of parole decisions based on Nevada Revised Statutes (NRS), case law, regulations and Board policies and procedures.

Participate in a panel to determine whether to grant or deny parole (panel decisions are subject to ratification by a majority of the Board).

May serve as a case hearing representative by conducting due process hearings to consider prisoners for release on parole, as directed by the Board.

Interview prisoners, in person or via video conferencing, and receive input from victims and representatives of prisoners; review documents submitted by the court, the Division of Parole & Probation, Department of Corrections, District Attorney, victims of crime, letters of support and opposition from the general public, risk assessment reports pertaining to the recidivism of released prisoners, and any other information pertaining to the release of a prisoner on parole.

Respond to inquiries concerning sentence structure, parole eligibility and parole actions, and laws related to parole; conduct research to develop written responses; respond to parole legal matters and inquiries regarding prisoners from the Attorney General's Office and other agencies or institutions involving lawsuits and/or criminal prosecution.

Perform related duties as assigned.

CLASS CONCEPTS

***Parole Hearings Examiner II:** Under limited direction of the Board, incumbents hire, train, supervise, coordinate, oversee and audit the caseload assignments and activities of subordinate Parole Hearings Examiners to ensure the parole hearings processes function properly; ensure risk assessments and parole standards are completed accurately within established time frames and conform to established policies and requirements; evaluate individual performance and provide direction; perform the duties of a case hearing representative as needed.*

Perform specialized casework dealing with complex legal issues, sentence structure interpretation and multiple problem prisoners, requiring a detailed knowledge of State laws, court orders, and agency regulations; conduct research to obtain all available data to determine if an error has occurred and provide recommendations for resolution. Submit recommendations to the Attorney General, Division of Parole and Probation, Department of Corrections, State Board of Pardons Commission and the Board as needed.

Implement training programs for staff in the areas of parole hearings process, statutory requirements, preparation of risk assessments and parole standards, due process procedures, records management and related functions; provide needed information and direct supervision on agency policies and procedures, NRS, Nevada Administrative Code (NAC), and court decrees.

***Parole Hearings Examiner I:** Under general supervision, incumbents perform the full range of duties in the series concept at the journey level.*

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTES:

- * Incumbents must complete 40 hours of orientation (NRS 213.1088) within sixty days of appointment.*
- * Incumbents serving as a case hearing representative (NRS 213.135) must complete 16 hours of continuing education for each year served.*
- * Education and experience requirements are established in NRS 213.135.*

PAROLE HEARINGS EXAMINER II

***EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in criminal justice, law enforcement, sociology, psychology, social work, law or the administration of correctional or rehabilitative facilities and programs, or closely related field, and four years of professional experience which included researching and resolving problems; analyzing, interpreting and evaluating information and making recommendations; writing comprehensive reports; conducting interviews or hearings or making oral presentations; and applying complex laws and regulations, one year of which included supervision of staff; OR graduation from high school or equivalent education and seven years of professional experience which included researching and resolving problems; analyzing, interpreting and evaluating information and making recommendations; writing comprehensive reports; conducting interviews or hearings or making oral presentations; and applying complex laws and regulations, one year of which included supervision of staff; OR one year of experience as a Parole Hearings Examiner I in Nevada State service. (See Informational Notes)*

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

Working knowledge of: purpose, activities and mission of the Board; purpose, functions and requirements of the Department of Public Safety and Board related to the parole process including revocation; Interstate Compact for paroled prisoners, the impact of assigning special conditions on parolees, and the pre-release process; sentence structure, timekeeping and the effect of credits on

minimum and maximum sentences; effects of revocation on concurrent and consecutive sentences, and the process of conducting hearings on parole violators who are convicted of new offenses outside the State; supervisory principles and practices including hiring, training, assigning and reviewing work, and evaluating employee performance. Ability to: represent the Board in the community and make oral presentations before groups to provide information regarding the Board and its policies and regulatory responsibilities; interpret, apply and draft laws, agency policies, post orders, NAC, NRS, and consent decrees to ensure compliance with parole process; oversee and evaluate program activities and processes; identify, research and resolve problems, both internal and external, to the agency; accurately interpret and evaluate information regarding prisoner history and sentence structure; train, supervise and coordinate the work of subordinate staff; establish work performance standards, review employee performance, and administer disciplinary action; relate and communicate effectively with prisoners, family members, and victims of various social, cultural, economic and educational backgrounds using appropriate vocabulary and grammar to obtain information and explain policies and procedures; and all knowledge, skills and abilities at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Detailed knowledge of: purpose, activities and mission of the Board as applied to supervising program areas.

PAROLE HEARINGS EXAMINER I

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in criminal justice, law enforcement, sociology, psychology, social work, law or the administration of correctional or rehabilitative facilities and programs, or closely related field, and three years of professional experience which included researching and resolving problems; analyzing, interpreting and evaluating information and making recommendations; writing comprehensive reports; conducting interviews or hearings or making oral presentations; and applying complex laws and regulations; OR graduation from high school or equivalent education and six years of professional experience which included researching and resolving problems; analyzing, interpreting and evaluating information and making recommendations; writing comprehensive reports; conducting interviews or hearings or making oral presentations; and applying complex laws and regulations. (See Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: substance use, abuse and rehabilitation; methods and techniques of reviewing and analyzing data. General knowledge of: investigative techniques; legal terminology; problem-solving techniques. Ability to: make oral presentations before groups to provide information; act decisively on administrative decrees by recording and transmitting information in an authoritative and professional manner; accept equivocal circumstances and take action where answers to problems are not readily apparent; present accurate and precise data in a timely manner within established time frames; identify, research and resolve problems; obtain facts through personal contacts and observations and verification of records; analyze, interpret and evaluate information and make recommendations; prepare and proofread completed forms, documents and reports according to agency policy and procedures; write concise, logical and grammatically correct reports and correspondence; work independently and as a team member; build and maintain effective working relationships with others; maintain a professional demeanor in the face of resistance, indifference, or hostility from others; understand and apply laws, rules, regulations, policies and procedures; conduct interviews and hearings; probe and obtain critical information; plan, organize and coordinate work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Detailed knowledge of: purpose, activities and mission of the Board; principles, procedures, and techniques of parole risk assessment and parole standards related to prisoner status; purpose, functions and requirements of the Department of Public Safety and Board related to the parole process including revocation; procedures, NAC, NRS, consent decrees, and court decisions as applied to the parole process and due process rights of prisoners regarding parole; Interstate Compact for paroled prisoners, the impact of assigning special conditions on parolees, and the pre-release process; sentence structure,

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PAROLE HEARINGS EXAMINER I

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timekeeping and the effect of credits on minimum and maximum sentences; effects of revocation on concurrent and consecutive sentences, and the process of conducting hearings on parole violators who are convicted of new offenses outside the State. Ability to: apply parole principles and risk information when evaluating prisoners for release on parole; interpret and apply laws, agency policies, post orders, NAC, NRS, and consent decrees to ensure compliance with parole process; relate and communicate effectively with prisoners, family members, and victims of various social, cultural, economic and educational backgrounds using appropriate vocabulary and grammar to obtain information and explain policies and procedures.

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 series.

<u>7.681</u>	<u>7.682</u>
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STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF PILOT - OPTIONS A. NDOW (Wildlife) B. NDOT (Transportation)	41	C	9.354
PILOT III - OPTIONS A. NDF (Forestry) and NDOW B. NDOT	39	C	9.356
PILOT II - OPTIONS A. NDF B. NDOW	37	C	9.355
PILOT I	36	C	9.359

SERIES CONCEPT

Pilots fly missions and aircraft which vary with the department to which the position is assigned. Pilots must maintain current certification to fly agency aircraft which may include jets, turboprop single- and/or multi-engine airplanes, rotorcraft helicopter or other equipment owned or leased by the agency.

Perform pre-flight and post-flight activities which include scheduling routes; monitoring weather conditions; calculating load and fuel requirements; performing routine pilot inspections to ensure the aircraft is in airworthy condition; fueling and preheating aircraft as necessary; securing aircraft in hangar, or covering and tying down aircraft after completion of flight.

Pilot jet, piston and turbine aircraft which may include helicopters and fixed-wing single-engine and/or multi-engine aircraft.

Maintain operation and component records for agency aircraft by recording date and hours of operation and when change of components occurred.

Perform airframe and powerplant inspection of the airplanes and/or helicopters at specified intervals and perform aircraft servicing, routine repairs, and field repairs as a result of problems detected during inspections or in response to problems that occurred while the aircraft was in operation. Examples of inspection/aircraft servicing activities are: changing the oil in the engine and gear boxes; lubricating of the aircraft; inspecting electrical systems.

Review and maintain files of information regarding Federal Aviation Administration (FAA) regulations, aeronautical charts, factory and vendor service bulletins, airworthiness directives, and agency operating procedures in order to remain current and implement existing and new rules, regulations and techniques affecting the operation and maintenance of aircraft.

Participate in training and recertification activities as needed to maintain current ratings required to pilot assigned aircraft.

Perform related duties as assigned.

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CLASS CONCEPTS

Chief Pilot - Options A. NDOW and B. NDOT: Under general direction, Chief Pilots plan, coordinate, and manage flight operations; perform and/or supervise the performance of duties described in the series concept; and supervise air service and flight personnel including hiring, training, assigning and scheduling work, and evaluating performance.

Schedule flights by coordinating agency and departmental functions and requests from outside agencies with the availability of aircraft and flight personnel; communicate with agency staff regarding changes and conflicts; prepare and submit flight charges for billing.

Conduct training for flight personnel in aircraft operation and servicing; schedule training at flight and ground schools and maintenance seminars; periodically evaluate pilot proficiency; instruct pilots in techniques specific to agency flight requirements.

Schedule and control maintenance and perform aircraft servicing of agency aircraft to ensure equipment is maintained in accordance with FAA regulations; maintain records of aircraft components; maintain inventory of commonly and currently needed components required for the repair of aircraft.

Prepare and monitor the air operations budget utilizing operation and component records to estimate future operating costs; evaluate, locate sources, and recommend purchase of new aircraft and equipment; arrange and monitor contractual services such as maintenance, building rental, aircraft rental, and contract pilots.

Pilot III - Option A. NDF and NDOW: Under general supervision, incumbents perform the duties described in the series concept and are trained and qualified to pilot assigned agency aircraft which may include rotorcraft, fixed-wing multi-engine and/or single-engine aircraft. Flying duties may be performed in any of the aircraft utilized by the agency in conducting fire suppression and wildlife survey activities. Such activities require flying for extended periods at high and/or low altitudes, over mountainous and variable terrain, and with obscured visibility resulting from fires and weather conditions. The Pilot III – Option A class is distinguished from the Pilot II by responsibility for flying both fire suppression and wildlife survey missions as described below in the class concepts for Pilot II - Options A: NDF and B: NDOW.

Pilot III - Option B. NDOT: Under general supervision, incumbents perform the duties described in the series concept and are assigned to the Department of Transportation. Incumbents pilot multi-engine jet and turboprop aircraft and/or single-engine aircraft at both high and low altitudes and in congested airspace such as in the Las Vegas area.

Plan, schedule and conduct aerial photography missions at high and low altitudes using integrated camera and modern navigational systems; oversee loading and mounting of gyroscopically stabilized camera equipment.

Transport passengers including the Governor, elected officials, department staff and administrators, and others to various locations within and outside the State; conduct flights in adverse weather conditions requiring instrument flight rules (IFR) in accordance with established safety requirements and regulations.

Pilot II – Options A. NDF and B. NDOW: Under general supervision, incumbents perform the duties described in the series concept and are trained and qualified to pilot agency aircraft for which they are assigned. Aircraft type may include rotorcraft, fixed-wing multi-engine and/or single-engine aircraft. Flying duties may be performed in any of the aircraft utilized in conducting fire suppression or wildlife surveys. Such activities require flying for extended periods at high and/or low altitudes, over mountainous and variable terrain, and with obscured visibility resulting from fires and adverse weather conditions.

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CLASS CONCEPTS (cont'd)

Pilot II - Option A. NDF: Conduct fire reconnaissance missions and air attack flights including: reporting fires; evaluating fire conditions; ordering ground crews and equipment and coordinating air attacks pending the arrival of an incident commander; monitoring and reporting fire conditions; assisting the incident commander in directing air operations; and transporting personnel, cargo and equipment to various locations within and outside the State.

Perform functions associated with helitack crew operations which include external load missions as appropriate to the needs of the agency (e.g., bambi bucket operations, hover hookups, and long line missions).

Pilot II - Option B. NDOW: Conduct wildlife survey missions including: animal herding; gathering biological data related to the number, gender and general health of game and non-game wildlife; fish planting; gathering environmental data including stream and creek surveys; and transporting personnel, cargo and equipment to various locations within and outside the State.

Pilot I: Under general supervision, incumbents perform fire reconnaissance/attack duties on a seasonal or permanent basis, and there is no automatic progression to the next level in the series. Aircraft types may include rotorcraft, fixed-wing multi-engine and/or single-engine aircraft. Flying duties may be performed in any of the aircraft utilized in conducting fire suppression. Such activities require flying for extended periods at high and/or low altitudes, over mountainous and variable terrain, and with obscured visibility resulting from fires and adverse weather conditions.

Conduct fire reconnaissance missions and air attack flights including: reporting fires; evaluating fire conditions; ordering ground crews and equipment and coordinating air attacks pending the arrival of an incident commander; monitoring and reporting fire conditions; assisting the incident commander in directing air operations; and transporting personnel, cargo and equipment to various locations within and outside the State.

Perform functions associated with helitack crew operations which include external load missions as appropriate to the needs of the agency (e.g., bambi bucket operations, hover hookups, and long line missions).

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * A valid second class medical certificate issued by an authorized FAA medical examiner is required at the time of appointment and as a condition of continuing employment.

CHIEF PILOT

OPTION A – NDOW

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, and 5,000 hours logged, pilot-in-command total flight time, with a minimum of 1,000 hours in single-and/or multi-

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MINIMUM QUALIFICATIONS (cont'd)

CHIEF PILOT (cont'd)

OPTION A – NDOW (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

engine fixed-wing aircraft and 4,000 hours in rotorcraft helicopter, as designated by the agency at the time of recruitment. Flight experience must include a minimum of 250 hours in low-level flight; 250 hours conducting external load operations; 500 hours mountain flying above 5,000 feet mean sea level; 100 hours of flight time within the preceding 12 months; and one year of experience which included responsibility for assisting in the supervision of flight operations. (*See Special Requirements, Certification Requirements*)

CERTIFICATION REQUIREMENTS:

- * A valid commercial pilot certificate with rotorcraft helicopter and fixed-wing single-and/or multi-engine land rating, including instrument rating, for rotorcraft helicopter issued by the FAA.
- * May be required to obtain Interagency Co-Operator Wild Land Fire Fighting Certification in support of the Nevada Division of Forestry.

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

Detailed knowledge of: aircraft servicing practices and principles of department aircraft; design, components, system and performance limitations, and maintenance needs of the aircraft utilized; operating policies and practices. **General knowledge of:** principles and practices of management and supervision. **Ability to:** plan, organize and manage department flight operations; communicate orally and in writing in order to prepare and deliver reports and recommendations regarding operational activities; evaluate pilot proficiency and provide training in specialized flight techniques; perform, oversee, and exercise sound judgment in aircraft inspection and aircraft servicing activities; fly wildlife surveys and other air operation activities; *and all knowledge, skills, and abilities required in the lower level NDOW options.*

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

Detailed knowledge of: State and department administrative rules and regulations; principles and practices of management and supervision. **Working knowledge of:** wildlife and fisheries aerial surveys needs; best flight pattern to be used over identified survey areas; Wildlife Commission policies and regulations; fuel requirements and load calculations. **Ability to:** establish schedules and work priorities, and train and supervise staff; plan, prepare and monitor air operations and maintenance budgets; evaluate aircraft and equipment in relation to the needs of the department; prepare and administer reports and other documents; fly agency aircraft at high and low altitudes in mountainous terrain and on instruments; communicate effectively with agency personnel; assist law enforcement personnel in searches for missing and/or injured persons.

OPTION B – NDOT

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and **6,000** [~~4,500~~] hours logged pilot-in-command flight time in *single or* multi-engine land planes, of which 200 hours must have been in actual or simulated instrument conditions, 300 must have been flown the last 12 months, and [~~1,500~~] **2,500** hours must have been as pilot-in-command in multi-engine aircraft. Of those [~~1,500~~] **2,500** hours, [~~250~~] **1,000** hours must have been as pilot-in-command in fixed wing multi-engine turbojet aircraft including [~~100~~] **200** hours as pilot-in-command in Cessna 500 series *turbo jet* aircraft; [~~0~~] **and 500** [~~250~~] hours as pilot-in-command in fixed-wing multi-engine turboprop aircraft. (*See Special Requirements, Certification Requirements & Informational Note*)

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MINIMUM QUALIFICATIONS (cont'd)

CHIEF PILOT (cont'd)

OPTION B – NDOT (cont'd)

CERTIFICATION REQUIREMENTS:

- * A valid Multi-Engine Airline Transport Pilot's Certificate.

INFORMATIONAL NOTE:

- * Incumbents must successfully complete high altitude physiological training and initial or recurrent flight simulator training for agency aircraft within 6 months of appointment. Continued recurrent flight simulator training is required as a condition of employment.

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

Working knowledge of: professional transport piloting; policies, regulations and requirements of the FAA as related to transporting passengers and flying in congested airspace; fuel requirements and load calculations; principles of loading and weight distribution and resulting effect on aircraft operation; meteorology, air traffic rules, and radio communications; aircraft systems including hydraulic, anti-ice and de-ice gear, environmental pressurization, fuel, engine, propeller, fire protection, electrical, oxygen, avionics, flight management, autopilot, primary and secondary control, on-board passenger comfort, anti-skid and power brake, warning annunciator, thrust reverser and other systems. **Ability to:** fly agency aircraft at high and low altitudes, in mountainous terrain and on instruments; pilot passenger transport and aerial photography missions to various locations within and outside the State; interact and communicate effectively with passengers who may include elected and appointed officials, agency administrators and others; *and all knowledge, skills, and abilities required at the lower level NDOT options.*

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

Working knowledge of: agency policies and procedures related to flight operations; special FAA policies, procedures and regulations related to department air operations; air navigation, aircraft operation and maintenance procedures for aircraft components and systems; aircraft performance limitations and weight and balance for the aircraft utilized; aerial photogrammetry in high performance multi-engine turboprop aircraft, at high and low altitude, at low airspeeds, over mountainous terrain and/or in congested airspace.

PILOT III

OPTION A – NDF and NDOW

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, and 3,500 hours logged, pilot-in-command total rotorcraft or fixed-wing multi- and/or single-engine aircraft flight time, as designated by the agency at the time of recruitment. Flight experience must include 250 hours low-level flight; 250 hours conducting external load operations; 500 hours mountain flying above 5,000 feet mean sea level; and 100 hours of flight time within the preceding 12 months. (*See Special Requirements, Certification Requirements*)

CERTIFICATION REQUIREMENTS:

- * A valid commercial pilot certificate with rotorcraft helicopter rating including instrument rating or fixed-wing multi-engine and/or single-engine land rating, including instrument rating issued by the FAA.

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MINIMUM QUALIFICATIONS (cont'd)

PILOT III (cont'd)

OPTION A – NDF and NDOW (cont'd)

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

Detailed knowledge of: FAA rules, regulations and operating procedures governing flight operations and aircraft servicing; air traffic control rules and procedures; flight theory as applicable to multi- and/or single-engine fixed-wing aircraft and rotorcraft; design, components, system and performance limitations and maintenance requirements of the aircraft utilized by the agency. **Working knowledge of:** principles of loading and weight distribution and the effect on aircraft operation; *and all knowledge, skills, and abilities required at the lower level in the applicable option.*

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

Working knowledge of: agency policies and procedures; United States Forest Service and Bureau of Land Management policies and procedures related to fire suppression and air operations. **General knowledge of:** forest and wildland fire behavior. **Ability to:** perform inspections, service and repair of agency aircraft; acquire air attack certification; readily recognize conditions which are hazardous to aircraft operations or ground crew; effectively monitor radio communication from multiple sources, including air traffic control, incident commander, and fire fighting units. **Skill in:** use of aircraft tools required for maintenance.

OPTION B – NDOT

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and 4,500 hours logged pilot-in-command flight time in single-engine or multi-engine land planes, of which 200 hours must have been in actual or simulated instrument conditions, 300 must have been flown the last 12 months, and 1,500 hours must have been as pilot-in-command in multi-engine aircraft. Of those 1,500 hours, 250 hours must have been as pilot-in-command in fixed-wing multi-engine turbojet aircraft including 100 hours as pilot-in-command in Cessna 500 series aircraft; or 250 hours as pilot-in-command *in fixed-wing multi-engine turboprop aircraft.* (See *Special Requirements, Certification Requirements*)

CERTIFICATION REQUIREMENTS:

- * A valid Multi-Engine Airline Transport Pilot's Certificate.
- * Incumbents must successfully complete high altitude physiological training and initial or recurrent flight simulator training for agency aircraft within 6 months of appointment. Continued recurrent flight simulator training is required as a condition of employment.
- * In order to serve the needs of the agency, additional certification may be required and will be designated at the time of recruitment.

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

Working knowledge of: professional transport piloting; policies, regulations and requirements of the FAA as related to transporting passengers and flying in congested airspace; fuel requirements and load calculations; principles of loading and weight distribution and resulting effect on aircraft operation; meteorology, air traffic rules, and radio communications; aircraft systems including hydraulic, anti-ice and de-ice gear, environmental pressurization, fuel, engine, propeller, fire protection, electrical, oxygen, avionics, flight management, autopilot, primary and secondary control, on-board passenger comfort, anti-skid and power brake, warning enunciator, thrust reverser and other systems. **Ability to:** fly agency aircraft at high and low altitudes, in mountainous terrain and on instruments; pilot passenger transport and aerial photography missions to various locations within and outside the State; interact and communicate effectively with passengers who may include elected and appointed officials, agency administrators and others.

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MINIMUM QUALIFICATIONS (cont'd)

PILOT III (cont'd)

OPTION B – NDOT (cont'd)

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

Working knowledge of: agency policies and procedures related to flight operations; special FAA policies, procedures and regulations related to department air operations; air navigation, aircraft operation and maintenance procedures for aircraft components and systems; aircraft performance limitations and weight and balance for the aircraft utilized; aerial photogrammetry in high performance multi-engine turboprop aircraft, at high and low altitude, at low airspeeds, over mountainous terrain and/or in congested airspace.

PILOT II

OPTION A - NDF

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and 2,500 hours logged, pilot-in-command total flight time in fixed-wing aircraft and/or rotorcraft, as designated by the agency at the time of recruitment. Flight experience must include a minimum of 250 hours low-level flight; 250 hours conducting external load operation; 500 hours mountain flying above 5,000 feet mean sea level; and 100 hours in the preceding 12 months. (*See Special Requirements, Certification Requirements*)

CERTIFICATION REQUIREMENT:

- * A valid commercial pilot certificate with rotorcraft helicopter rating, including instrument rating issued by the FAA.

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

Detailed knowledge of: FAA rules, regulations and operating procedures governing flight operations and aircraft maintenance; air traffic control rules and procedures; flight theory as applicable to multi-engine and/or single fixed-wing or rotorcraft. **Working knowledge of:** design, components, system and performance limitations and maintenance requirements of the aircraft utilized by the agency; principles of loading and weight distribution and the effect on aircraft operation. **Ability to:** exercise good judgment in all flying conditions; prepare and maintain required logs and reports; *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: United States Forest Service and Bureau of Land Management policies and procedures related to fire suppression and air operations. **General knowledge of:** forest fire behavior. **Ability to:** perform inspections, service and repair of agency aircraft; readily recognize conditions which are hazardous to aircraft operations or ground crew; effectively monitor radio communication from multiple sources, including air traffic control, incident commander, and fire fighting units; conduct proficiency training for agency and cooperator pilots. **Skill in:** use of aircraft tools for servicing and general maintenance; performing maintenance check flights of agency aircraft.

OPTION B – NDOW

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, and 2,500 hours logged, pilot-in-command total flight time in rotorcraft helicopter. Flight experience must include a

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MINIMUM QUALIFICATIONS (cont'd)

PILOT II (cont'd)

OPTION B – NDOW (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

minimum of 250 hours in low-level flight; 250 hours conducting external load operations; 500 hours mountain flying experience above 5,000 feet mean sea level; and 100 hours in the preceding 12 months. *(See Special Requirements, Certification Requirement)*

CERTIFICATION REQUIREMENT:

- * A valid commercial pilot certificate with rotorcraft helicopter rating, including instrument rating issued by the FAA.

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

Working knowledge of: wildlife species including big game, upland game, waterfowl and non-game animals. **Ability to:** conduct wildlife surveys in mountainous areas in a variety of weather conditions; sling materials and equipment to remote locations; fly low-elevation flights in mountainous terrain for purposes of animal capture; *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: department policies and procedures related to flight operations; flying techniques specific to conducting biological and environmental surveys of wildlife and habitat; animal herding and fish planting techniques. **Ability to:** transport biologists, game wardens, agency administrators and others to various locations within and outside the State; fly low altitude game survey missions over mountainous and variable terrain; respond quickly and appropriately to changing weather conditions and the behavior of animals being surveyed.

PILOT I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, and 1,500 hours logged, pilot-in-command flight time, either in multi- and/or single-engine fixed-wing aircraft or rotorcraft, as designated by the agency at the time of recruitment. Flight experience must include a minimum of 250 hours low-level flight; 250 hours conducting external load operations; 500 hours mountain flying experience above 5,000 feet mean sea level; and 100 hours in the preceding 12 months. *(See Special Requirements, Certification Requirement)*

CERTIFICATION REQUIREMENT:

- * Current commercial and instrument certifications issued by the FAA in either multi- and/or single-engine aircraft or rotorcraft as designated by the agency at the time of recruitment.

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

Detailed knowledge of: FAA rules, regulations and operating procedures governing flight operations and aircraft maintenance; air traffic control rules and procedures; flight theory as applicable to multi- and/or single engine fixed wing aircraft or rotorcraft. **Working knowledge of:** the design, components, system and performance limitations, and maintenance requirements of various types of aircraft; principles of loading and weight distribution and the effect on aircraft operation. **General knowledge of:** forest fire behavior. **Ability to:** exercise good judgment in all flying conditions; prepare and maintain required logs and reports; establish and maintain cooperative working relationships with others; acquire air attack certification; readily recognize conditions which are hazardous to aircraft operations or ground crews; effectively monitor radio communication from multiple sources such as air traffic control, incident

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MINIMUM QUALIFICATIONS (cont'd)

PILOT I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

commander and various firefighting units. **Skill in:** operating aircraft in potentially hazardous conditions such as low levels, fires, mountainous terrain, and adverse weather conditions; flight planning, navigation, meteorology, map reading, radio communications, and instrument flying.

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

Working knowledge of: United States Forest Service and Bureau of Land Management policies and procedures related to fire suppression and air operations.

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 series.

	<u>9.354</u>	<u>9.356</u>	<u>9.355</u>	<u>9.359</u>
ESTABLISHED:	7/1/75	8/18/97UC	7/1/75	2/21/02R 5/6/02UC
REVISED:			4/24/79-3	
REVISED:	12/19/85-12		12/19/85-12	
REVISED:	12/9/88-3		12/9/88-3	
REVISED:	7/6/90PC		7/6/90PC	
REVISED:	7/1/91P		7/1/91P	
	11/29/90PC		11/29/90PC	
REVISED:	2/15/91-3		2/15/91-3	
REVISED:			5/24/91-3	
REVISED:			8/23/91-3	
REVISED:	11/15/91PC		11/15/91PC	
REVISED:	8/18/97UC		8/18/97UC	
REVISED:	2/2/98R	2/2/98R	2/2/98R	
	10/8/99UC	10/8/99UC	10/8/99UC	
	10/8/99UC	10/8/99UC	10/8/99UC	
REVISED:		2/21/02R	2/21/02R	
		5/6/02UC	5/6/02UC	
REVISED:	10/15/07UC	10/15/07UC	10/15/07UC	10/15/07UC
REVISED:	3/7/08UC	3/7/08UC		



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
AIRCRAFT MAINTENANCE SPECIALIST	35	G	9.357

Under general supervision [~~of the Chief Pilot~~], Aircraft Maintenance Specialists perform inspections, [~~preventive maintenance,~~] repair and overhaul on [~~single and twin engine airplanes and~~] **agency aircraft such as** light and medium class rotorcraft **and fixed-wing aircraft** in order to ensure the safety of passengers and equipment engaged in flight operations; and maintain and update technical data related to aircraft maintenance and applicable federal regulations.

Interpret aircraft maintenance manuals and specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components; confer with vendors, manufacturer's representatives and Federal Aviation Administration (FAA) inspectors regarding repair and maintenance needs; requisition or order parts and equipment according to established policies and procedures.

Determine which maintenance items can be safely deferred and those that require immediate attention; determine if aircraft is in airworthy condition for safe flight in accordance with FAA regulations and directives, manufacturer's instructions and directives, and departmental policies.

Troubleshoot and correct problems detected during inspection or as reported by pilots such as electrical system malfunctions, fluid leaks, worn tires, and worn generator brushes; certify aircraft for return to service after maintenance and repairs are completed.

Maintain aircraft historical and component records; maintain and revise technical data including FAA regulations and airworthiness directives; manufacturer's service bulletins; aircraft type certificate data sheets; airframe, engine and component repair manuals; equipment maintenance and parts manuals; aircraft and engine parts manuals; aircraft structural repair manuals and aircraft safety of flight messages.

Inspect and perform preventive maintenance on aircraft at specified intervals as determined by FAA, manufacturer's and agency directives, and in accordance with flight activity and calendar time such as post-flight, 50-hour, 100-hour, 200-hour and annual inspections; perform post-maintenance and pre-flight run-ups and ground tests as required and when certified to do so.

Replace lubricants in engines and gearboxes; replace air and fluid filtration system components; lubricate airframe and engine systems; inspect electrical, fuel, hydraulic and pneumatic systems; perform engine vibration analysis, landing gear retraction tests, turbine engine hot section and compressor inspections, and piston engine differential cylinder compression checks.

Maintain and repair ground support equipment such as towing tugs and tractors, helicopter ground handling wheels, tow bars, ladders and work stands, pressure washers, fuel trucks and storage tank systems, and fire extinguishers.

Maintain and repair helicopter water bucket delivery systems, cargo suspension rigging and aerial ignition devices; replace cylinders and track and balance helicopter rotor systems.

Perform modifications to convert surplus military aircraft for agency use; remove unused systems and install radios and other mission-specific components.

Maintain required certification and currency of maintenance and repair techniques through attendance at required annual training related to fixed wing and rotorcraft maintenance and repair.

Provide training, work direction and review to contract maintenance personnel and inmate workers as assigned as well as general oversight of maintenance operations and activities.

Travel to field locations in or out of State to repair aircraft as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL [NOTES AND] REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening for controlled substances.
- * Incumbents must maintain current *licensure and* certifications as a condition of *continuing* employment.
- * A valid Class C driver's license is required at the time of appointment.

INFORMATIONAL NOTES:

- * Applicants must possess an FAA Airframe and Powerplant Rating *at the time of application*. *Incumbents must obtain* an Inspection Authorization *within one year of appointment*.
- * [~~This position may be required to~~] *Incumbents must* obtain a *Class B* commercial driver's license with air brake, hazardous materials, and tanker endorsements *within one year of appointment*.

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of journey level experience as a Certified Airframe and Powerplant Mechanic including at least [~~two~~] *three* years of experience in repairing and maintaining [~~both fixed-wing airplanes and~~] helicopters within the last five years. (*See Special Notes and Requirements*)

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

Detailed knowledge of: equipment, systems and operating characteristics of [~~single and twin engine fixed-wing airplanes and~~] light and medium class helicopters *and fixed-wing aircraft*; methods, materials, tools and equipment used in the repair, maintenance, overhaul and adjustment of aviation and ground support equipment. **Working knowledge of:** Federal Aviation Administration maintenance and inspection regulations and policies; safe working procedures and proper use, storage and disposal of hazardous materials. **Ability to:** diagnose, repair and service single- and twin-engine fixed wing airplanes and light and medium class helicopters; read and interpret technical materials including schematics; calculate the time and cost of repairs; set priorities which reflect the relative importance of needed maintenance or repairs based on flight schedules and operating requirements; inspect aircraft at required intervals and authorize return to service according to FAA regulations; perform run-ups with aircraft owned by the agency in order to troubleshoot problems and test repairs; establish and maintain effective working relationships with vendors, manufacturers, FAA representatives and other sources of technical information. **Skill in:** using various types of testing and diagnostic equipment and precision measuring devices.

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

Working knowledge of: agency rules and policies and divisional procedures related to air operations; State administrative regulations, policies and procedures regarding purchasing; specific characteristics of the aircraft used by the agency. **Ability to:** resolve scheduling conflicts regarding maintenance requirements and various agency flight operations.

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.

9.357

ESTABLISHED: 10/1/99R
10/29/99UC
REVISED: 3/7/08UC



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
VETERANS SERVICES PROGRAM MANAGER	36	B	12.435
VETERANS SERVICES REPRESENTATIVE II	34	B	12.436
VETERANS SERVICES REPRESENTATIVE I	32	B	12.437

SERIES CONCEPT

Veterans Services Representatives advise and advocate for veterans and individuals currently serving in the United States armed forces who are State residents, their spouses, widows, widowers, children, dependents, estate and personal representatives; prepare, submit and present claims and appeals for denied benefits including adjusted compensation, hospitalization, insurance, pension, disability compensation, vocational training, education or rehabilitation; provide assistance and advice to resolve problems and answer questions relating to available benefits under State and federal laws.

Advocate for individuals, groups or organizations eligible under State laws and federal regulations related to Veterans services and/or benefits; interview clients to elicit information and determine merits of claim and eligibility to receive benefits; research clients' claims and applicable case law, regulations, medical opinions, medical journals and related medical research publications.

Investigate circumstances upon which claims are based; identify, locate, contact and obtain statements from military, medical and lay witnesses to substantiate claim; assist clients in locating and obtaining documentation to support claims such as medical records, military service records, military unit activity reports, order of battle histories, and the construction, mechanical and technical specifications of military vehicles and equipment.

Develop the best strategy and course of action for filing Notice of Disagreement and Hearing Requests; calculate monetary benefits; advise clients on the appeal process and provide guidance regarding clients' responsibilities; obtain a power of attorney to present appeals on behalf of clients; prepare written summaries of findings and contentions including legal citations and references to medical research and journals.

Present oral arguments in support of claims before the local Decision Review Officer, regional Hearings Officer, the Board of Veterans Appeals Travel Board, Committees on Waivers, Board of Corrections and by video conference to the Board of Veterans Appeals in Washington, DC; prepare and maintain statistical data relating to claims, monetary awards and medical information.

Participate in appropriate Veterans organizations, committees, stand-downs, separation from service briefing sessions and community events as a representative of the State Office of Veterans Services.

Provide information regarding available Veterans benefits, eligibility and appellant action to individuals, groups and organizations in person, on the phone or through written correspondence; visit local hospitals, convalescent homes, and residences to assist individuals in claiming and obtaining the services or assistance to which they are entitled.

Perform related duties as assigned.

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CLASS CONCEPTS

Veterans Services Program Manager: Under general direction, the incumbent manages the Veterans Services Program for the Office of Veterans Services. The incumbent develops and implements policies and procedures; oversees statewide service delivery; and plans, organizes, coordinates, analyzes and manages the operations and services provided by program staff. The Veterans Services Program Manager supervises and evaluates the performance of subordinate Veterans Services Representative I's and II's. In addition, the incumbent provides services to veterans, submits claims and provides representation before the Veterans Administration and at hearings.

Veterans Services Representative II: Under general direction [~~of the Deputy Executive Director of Veterans Services~~], incumbents supervise and evaluate the performance of Veterans Services Representative I's and support staff, in addition to performing the full range of duties outlined in the series concept. Incumbents are also responsible for recruitment, interviewing, selection, training and instruction of assigned staff.

Veterans Services Representative I: Under general supervision [~~of the Veterans Services Representative~~], incumbents perform a broad range of duties outlined in the series concept. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL [NOTES AND] REQUIREMENT:

- * Some positions require a driver's license at the time of appointment and as a condition of continuing employment.

VETERANS SERVICES PROGRAM MANAGER

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in general studies, social science, English or related field and five years of experience which included interviewing clients to elicit and impart information; researching and locating information from a variety of sources; writing narrative reports and summaries; interpreting and applying rules and regulations; and evaluating complex information and making determinations. Two years of the required experience must have included advocacy for veterans, one of which was in a supervisory role; OR one year of experience as a Veterans Services Representative II in Nevada State service; OR an equivalent combination of education and experience. (See Special Requirement)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: federal government operating practices and procedures, and issues facing the veteran community; veterans benefits delivery/systems; forms, methods, procedures and records necessary for processing veterans benefits claims. *Working knowledge of:* State government operating practices and procedures; principles of supervision and training. *Ability to:* interpret laws, statutes, regulations and statistical data related to services for veterans; communicate effectively both orally and in writing; and all knowledge, skills and abilities required at the lower levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: systems and operational pressures that affect the Veterans Administration; continuing educational requirements for staff. *Working knowledge of:* programmatic and operational aspects of related agencies at local, regional and national levels; politics, organization and strategic direction of the Veterans Administration. *Ability to:* plan, develop, implement and evaluate the

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Veterans Services program; oversee the operation of Veterans Services program and staff statewide; analyze service delivery and determine and implement corrective actions as necessary; coordinate statewide training seminars on program related policies, procedures and requirements; serve as a contact and the department's liaison to various external governmental bodies and organizations including veterans services organizations; develop and manage training/education of Veterans Services program and staff statewide. Skill in: strategic planning and program development processes; making presentations to oversight agencies and committees; developing and maintaining outreach programs.

VETERANS SERVICES REPRESENTATIVE II

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in general studies, social science, English or related field and four years of experience which included interviewing clients to elicit and impart information; researching and locating information from a variety of sources; writing narrative reports and summaries; interpreting and applying rules and regulations; and evaluating complex information and making determinations. One year of the required experience must have included advocacy for veterans; **OR** one year of experience as a Veterans Services Representative I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special [Notes and] Requirement*)

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

Working knowledge of: State and federal veteran related regulations and benefits; medical terminology; human anatomy and physiology; uses, effects and dosages of commonly prescribed medications; common psychological terms and conditions; research techniques used to locate medical, military and technical documentation including Internet exploration; local, State and federal social services available to veterans. **Ability to:** identify and document cause and effect relationships; research and review information to determine the validity of statements and claims; maintain records and statistical data. **Skill in:** researching case law, medical journals and publications, and military service history; identifying relationships between a medical history, medical research and military records which would support a client's claim for benefits; interviewing individuals to elicit medical, technical and military related information to substantiate a claim; writing comprehensive summaries of legal, medical, technical and service-related records; interpreting and applying laws, regulations, policies and procedures relating to veterans benefits claims; speaking publicly, presenting findings, answering technical and legal questions, and advocating for a client; *and all knowledge, skills and abilities required at the lower level.*

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

Detailed knowledge of: NRS and NAC sections relevant to the area of responsibility. **Working knowledge of:** supervisory techniques and practices; training needs of subordinates and sources of training. **General knowledge of:** the State Administrative Manual, Rules for State Personnel Administration, department affirmative action plan and the supervisor's guide to prohibitions, penalties and the grievance procedures. **Ability to:** supervise staff [~~specialized in~~] *of the veterans [affairs administration] services program*; interpret and enforce department policies and guidelines.

VETERANS SERVICES REPRESENTATIVE I

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in general studies, social science, English or related field and three years of experience which included interviewing clients to elicit and impart information; researching and locating information from a variety of sources; writing narrative reports and summaries; interpreting and applying rules and regulations; and evaluating complex information and making determinations; **OR** an Associate's degree from an accredited college or university in general studies or related area and two years of experience as described above in a program directly related to providing Veterans services; **OR** an equivalent combination of education and experience. (*See Special [Notes and] Requirements*)

VETERANS SERVICES PROGRAM MANAGER
VETERANS SERVICES REPRESENTATIVE II
VETERANS SERVICES REPRESENTATIVE I

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

Working knowledge of: addition, subtraction, multiplication, division, fractions, decimals, percentages and whole numbers in order to determine monetary benefits. **General knowledge of:** State and federal veteran related regulations and benefits; medical terminology; human anatomy and physiology; military terminology; research techniques to locate medical, military and technical documentation including Internet exploration; local, State and federal social services available to veterans. **Ability to:** compose grammatically correct reports and memoranda; read and comprehend departmental policies and procedures, legal documents such as State and federal law regarding veterans benefits, medical journals, medical records, military records, order of battle histories, and technical specifications for military equipment; communicate verbally with clients from a variety of educational, economic, social and cultural backgrounds to clearly convey specific information, explain situations and provide information regarding options available; organize work and set appropriate priorities; establish and maintain cooperative working relationships with others; use a personal computer including word processing, spreadsheet and database programs. **Skill in:** speaking publicly to present findings and answer questions; interpreting and applying laws, regulations, policies and procedures; interviewing individuals to elicit information.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for Veterans Services Representative 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 series.

	<u>12.435</u>	<u>12.436</u>	<u>12.437</u>
ESTABLISHED:	7/1/07R 3/7/08UC	8/17/05R 12/23/05UC	8/27/76
REVISED:			12/19/85-12
REVISED:			7/1/87-12P 4/14/87PC
REVISED:			8/19/88-3
REVISED:			3/29/01UC
REVISED:			7/1/03P 7/2/02PC
REVISED:			8/17/05R 12/23/05UC
REVISED:		3/7/08UC	3/7/08UC



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<i>DIRECTOR, NEVADA CHALLENGE</i>	<i>41</i>	<i>A</i>	<i>12.520</i>
<i>DEPUTY DIRECTOR, NEVADA CHALLENGE</i>	<i>39</i>	<i>B</i>	<i>12.521</i>

SERIES CONCEPT

The Director, Nevada ChalleNGe Program provides leadership and direction in the development, promotion and implementation of a federally sponsored State program for at-risk youths throughout the State. Primary responsibilities include planning, organizing, coordinating and directing the care, education, counseling and training of youth in the Nevada Battle Born ChalleNGe Academy; overseeing the development and implementation of policies, procedures goals and objectives related to the security, treatment, and education of students in a residential setting; developing and managing the facility and program budgets and preparing reports.

Provide guidance and general administrative direction regarding academy activities including procurement, facility management, future construction and remodeling, academic progress and student development.

Direct and supervise the academic staff through direct observation and review of completed work assignments and reports to ensure compliance with program policy and procedures; provide guidance and instruction on work activities and appraise individual performance to ensure the goals and objectives of the Academy and that problems are resolved in a timely manner.

Prepare statistical reports regarding the program and operation of the program; prepare quarterly and biennial status reports; and comply with all required federal and State reporting requirements.

Establish and maintain effective working relationships and lines of communication with local communities and the program; interface with the public and members of other agencies and organizations; communicate with local employers, organizations, citizen groups, and law enforcement agencies on a continuous basis to explain goals and objectives, develop awareness and gain acceptance of the program, and facilitate recruitment of students and mentors.

Establish the training needs of assigned staff through the review of performance evaluations and the impact of policy or procedural changes; coordinate training and conduct follow-up reviews to determine effectiveness of the program.

Plan and develop the facility's budget, internal policy and procedure and the implementation of State and federal legislation involving operations and programs that provide for employment, recreation, education, and health and safety needs of at-risk youth.

Review all facility incident reports and the appropriateness of actions taken by staff based upon established policy and procedures; ensure that sufficient documentation is provided to accurately assess the situation, and evaluate for consistency.

Provide general supervision to Academy cadre and students.

Perform related duties as assigned.

DIRECTOR, NEVADA CHALLENGE
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CLASS CONCEPTS

Director, Nevada Challenge: Under administrative direction, the Director plans, organizes and directs the Nevada Battle Born Challenge Academy, staff and facilities. The incumbent performs the full range of duties described in the series concept and has full administrative and management responsibility for the program.

Deputy Director, Nevada Challenge: Under general supervision of the Director, Nevada Challenge Program, the incumbent participates in the administration of the program. The Deputy Director coordinates, directs and reviews the work of program staff; provides training to staff; participates in the development of the annual work plan and budget; participates in developing and reviewing policy and procedures; and performs the duties of the Director as directed or in the absence of the Director.

MINIMUM QUALIFICATIONS

DIRECTOR, NEVADA CHALLENGE PROGRAM

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with coursework in psychology, social work, counseling and guidance, business, education, or related field and five years of experience in an educational setting or youth development organization, two years of which were in a supervisory capacity; ***OR*** one year experience as Deputy Director Nevada, Challenge in Nevada State service; ***OR*** an equivalent combination of education and experience, which included at least two years of supervisory experience in an educational setting for youth.

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

Detailed knowledge of: causes and factors related to youth not completing high school; principles and practices of traditional and vocational education; principles and practices of physical and mental hygiene and psychology; fundamental requirements of a physical education program; budget processes; administration and reporting requirements for federal programs. ***General knowledge of:*** military organizations, discipline and regulations. ***Ability to:*** plan, direct and coordinate the work of others; establish and maintain cooperative relationships with the general public, business and organizations to develop community awareness and promote program support; perform routine statistical computations to provide information to State and federal agencies upon request; motivate others and stimulate people to effective action; mediate between contending parties or groups; establish and maintain cooperative working relationships with superiors, subordinates and outside agencies; analyze information, problems, situations, practices or procedures to define problems or objectives; identify relevant concerns, factors, patterns, tendencies and relationships and formulate logical and objective conclusions; recognize alternatives and possible implications; and all knowledge, skills and abilities required at the lower level.

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

Detailed knowledge of: operation of a residential, educational State facility for youths; State and federal requirements for affirmative action and equal employment opportunity laws and regulations applicable to agencies and institutions sufficient to analyze proposed personnel policies and procedures; vocational guidance and educational methods related to working with youths; budgeting and fiscal management; inventory methods and controls; traditional and vocational programs and/or available employment opportunities for training students; State contracting practices; State and federal procurement processes. ***Ability to:*** manage programs and operations effectively and efficiently.

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MINIMUM QUALIFICATIONS (cont'd)

DEPUTY DIRECTOR, NEVADA CHALLENGE

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university with coursework in psychology, social work, counseling and guidance, business, education, or related field and four years experience in an educational setting or youth development organization; OR an equivalent combination of education and experience in an educational setting for youth.*

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

Working knowledge of: causes and factors related to youth of not completing high school; principles and practices of traditional and vocational education; principles and practices of physical and mental hygiene and psychology; fundamental requirements of a physical education program. General knowledge of: State and federal requirements for affirmative action and equal employment opportunity laws and regulations sufficient to analyze proposed personnel policies and procedures; military organizations, discipline and regulations. Ability to: plan, direct and coordinate the work of others; perform routine statistical computations; motivate and direct the efforts of staff; establish and maintain cooperative working relationships.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for the Director, Nevada ChalleNGe Program.)

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 series.

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ESTABLISHED:

3/7/08UC

3/7/08UC



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
INSTITUTIONAL CHAPLAIN	34	B	12.583

Under general direction, provide and coordinate ministry in a pluralistic setting to persons in [a] *one or more* State correctional [system] *facilities*; arrange for and work with representatives of various faiths who conduct specialized ministries or rites at [the] *an* institution.

Plan, organize, schedule, and deliver spiritual care; manage religious programs and administer resources; provide a pastoral presence throughout the institution through *chapel services and/or* regular visits to the housing units, visiting room, and work sites; establish and schedule religious activities, providing equitable and reasonable opportunities for worship, study and religious programs.

Counsel and administer to the spiritual and religious needs and concerns of inmates; advise inmates condemned to death regarding will preparation and disposition of their remains.

Communicate with members of inmate families concerning spiritual and physical well-being of inmates; minister to inmates and staff in times of crisis, such as serious illness, suicide, execution, death, or family [~~breakdown~~] *crisis*; contact and notify next of kin in cases of grave illness and death as outlined by department regulations.

Schedule and/or provide services as requested for marriages, baptisms, and memorial services; oversee liturgical and sacramental ministry provided to inmates by volunteers of recognized faith groups; prepare and deliver sermons or formal worship services for inmates; organize and schedule religious study groups; provide religious activities such as music, stories and video presentations at the request of inmates and religious organizations; coordinate religious club meetings, religious awareness groups, and interfaith meetings; [~~and~~] recruit and [~~orient~~] *train* qualified volunteers for specialized programs, *emphasizing applicable policies and security requirements*.

Supervise inmates in assigned areas, document inmate performance, and implement security procedures.

Provide educational talks in the community-at-large to inform interested citizens of the ways in which spiritual needs of institutionalized persons are met, and to develop positive public relations for the department.

Conduct staff presentations to raise awareness of inmates' spiritual concerns and improve staff and inmate relations; conduct orientation lectures for new inmates, volunteers and staff to familiarize them with the institution's religious programs; provide expert information to staff regarding the variety of religious activities available; *research faith group issues that may impact religious activities*.

Serve as a resource for administrators and staff on various religious beliefs, activities, practices and artifacts of different religious groups.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Applicants must attach a current copy of their certification, endorsement, ordination or sponsorship from a recognized faith group at the time of application and *maintain status* as a condition of continuing employment.
- * To receive credit for degree, coursework or training, transcripts or documentation of training must be submitted at the time of application.
- * Some positions require work on evenings, weekends, and/or holidays.

INFORMATIONAL NOTE:

- * Department of Corrections recognized faith groups will be identified at the time of recruitment.

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in divinity, *ministry, theology, religious studies, pastoral counseling*, [~~Hebrew letters,~~] or equivalent training in a recognized faith; two years of experience as a spiritual leader in a recognized faith tradition (such as a *pastor*, minister, priest, rabbi, or imam) in a formal setting (such as in a *church*, parish, synagogue, tribe, temple, *coven* or mosque); and ordination as a spiritual leader with current official endorsement or sponsorship from a locally recognized faith group or national credentials; **OR** Bachelor's degree from an accredited college or university in pastoral counseling, theology, religious studies, or closely related academic field which included two upper-level courses in comparative religion, cultural diversity and psychology or sociology; two Clinical Pastoral Education (CPE) or equivalent interfaith professional education units; three years of experience as a spiritual leader in a recognized faith tradition (such as a *pastor*, minister, priest, rabbi, or imam) in a formal setting (such as in a *church*, parish, synagogue, tribe, temple, *coven* or mosque); and ordination as a spiritual leader with current official endorsement or sponsorship from a locally recognized religious faith group or national credentials. (*See Special Requirements and Informational Note*)

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

Working knowledge of: theologies, doctrines, liturgies, scriptures, observances, and practices; interpersonal relationships, group dynamics, personality development, and crisis counseling; individual, marital, group and family counseling techniques; cultural diversity. **General Knowledge of:** principles and practices of psychology and sociology. **Ability to:** counsel and minister to the spiritual and faith based needs of inmates; work harmoniously with institution staff and others responsible for carrying out programs and objectives of the institution; be tolerant, respectful and patient with individuals of various faiths; interface with local faith based organizations; conduct formal services of worship; prepare correspondence and reports; maintain files and records; operate a computer sufficient to enter, store, and retrieve data; navigate using the Internet. **Skill in:** organizing, preparing and conducting faith based services and activities; communicating effectively orally and in writing.

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

Working knowledge of: purpose of correctional institutions' programs, goals, objectives and contents; needs and practices of diverse faith groups; social, economic, personal and other problems of inmates confined in a State institution; theories and practices of prison management and criminal rehabilitation in a program of applied religion for inmates. **Ability to:** make educational presentations to inmates, staff, and the community-at-large; deal effectively with hostile inmates.

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.

12.583

ESTABLISHED: 6/30/69
REVISED: 7/1/91P
7/6/90PC

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REVISED: 7/2/03UC
REVISED: 3/7/08UC