

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: 03-08

Posting Expires: October 15, 2007

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:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
9.354	Chief Pilot – Options Option A: Conservation & Natural Resources (DCNR) Option B: Transportation (NDOT)	41 C	9.354	Chief Pilot – Options Option A: Wildlife (NDOW) Option B: Transportation (NDOT)	41 C
9.356	Pilot III – Options A: DCNR (Forestry & Wildlife Divisions) B: NDOT	39 C	9.356	Pilot III – Options A: NDF and NDOW B: NDOT	39 C
9.355	Pilot II – Options A: DCNR (Forestry Division) B: DCNR (Wildlife Division)	37 C	9.355	Pilot II – Options A: NDF B: NDOW	37 C
9.359	Pilot I	36 C	9.359	Pilot I	36 C

Explanation of Change

As requested by the Division of Forestry (NDF) and Department of Wildlife (NDOW), the Department of Personnel recommends revisions to the class specifications for the Pilot series. Since this series was last reviewed in 2002, several changes have occurred which impact the existing class concepts and minimum qualifications.

The 2003 Legislature removed the Division of Wildlife from the Department of Conservation & Natural Resources and made it a separate department. That change is reflected in the new option titles. Changes have also occurred in the types of aircraft used in each agency. Subject matter experts at NDOW and NDF reviewed and recommended revisions and additions to the minimum number of hours of flight time required, and the specific types of experience required to fulfill their respective missions. In addition, the minimum qualifications have been updated to reflect current flight time requirements and the knowledge, skills and abilities were revised to reflect current job responsibilities.

Management in the Division of Forestry, Department of Transportation and Department of Wildlife participated in this study and support this recommendation.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
11.103	DPS Lieutenant	44 D	11.103	DPS Lieutenant	44 D

Explanation of Change

At the request of the Department of Public Safety (DPS), the Department of Personnel recommends changes to the minimum qualifications for the DPS Lieutenant, the first command level in the

organization. The existing class specification allows an individual with four years of experience conducting complex investigations in the Department of Public Safety to qualify for DPS Lieutenant. Management has indicated that successful incumbents must have two years of experience as a DPS Sergeant, the first-line supervisory class in the agency.

Additionally, DPS requested the equivalent combination statement be removed to make it clear to applicants that no substitution is allowed for the supervisory experience. This is consistent with our department's standard practice of interpreting minimum qualifications, which does not allow substitution for supervisory experience.

DPS management has reviewed this recommendation and supports it.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
11.132	Manager, Criminal Information Services	43 A	11.132	Manager, Criminal Justice Records	43 A

Explanation of Change

As a result of reorganization in the Department of Public Safety and the creation of the Records & Technology Division by the 2007 Legislature, the Department of Personnel was asked to revise the class specification for the Manager, Criminal Information Services class.

The Department of Personnel recommends a change in title to Manager, Criminal Justice Records to better reflect the primary purpose of the position. The duty statements were updated and clarified and references to fingerprint analysis were removed, as that is no longer the focus of the work. In addition, the minimum qualifications were broadened to allow individuals with business management experience to qualify because the programs administered must be self-supporting. The managerial level of responsibility and complexity of the programs have not changed markedly, and therefore, no change in grade level is recommended.

The Division Administrator participated in the review of the class specification and 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, Suite 1400. For more information call (775) 684-0110.

Objections to the proposed change must be received in writing by October 15, 2007. Objections should be addressed to Shelley Blotter, Chief of Technical Services, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTED: September 13, 2007

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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF PILOT - OPTIONS A: [Conservation & Natural Resources (DCNR)] <i>Wildlife (NDOW)</i> B: Transportation (NDOT)	41	C	9.354
PILOT III - OPTIONS A: [DCNR (Forestry & Wildlife Divisions)] <i>NDF & NDOW</i> B: NDOT	39	C	9.356
PILOT II - OPTIONS A: [DCNR (Forestry Division)] <i>NDF</i> B: [DCNR (Wildlife Division)] <i>NDOW</i>	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 [~~department~~] *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 [~~preventive maintenance,~~] *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/~~[maintenance]~~ *aircraft servicing* activities are: changing the oil in the engine and gear boxes; lubricating of the aircraft; inspecting electrical systems [~~;- replacing cylinders; balancing the helicopter's main rotor blades; removing, repacking, and reinstalling the main drive shaft; removing and replacing the helicopter's main landing gear; spark plug replacement; engine timing adjustment; aileron, rudder and elevator calibration; trim tab adjustment; and landing gear retraction tests]~~.

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.

~~[Pilot jet, piston and turbine aircraft which may include helicopters and single engine and/or multi engine fixed wing aircraft for inter agency and agency operations.]~~

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SERIES CONCEPT (cont'd)

~~[Instruct aviation classes for interagency aviation personnel which includes preparing lesson plans and instructional aids.]~~

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

Perform related duties as assigned.

CLASS CONCEPTS

Chief Pilot – ~~[Both] Options A & B, NDOW & NDOT:~~ Under general direction, Chief Pilots plan, coordinate, and manage flight operations; ~~[and] 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 ~~[maintenance]~~ *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~~/or~~ perform ~~[maintenance and repair]~~ *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.

~~[Supervise air service and/or flight personnel including hiring, training, assigning and scheduling work, and evaluating performance.]~~

Pilot III - Option A, ~~[DCNR (Forestry & Wildlife Divisions)] NDF & NDOW:~~ ~~[Positions in this option]~~ *Under general supervision, incumbents perform the ~~[full range of]~~ duties described in the series concept and are trained and qualified to pilot assigned agency aircraft which may include~~ing~~ rotorcraft, ~~[and] fixed-wing multi-engine [fixed] and/or single-engine [wing] aircraft.~~ Flying duties may be performed in any of the aircraft utilized by the ~~[department] 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 - Option A and B, NDF and NDOW.****

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CLASS CONCEPTS (cont'd)

~~Pilot III~~ (cont'd)

~~[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.]~~

~~[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; ~~[crop spraying;]~~ and transporting personnel, cargo and equipment to various locations within and outside the State.]~~

Option B - NDOT: ~~[Positions in this option]~~ *Under general supervision, incumbents perform the ~~[full range of]~~ 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: *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.*

Option A - ~~[DCNR (Forestry Division)]~~ NDF: ~~[Positions in this option]~~ 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).

Option B - ~~[DCNR (Wildlife Division)]~~ NDOW: ~~[Positions in this option]~~ 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; ~~[crop spraying;]~~ and transporting personnel, cargo and equipment to various locations within and outside the State.

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CLASS CONCEPTS (cont'd)

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).

~~[Positions in this class conduct fire reconnaissance missions, air attack flights, fire suppression flights and/or helitack 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.]~~

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 - [DCNR] 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-engine *fixed-wing* aircraft and ~~[1,000]~~ **4,000** hours in rotorcraft *helicopter, as designated by the agency at the time of recruitment.* ~~[and one year of experience which includes responsibility for assisting in the supervision of flight operations.]~~ ~~[Of the hours required,]~~ *Flight experience must include a minimum of 250 [200] hours [must be] in [multi-engine] low-level flight; [200] 250 hours conducting external load operations; 500 hours mountain flying above 5,000 feet mean sea level; [must be in rotorcraft low level flight; and at least 100 hours multi-engine low level flight and 100 hours of low level rotorcraft flight time must have been logged within the last] 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)

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MINIMUM QUALIFICATIONS (cont'd)

CHIEF PILOT (cont'd)

[CERTIFICATION REQUIREMENTS:]

~~[* A valid commercial pilot certificate with rotorcraft and fixed wing multi engine land rating, including instrument rating, rating for jet helicopter, and certification for sling load Part 133 operations. issued by the FAA.]~~

~~[* Airframe and power plant certificate and inspector authorization.]~~

~~[* 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):~~

~~**Thorough knowledge of:** maintenance and repair of agency 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 agency 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 maintenance activities; direct fire suppression, wildlife surveys and other air operation activities; *and all knowledge, skills and abilities required of the Pilot III - Option A: DCNR (Forestry & Wildlife Divisions).*~~

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

~~**Working knowledge of:** State and agency administrative rules and regulations; principles and practices of management and supervision. **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 agency.]~~

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.*~~

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MINIMUM QUALIFICATIONS (cont'd)

CHIEF PILOT (cont'd)

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 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 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, & Informational Note*)

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.

~~[* 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 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.*

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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 [~~total combined~~] 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*. [~~in fixed-wing multi-engine aircraft and rotorcraft with a minimum of 2,000 hours in rotorcraft~~]. *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.* [~~Of the hours required, 250 hours must be in multi-engine low level and/or rotorcraft flight time logged within the last 12 months~~] (*See Special Requirements, Certification Requirements*)

CERTIFICATION REQUIREMENTS:

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

[* ~~Airframe and power plant certification may be required.~~

[* ~~Incumbents may be required to acquire United States Forest Service lead plane certification within twelve months of the date of appointment.~~]

[* ~~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):

[Thorough] Detailed knowledge of: FAA rules, regulations and operating procedures governing flight operations and aircraft [~~maintenance~~] *servicing*; air traffic control rules and procedures; flight theory as applicable to [~~single-engine,~~] multi-engine *and/or single-engine* fixed-wing, and rotorcraft; design, components, system and performance limitations and maintenance requirements of the aircraft utilized by the [~~department~~] *agency*. **Working knowledge of:** the 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.* [~~Ability to: exercise good judgment in all flying conditions; prepare and maintain required logs and reports~~].

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. [~~flight characteristics of air tankers, sufficient to safely lead fire retardant drops~~]. **General knowledge of:** forest and wildland fire behavior. **Ability to:** perform inspections, [~~maintenance~~] *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 [~~flying as lead pilot for fire retardant drops~~].

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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. *(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.

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

[BOTH] OPTION A: NDF

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and 2,500 hours [~~total combined~~] logged, pilot-in-command total flight time [~~with a minimum of 1,000 hours in fixed-wing aircraft and 1,000 hours in rotorcraft~~] *in fixed-wing aircraft and/or rotorcraft, as designated by the agency at the time of recruitment.* [~~Of the hours required, 200 hours must be in fixed-wing low level flight; 200 hours must be in rotorcraft low level flight; and a minimum of 100 hours of fixed-wing and/or 100 hours of rotorcraft flight time must have been logged within the last 12 months.~~] *Flight experience must include a minimum of 250 hours low-level flight; 250 hours conducting external load*

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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 [~~and fixed wing single engine land rating, including instrument rating issued by the FAA;~~ *helicopter rating, including instrument rating issued by the FAA.* ~~OR~~

~~* A valid commercial pilot certificate with airplane multi engine land rating, including instrument rating, issued by the FAA. A rotorcraft rating may be required for some positions.]~~

~~[* Airframe and power plant certification may be required.]~~

~~[In order to serve the needs of the agency, additional certification may be required and will be designated at the time of recruitment.]~~

[BOTH] OPTION A - NDF:

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

[Thorough] 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 [~~single engine,~~] multi-engine *and/or single* fixed-wing [~~and rotary wing aircraft~~] *or rotorcraft*. **Working knowledge of:** design, components, system and performance limitations and maintenance requirements of [~~various types of aircraft~~] *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.* [~~establish and maintain cooperative working relationships with others. 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.~~]

[OPTION A – DCNR (Forestry Division)]:

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; [~~flight characteristics of air tankers sufficient to safely lead fire retardant drops~~]. **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* [~~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 commander and various firefighting units; fly as lead pilot for fire retardant drops~~].

OPTION B - [DCNR (Wildlife Division)] 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 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)*

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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; [~~application of herbicides from the air~~]. **Ability to:** conduct wildlife surveys in mountainous areas in a variety of weather conditions; sling materials and equipment to remote locations; [~~spray herbicides while operating a helicopter and external spray equipment for vegetation control~~]; fly low-elevation flights in mountainous terrain for purposes of animal capture; **and all knowledge, skills, and abilities required at the lower level.**

~~[OPTION A – DCNR (Forestry Division): **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; flight characteristics of air tankers, sufficient to safely lead fire retardant drops. **General knowledge of:** forest fire behavior. **Ability to:** perform inspections, maintenance 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:** the use of aircraft tools required for maintenance; flying as lead pilot for fire retardant drops.]~~

~~[OPTION B – DCNR (Wildlife Division):]~~

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: [agency] *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** [~~tools and equipment used in aircraft maintenance; 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. [~~Skill in: the use of aircraft tools required for maintenance~~].

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-engine and/or single-engine** [~~with a minimum of 1,000 hours in either~~] 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.** [~~Of the hours required, 200 hours must be in low level flight and a minimum of 100 hours of flight time must have been logged within the last 12 months.~~] (*See Special Requirements, Certification Requirement*)

CERTIFICATION REQUIREMENT:

* Current commercial and instrument certifications issued by the FAA in either **multi-engine and/or single-** [~~or multi-~~] 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):

[Thorough] 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 single engine/multi-engine **and/or single engine** fixed wing or rotary wing aircraft. **Working knowledge of:** the design, components, system and performance limitations, and maintenance requirements of

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various types of aircraft; principles of loading and weight distribution and the effect on aircraft operation [~~;- flight characteristics of air tankers sufficient to safely lead fire retardant drops~~]. **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 commander and various firefighting units [~~;- fly as lead pilot for fire retardant drops~~]. **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
REVISED:	12/19/85-12		4/24/79-3	5/6/02UC
REVISED:	12/9/88-3		12/19/85-12	
REVISED:	7/6/90PC		12/9/88-3	
REVISED:	7/1/91P		7/6/90PC	
	11/29/90PC			
REVISED:	2/15/91-3		7/1/91P	
			11/29/90PC	
REVISED:			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	
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



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DPS LIEUTENANT	44*	B	11.103

DPS Lieutenants are responsible for the operations and administrative functions of an assigned work unit to include overseeing law enforcement activities, services and programs within an assigned division of the Department of Public Safety (DPS); reviewing and approving reports and investigations; observing field work; coordinating staff training; managing special programs, and ensuring recordkeeping practices follow established policy and procedure. This class represents the first management level within the department and assignments are characterized by program management, budget administration, and development of goals, objectives and performance measures.

Plan, coordinate and control operations by evaluating the performance of subordinate supervisors and assigned staff, and by determining unit needs for equipment, staffing and training; approve requests for training within budgetary limitations; ensure consistency and proper delivery of training; provide direction to staff regarding law enforcement practices in compliance with policies and department procedures.

Identify and formulate measurable and verifiable objectives consistent with division and department goals; advise and assist subordinate supervisors and other staff in the preparation of work plans for achieving objectives within established time frame; and submit objectives and work plans to management.

Enforce policy and procedures regarding personnel and performance issues; respond to infractions according to department guidelines and State statutes and regulations for personnel administration; document incidents and take appropriate action.

Develop work schedules, approve leave, assign work and ensure staffing levels are adequate to meet workload; approve payroll documents and track budget expenditures as required.

Compile statistical data to ensure appropriate staffing levels.

Participate in policy and procedure development to ensure effectiveness of operations and compliance with State and federal guidelines and directives; work with management and staff to exchange ideas and information.

Conduct liaison activities with local law enforcement agencies, the judicial system, social service agencies and other resources to explain policy and procedure, and promote positive community relations.

Determine, administer and monitor established budget; review expenditures and identify problem areas; take appropriate action to correct problems or make recommendations for solution to the DPS Captain.

Participate as part of the comprehensive law enforcement effort in local areas by interfacing with allied agencies; and determining joint information, techniques, capabilities and goals to achieve optimum use of staff and equipment and to provide support and backup to allied agencies.

Perform peace officer and other related duties as assigned.

* Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid Nevada Class C driver's license is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.
- * Some positions are subject to call-out or call-back.
- * Some positions require statewide travel.
- * Some positions require work on evening, weekends, and/or holidays.

INFORMATIONAL NOTES:

- * Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Incumbents must pass the Peace Officer Standards & Training (P.O.S.T.) fitness test and possess the physical and mental abilities to perform the essential functions of the position as a condition of continuing employment.
- * Incumbents must meet firearms qualification/certification standards and proficiency requirements as established by agency policy.
- * As a condition of continuing employment with the State Fire Marshal's Office incumbents must successfully complete the National Fire Academy's Arson Investigation course (R205) or an approved equivalent course within one year of appointment.

ALL ASSIGNMENTS:

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of supervisory law enforcement experience *equivalent to a DPS Sergeant in Nevada State service*; **OR** two years of experience as a DPS Sergeant in Nevada State service; ~~OR four years of law enforcement experience conducting complex criminal investigations in the Nevada Division of Investigations, Office of Professional Responsibility, State Fire Marshal's Office, and/or the Special Incident Response Team; OR an equivalent combination of education and experience.~~ (See *Special Requirements and Informational Notes*)

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

Working knowledge of: principles and practices of management and supervision; federal and State laws and regulations and department procedures pertinent to the assignment including arrest, evidence, crimes, traffic, citizens' rights, court procedures and general law enforcement; training methods and techniques. **Ability to:** establish and maintain cooperative working relationships with other law enforcement agencies, government officials, the judicial system, the general public and the community; analyze, evaluate and present data and statistics related to work and program activities; communicate effectively both orally and in writing to prepare and present oral and written reports as needed for establishing program goals and objectives, operating policy and procedures; manage multiple programs; interpret and apply laws and regulations to administer assigned program areas; effectively supervise personnel, coordinate staff assignments and prioritize tasks; administer the unit's budget; develop, interpret and disseminate division policy and procedure; take appropriate action in emergency situations to ensure safety; maximize opportunities for staff training and resource development.

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

Working knowledge of: fiscal management and generally accepted budgeting practices; principles and practices of effective program planning, development, implementation and evaluation. **Ability to:** evaluate the performance of subordinates and when necessary, administer disciplinary action; develop and implement recordkeeping and reporting systems; plan, organize and direct activities of a law enforcement organization.

MINIMUM QUALIFICATIONS (cont'd)

ADDITIONAL ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

Parole and Probation Division

Working knowledge of: psychological testing methods, terminology and diagnosis for making classification and sentencing recommendations; the division's classification system; methods used and problems involved with the supervision and programming of parolees and probationers; casework techniques and programming opportunities of offenders. **Ability to:** analyze problems and situations to monitor casework and supervise parolees effectively; interpret and evaluate legal reports and forms, criminal histories and parole and probation agreements to ensure compliance with federal, State and agency laws, regulations, and procedures.

State Fire Marshal's Office

General knowledge of: modern technology advancements that support the department's mission. **Ability to:** manage a complex criminal investigation which may involve multiple jurisdictions; serve as technical resource for the most difficult code enforcement and investigation activities related to the cause, origin and circumstances of fires and unauthorized releases of hazardous materials.

Investigations Division

Working knowledge of: personnel rules and regulations applicable to officers from various federal, state, and local law enforcement agencies. **Ability to:** supervise officers assigned to multi-jurisdictional law enforcement task forces; manage a complex criminal investigation involving multiple jurisdictions.

Office of Professional Responsibility

Working knowledge of: methods and procedures used in internal affairs investigations; department policies and P.O.S.T. guidelines related to the use of force. **Ability to:** oversee and participate in the investigation of officer shootings, alleged misconduct and complaints of excessive use of force; confer with, and make recommendations to, the department director concerning internal affairs investigations.

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.

11.103

ESTABLISHED: 6/29/73
REVISED: 8/15/78-3
REVISED: 10/24/80
REVISED: 3/25/81-3
REVISED: 5/7/82-3
REVISED: 7/18/86
REVISED: 1/30/87-3
REVISED: 8/6/87-3
REVISED: 7/1/89LG
REVISED: 7/1/91P
10/19/90PC
REVISED: 11/15/91PC
REVISED: 7/1/95LG
REVISED: 3/29/01UC
REVISED: 7/1/01LG
REVISED: 7/1/05P
3/25/05PC
REVISED: 9/29/06UC
REVISED: 10/15/07UC



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANAGER, CRIMINAL INFORMATION SERVICES JUSTICE RECORDS	43	A	11.132

Under ~~[general]~~ *administrative* direction, the Manager, Criminal ~~[Information Services]~~ *Justice Records* ~~[is assigned to]~~ plans, organizes, coordinates and directs ~~[the Records and Identification Services Bureau which includes the Centralized Criminal History Records Repository and a variety of specialized programs and services related to criminal records which have been mandated by State and federal law. The incumbent provides administrative oversight to various]~~ *a variety of* records management functions provided through the Nevada Criminal Justice Information System (*NCJIS*) and serves as the department's representative in coordinating access to criminal justice and other public safety records information by local, State and federal law enforcement agencies as well as employers, licensing/*regulatory* boards, *governmental agencies, non-profit businesses, volunteer organizations*, and other civil entities.

Provide operational and administrative direction for the Nevada Criminal Justice Information System ~~[through]~~ *by directing staff in the* development and implementation of policy, ~~[and]~~ procedures *and quality standards*; authorization of equipment ~~[and hookups]~~ *purchases*; administering *federally* mandated training and certification of *NCJIS* users; *and* effecting compliance audits of users to ensure federal and State regulations governing the system are enforced and to maintain system security and integrity.

Analyze new and proposed legislation *at the State and federal levels* related to the collection, maintenance, accessibility, ~~[and]~~ retention *and quality* of criminal justice and public safety records information; draft and submit legislative proposals, amendments and regulations to implement newly enacted statutes; testify before legislative committees and report on legislation in other states *and at the federal level*.

~~[Manage the Centralized Criminal History Records Repository and related systems which contain documents including photographs and fingerprint records; develop policies, procedures and quality control standards regarding the classification, documentation, indexing, and dissemination of data; establish and maintain manual and automated filing systems; monitor the input, retrieval and distribution of data; ensure contributing agency records are timely, complete and accurate and that proper policy, procedure and security measures are maintained; direct periodic audits and review results to ensure data integrity, quality, timeliness and compliance with established laws and regulations.]~~

Manage daily operation of major program areas including the Criminal History Repository, the Brady Point-of-Sale program, the sex offender registry, the Uniform Crime Reporting program, Carrying Concealed Weapons Permit database, missing persons records, program development and compliance, and other programs approved by the legislature; analyze reports, resolve issues, and ensure compliance with applicable laws, regulations and policies at the State and federal levels.

Participate in joint applications development for assigned programs; confer with ~~[data processing]~~ *information technology* personnel and ~~[other]~~ *outside* vendors regarding new or expanded records/reporting requirements resulting from legislative action; develop requests and communicate computer system needs to programming and/or network analysts; evaluate bids submitted and determine successful bidder according to established State purchasing regulations and department policy.

Coordinate efforts with data processing personnel to upgrade or enhance programs and systems; develop initial requests and coordinate the design and implementation of new reporting formats, record layouts and system interfaces; maintain current knowledge of technological advances in data transmission, imaging and records management.

~~[Plan, develop and] **Coordinate and** implement *sharing of criminal history records and* data collection *with authorized agencies and entities* ~~[and records maintenance methods]~~ in response to legislative actions, user demands and changes implemented by ancillary criminal justice information systems accessed by the State; ~~determine appropriate criminal records systems and record systems linkages required for a variety of special programs related to firearms sale, concealed weapons, parolees, sex offenders registry, domestic violence protective orders, missing person records and other programs administered by the bureau; coordinate data collection and information sharing with other criminal justice agencies as appropriate].~~~~

In support of the Division Administrator, serve as the State’s Control Terminal Officer to the National Crime Information Center, National Law Enforcement Telecommunications Network, and represent the State to the Western Identification Network and other criminal justice agencies at the federal, State and local levels regarding *criminal history* system design and integration, implementation and enhancement, user access, training, audit, security and development of enhanced operating policies and procedures; serve as the gubernatorial appointee to SEARCH, a national consortium for criminal justice information and statistics.

Oversee the planning, development, [prepare] and [administer] administration of the ~~[bureau’s]~~ budget and revenue sources; develop and implement fee structures and determine appropriate charges and/or cost-sharing for criminal records information and services; develop billing and accounting processes; review and approve expenditures for staffing, program operations, system enhancements and projected legislation; provide justification through research, documentation, or the identification of funding sources; present and defend the budget before the *Budget Office and the* legislature.

Direct the State’s Uniform Crime Reporting Program and oversee the development and publication of comprehensive statistical reports; ~~[identify]~~ *identification of* patterns, trends and projections related to criminal activity in the State; ~~[prepare]~~ *and the preparation of* reports and recommendations as requested by the legislature, policy-makers in State agencies such as the Department of Corrections and Division of Parole and Probation, and other criminal justice agencies.

May testify in court and administrative hearings as an expert witness with regard to program activities.

Train, supervise and evaluate the performance of subordinate supervisors and support staff as assigned; establish goals and objectives; develop, implement and revise policy and procedures; plan and develop work programs and work performance standards; assign and review completed work assignments.

~~[Serve as Nevada’s single source channeling agency to the FBI for all matters relating to criminal justice records information and statistics; serve as the State’s national point of contact for research and information regarding missing persons, sex offenders, criminal history information and firearms transactions.]~~

Meet and consult with officials at all levels of the criminal justice community, federal, State and local government and private industry to exchange information, develop programs and procedures, resolve problems, promote use of the system, and provide research and technical support.

Research and solicit external funding for bureau activities as appropriate; write grant proposals and ~~[develop budgets; administer grants to]~~ ensure compliance with established requirements ~~[and measure results]~~.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, this position has been identified as affecting public safety. Persons offered employment in this position must submit to a pre-employment screening for controlled substances.

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in criminal justice, *business or* public administration, computer science, *economics* or related field and five years of increasingly responsible professional experience which included two years of managerial experience [~~in a law enforcement, criminal justice, or legal administration environment which required~~] *involving* the development of policy and procedures, interpretation and implementation of State and federal [~~rules~~] *laws* and regulations, *budget preparation and management*, [~~and~~] program development and implementation, [~~to manage~~] *and the use of* a major automated information system; OR *graduation from high school or equivalent education and seven years of increasingly responsible professional experience which included two years of managerial experience involving the development of policy and procedures, interpretation of State and federal laws and regulations, budget preparation and management, program development and implementation, and the use of a major automated information system; OR* an equivalent combination of education and experience. (*See Special Requirement*)

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

Working knowledge of: [~~riminal justice processes involving the legal rights of citizens, arrest, court procedures, detention classification records management, and parole and probation sufficient to effectively communicate with federal, State and local criminal justice agencies; automated records systems as applied to indexing and cross-indexing reference data for retrieval;~~] *principles, theories and trends in public or business administration; analysis and problem solving techniques; strategic planning theories and practices; group dynamics and leadership; laws, regulations, policies and requirements related to management of complex programs;* basic accounting and budgeting practices; [~~procedures, practices and regulations of State and federal criminal justice telecommunications systems; automated and manual indexing systems as applied to referencing and consolidating arrest and court disposition information which is authenticated and cross-matched to fingerprint cards of accused persons and responding to inquiries from numerous authorized users throughout the State; federal and State regulations concerning the storage and release of confidential criminal history information for non-criminal justice licensing, regulatory and pre-employment purposes].~~ **Ability to:** supervise, train and evaluate the performance of subordinate supervisors and staff assigned to the Records [~~and Identification Services]~~ Bureau; interpret and communicate federal and State laws and regulations, court decisions, and statutory proposals as applied to maintaining the bureau's operational integrity and compliance; facilitate the exchange of criminal justice records and information at the national, State and local levels; coordinate the design, implementation and modification of automated reporting formats, files and program concepts with data processing staff; communicate effectively both orally and in writing sufficient to develop, revise, prepare and present proposed legislation, regulations, policies and procedures; establish and maintain cooperative working relationships with federal, State and local law enforcement agencies, users, and local and State governmental entities; define complex problems, select the best course of action, assess costs and make recommendations concerning an appropriate resolution; make oral presentations including both planned and extemporaneous individual and group presentations throughout the State and within the department; [~~classify, search, compare and identify fingerprints utilizing complex techniques and fingerprint classification formulas];~~ research, plan, forecast and project crime trends to determine system use, storage capacity and availability to meet current and future requirements and demands.

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

Working knowledge of: departmental rules, regulations, policies, State Administrative Code and State Personnel Administrative Manual; [~~Criminal Records History Repository's Automated Indexing System as applied to referencing criminal history records against fingerprint cards and responding to inquiries from various law enforcement agencies;~~] fiscal management including budget preparation and the legislative process; State regulations concerning the storage and release of confidential criminal history information for non-criminal justice licensing, regulatory and pre-employment purposes; system protocols, telecommunications circuitry and data line configurations to assist new and existing users to develop system hook-ups, upgrades and enhancements to receive on-line information from the Nevada Criminal Justice Information System and related networks; design, implementation and utilization of a nationally recognized Automated Fingerprint Identification Systems to network and interface with existing manual and automated fingerprint identification systems for the purpose of digitizing, storing and retrieving fingerprint minutiae related to criminal history records processing and crime scene latent fingerprint case development and identification; departmental goals and objectives relating to the administration of

the ~~[Nevada Criminal Justice Information System]~~ *NCJIS* and Criminal History Records Repository to monitor, track and testify on proposed legislative matters concerning criminal justice information and networks. ~~[Ability to: review detailed lesson plans, establish goals and instructional objectives to instruct user agencies in all aspects involving manual and automated criminal justice records management.]~~

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.

11.132

- ESTABLISHED: 10/25/85
- REVISED: 7/18/86-3
- REVISED: 1/19/89R
- 12/14/89PC
- REVISED: 7/1/91P
- 10/19/90PC
- REVISED: 11/1/96R
- 7/10/98UC
- REVISED: 10/14/02PC
- REVISED: 10/15/07UC