



DEPARTMENT OF PERSONNEL
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MEMO PERD #16/07
April 13, 2007

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

FROM: *Mark Anastas* Mark Anastas, Interim Director
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 May 11, 2007.

If no written objections are received in this office by May 11, 2007, action will be taken to effect the changes and a report will be made to the Personnel Commission.

MA:sb

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: 06-07

Posting Expires May 11, 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
1.512	Deputy Brand Inspector II	25 C	1.512	Deputy Brand Inspector II	25 C
1.514	Deputy Brand Inspector I	20 C	1.514	Deputy Brand Inspector I	20 C

EXPLANATION OF CHANGE

As requested by the Department of Agriculture, the Department of Personnel recommends the revision of the minimum qualifications for this series. Currently, the education and experience requirements for Deputy Brand Inspector I require one year of experience working with and/or caring for livestock on a ranch or equivalent setting. This requirement has unnecessarily limited the number of applicants who qualify. Applicants who have some experience working with and/or caring for livestock in any setting are acceptable. In addition to this change, some entry-level knowledge, skills, and abilities have been moved from the I level to the II level as the Department of Agriculture trains new Deputy Brand Inspector I's on these aspects of the position. The Department of Agriculture supports these recommended changes.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
11.100	DPS Colonel	50 A		ABOLISH	
11.105	DPS Lieutenant Colonel	49 A	11.105	DPS Lieutenant Colonel	49 A

EXPLANATION OF CHANGE

The Department of Personnel recommends abolishment of the DPS Colonel class because the position was moved to the unclassified service in 2005. Accordingly, changes were made to the class specification to represent only those of the DPS Lieutenant Colonel. Distinctions between the two levels are no longer needed and were removed.

Subject matter experts from the Department of Public Safety clarified that qualified candidates must have a bachelor's degree from an accredited college or university in public administration, business administration, criminal justice, or related field and four years of increasingly responsible law enforcement management experience, one year of which included responsibility for managing a large law enforcement operation, coordinating resources and staff, and budget development, equivalent to a DPS Major in Nevada State service. Equivalent combinations of education and experience would also be acceptable, and the minimum qualifications were revised to reflect this. The Department of Public Safety supports this recommendation.

The formal recommendations and specifications are on file with the Department of Personnel. These are available in Carson City, at 209 East Musser Street, Room 300 and in Las Vegas, at 555 East Washington Avenue, Suite 1400. For more information call (775) 684-0110.

Objections to the proposed change must be received in writing by May 11, 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: April 13, 2007

MD:sb

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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>
DEPUTY BRAND INSPECTOR II	25	C	1.512
DEPUTY BRAND INSPECTOR I	20	C	1.514

SERIES CONCEPT

Deputy Brand Inspectors perform work involving inspection to determine ownership and record identification marks and gender of each animal.

Receive requests regarding the proposed sale, change of ownership, slaughter, or movement out of the district; visually inspect livestock to examine brands, marks, tattoos, or other characteristics of animals; clip or shave animals as required to clearly observe markings; record information on transportation documents or other standardized forms.

Check health records of animals; issue brand inspection certificates; calculate and collect fees according to established rates and procedures; send fees and original certifications to the division office according to established policies and procedures.

Regulate livestock auctions; check each animal prior to sale; determine legal ownership through the identification of brands, marks, and other characteristics and issue brand inspection certificates to new owners; collect applicable fees.

Perform related duties as assigned.

CLASS CONCEPTS

Deputy Brand Inspector II: Under general supervision, 1) enforce laws and regulations by stopping vehicles carrying livestock to check for proper certificates and assist in law enforcement related duties such as investigations; or 2) act as a special assistant to the Agricultural Enforcement Officers; audit paperwork and fees controlled by Deputy Brand Inspector I's; and assist in the investigation of livestock crimes.

Deputy Brand Inspector I: Under general supervision of an assigned supervisor, inspect and identify livestock for proof of ownership; complete brand inspection documents (ownership documents); and collect appropriate fees. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

Deputy Brand Inspector II

- * Per NRS 284.4066, positions have been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.

Deputy Brand Inspector I

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Positions are intermittent, seasonal, and/or part-time.
- * Incumbents are required to provide their own transportation for which mileage will be reimbursed.

INFORMATIONAL NOTE:

Deputy Brand Inspector II

- * Applicants must meet current Peace Officer Standards Training (POST) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.

DEPUTY BRAND INSPECTOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience working with and/or caring for livestock ~~[on a ranch or equivalent]~~ **in any** setting; **OR** one year of experience as a Deputy Brand Inspector I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Note*)

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

~~[Working knowledge of: addition, subtraction, division, and multiplication.]~~ **General knowledge of:** ownership, estray, and health laws pertaining to livestock; **brand identification, animal breeds, and types.** **Ability to:** use electric clippers and livestock handling apparatus; **determine the age and gender of cattle; accurately count moving groups of animals; maintain good working relationships with livestock owners, the public, and other agencies; assess fees and collect money; 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: brands and marks recorded with the division; division policies and procedures pertaining to inspecting livestock. **Ability to:** work cooperatively with local law enforcement agencies; assign and review work, train and evaluate the performance of assigned staff.

DEPUTY BRAND INSPECTOR I

EDUCATION AND EXPERIENCE: ~~[Ability to identify brands and other markings and one year of]~~ Experience working with and/or caring for livestock ~~[on a ranch or equivalent]~~ **in any** setting; **OR courses at the high school level and/or relevant work experience that provided the Entry Level Knowledge, Skills, and Abilities.** ~~[OR an equivalent combination of education and experience.]~~ (*See Special Requirements and Informational Note*)

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

Working knowledge of: ~~addition, subtraction, division, and multiplication.~~ ~~[General knowledge of: brand identification, animal breeds, and types.]~~ **Ability to:** work around and handle livestock; ~~[determine the age and gender of cattle; accurately count moving groups of animals; maintain good working relationships with livestock owners, the public and other agencies; assess fees and collect money;]~~ add, subtract, multiply, and divide accurately; **read forms and documents;** write clearly and complete required forms.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Deputy Brand Inspector 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>1.512</u>	<u>1.514</u>
ESTABLISHED:	11/18/63	8/3/72
REVISED:	12/19/85-12	12/19/85-12
REVISED:	7/1/87-12P	7/1/87-12P
	10/17/86PC	10/17/86PC
REVISED:	11/15/91PC	11/15/91PC
REVISED:	7/1/97P	7/1/97P
	6/4/96PC	6/4/96PC
REVISED:	9/8/97R	9/8/97R
	8/28/98UC	8/28/98UC
REVISED:	3/29/01UC	3/29/01UC
REVISED:	7/5/02UC	7/5/02UC
REVISED:	5/11/07UC	5/11/07UC



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
[DPS COLONEL	50	A	11.100]
DPS LIEUTENANT COLONEL	49*	A	11.105

~~[SERIES CONCEPT]~~

~~[Under administrative direction of the Director of the Department of Public Safety (DPS), provide executive leadership to one of the largest divisions in the department; exercise all power and authority vested by law to carry out the mission of the division; and plan, organize, direct and control division resources to achieve overall department goals.]~~

Under administrative direction, the DPS Lieutenant Colonel serves as deputy administrator to the highest-ranking executive in one of the largest divisions in the Department of Public Safety and fulfills specific responsibilities delegated by the DPS Colonel. The DPS Lieutenant Colonel represents the department to external entities, performs the duties of the DPS Colonel in his/her absence or as requested, and may assist or be assigned to:

Establish operating policies and procedures, plans, goals and objectives of the division to comply with State and federal laws and to ensure that the division's mission of law enforcement is defined and achieved within overall department goals.

Prepare, institute, and monitor the division budget in order to ensure adequate funding of operations on a statewide basis; present prepared budget to the department director, State officials and the Legislature as required.

Direct division staff consistent with the statutes and regulations for personnel administration; ensure that all personnel are properly selected, appropriately trained, adequately equipped and motivated to perform assigned duties; evaluate such activities and take appropriate action to reinforce desirable performance or correct deficiencies.

Ensure that all branches of the division are sufficiently staffed and funded in order to carry out the enforcement of local, State and federal traffic and criminal laws; by administrative direction, provide for an effective State Criminal History Repository, Hazardous Materials Inspection, Transportation and Disposal Programs, and other programs designed to carry out laws and regulations.

Administer various systems crucial to statewide multi-agency law enforcement programs such as the Criminal Justice Information System (CJIS).

Provide for and direct information technology functions of the division through the formulation and implementation of policy and plans related to the division's hardware and software; establish priorities for the development of information systems and set standards and qualifications for access by division personnel and other law enforcement agencies.

Establish policies and procedures which provide security for the Governor as well as visiting dignitaries; formulate plans and policies regarding the deployment of peace officers in the event of riots, public demonstrations and disasters; assume operational control and command over all law enforcement agencies within the State upon declaration by the Governor of a state of emergency; serve as a member of the State committee which formulates and implements State Civil Defense Plans.

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

Represent the division before various public and civic groups; maintain active participation in community activities; establish and maintain membership or liaison with appropriate clubs and organizations; serve as the State's representative to various international, national, and State law enforcement agencies; maintain contact by representing the division before individuals and groups through oral and written presentations.

Determine the need for appropriate legislation with the approval of the department director; provide for the drafting and introduction of bill drafts to the Legislature; present testimony before various committees of the Legislature.

Perform peace officer and other related duties as assigned.

[CLASS CONCEPTS]

~~**[DPS Colonel:** Incumbents at this level report directly to the department director and serve as the highest level executive in one of the largest divisions of the department. Specific responsibilities are described in the series concept and include the administration of all matters related to accomplishment of the division mission and goals; direction of law enforcement operations and activities; fiscal management and personnel administration.~~

~~**DPS Lieutenant Colonel:** Under administrative direction of the DPS Colonel, incumbents serve as deputy administrator to the highest ranking executive in one of the largest divisions in the department and fulfill specific responsibilities delegated by the DPS Colonel. The DPS Lieutenant Colonel represents the division and/or department to external entities and performs the duties of the DPS Colonel in his/her absence or as requested.]~~

MINIMUM QUALIFICATIONS

SPECIAL [NOTES AND] REQUIREMENTS:

- * A valid ~~[Nevada Class C]~~ driver's license [~~as prescribed in NRS,~~] is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, this class has been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.
- * ~~[Applicants must meet and maintain 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 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 continued employment.]~~
- * *Position is subject to call-out or call-back.*
- * *Statewide travel is required.*
- * *Working evenings, weekends and/or holidays is required.*

INFORMATIONAL NOTES:

- * ~~[Incumbents are subject to call-out, call back, shift work including evenings, weekends and holidays, and travel throughout the State as required.]~~
- * *Applicants must meet and maintain 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 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.

~~[DPS COLONEL~~

~~EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public administration, business administration, criminal justice or related field and five years of increasingly responsible law enforcement management experience; **OR** Bachelor's degree from an accredited college or university in public administration, business administration, criminal justice, or related field; successful completion of training provided by the FBI National Academy, the Northwestern School of Police Staff & Command, or the Southern Police Institute; and four years of increasingly responsible law enforcement management experience; **OR** two years of experience as a DPS Major in Nevada State service; **OR** one year of experience as a DPS Lieutenant Colonel in Nevada State service; **OR** an equivalent combination of education and experience. (See *Special Notes and Requirements*)~~

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

~~**Working knowledge of:** principles and practices of public administration, organization and management; budgeting and fiscal management; strategic and program planning principles and practices; leadership methods and practices; principles and practices of personnel administration; development and implementation of agency goals, objectives and policies; cost/benefit analysis techniques. **Ability to:** plan, organize, direct and control comprehensive law enforcement programs, services and activities; prioritize work efforts and allocate staff, equipment and other resources accordingly; prepare and defend division programs and budgets; ensure the development and implementation of interagency operations and mutual aid agreements; respond appropriately to changes in demographics, program scope and funding as well as political and economic influences; provide the highest level of leadership and direction to a large organization; promote and maintain positive public relations with other criminal justice agencies and community organizations; *and all knowledge, skills and abilities required at the lower DPS management level classes.*~~

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

~~**Working knowledge of:** duties and responsibilities typical of a chief executive officer; organizational structure and dynamics. **Ability to:** effectively present and advocate for division/department programs and policies.]~~

~~**[DPS LIEUTENANT COLONEL]**~~

~~EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public administration, business administration, criminal justice, or related field and four years of increasingly responsible law enforcement management experience, *one year of which included responsibility for managing a large law enforcement operation, coordinating resources and staff, and budget development, equivalent to a DPS Major in Nevada State service;* [**OR** Bachelor's degree from an accredited college or university in public administration, business administration, criminal justice, or related field; successful completion of training provided by the FBI National Academy, the Northwestern School of Police Staff & Command, or the Southern Police Institute; and three years of increasingly responsible law enforcement management experience;] **OR** one year of experience as a DPS Major in Nevada State service; **OR** an equivalent combination of education and experience. (See *Special [Notes and] Requirements and Informational Notes*)~~

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

~~**Working knowledge of:** law enforcement; legal processes; budgeting and planning; personnel management and organization methods. **Ability to:** develop and track progress toward goals, objectives and programs of a law enforcement agency; interpret laws, policies and regulations to achieve the mandate of the division and department; supervise subordinates effectively and efficiently; analyze situations rapidly and accurately and respond appropriately; communicate effectively both orally and in writing; *and all knowledge, skills and abilities required at the lower DPS management level classes.*~~

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: the State and legislative budget process. **Ability to:** act on behalf of the DPS Colonel in planning, organizing, directing and controlling a statewide law enforcement agency.

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.

	<u>[11.100</u>	<u>11.105</u>
ESTABLISHED:	6/29/73	9/18/95UC
REVISED:	8/15/78-3	
REVISED:	3/10/86R	
	7/18/86PC	
REVISED:	8/6/87-3	
REVISED:	7/1/89LG	
	7/1/91P	
REVISED:	10/19/90PC	
REVISED:	11/15/91PC	
REVISED:	7/1/93LG	
REVISED:	7/1/95LG	
REVISED:	3/29/01UC	3/29/01UC
REVISED:	7/1/01LG	7/1/01LG
REVISED:	7/1/05P	7/1/05P
	3/25/05PC	3/25/05PC
REVISED:	1/9/06R	
	2/10/06PC]	
REVISED:		5/11/07UC