



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
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MEMO PERD #18/07
May 2, 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 31, 2007.

If no written objections are received in this office by May 31, 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: 07-07

Posting Expires May 31, 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
1.765	Game Warden IV	39 D	1.765	Game Warden IV	39 D
1.766	Game Warden III	37 D	1.766	Game Warden III	37 D
1.768	Game Warden II	35 D	1.768	Game Warden II	35 D
1.767	Game Warden I	32 D	1.767	Game Warden I	32 D

EXPLANATION OF CHANGE

As requested by the Department of Wildlife, the Department of Personnel recommends revisions to the minimum qualification for the Game Warden series. The education and experience requirements have been expanded to include a bachelor's degree in criminal justice at all levels in the series. In addition, the experience requirements at the I and II level have been expanded to include experience in enforcing criminal laws. This department has experienced recruitment difficulties in recent years and believes that broadening the minimum qualifications will attract more applicants with valuable law enforcement experience. The informational notes were also expanded to include acquired Peace Officers' Standards and Training (POST) certification in Nevada for all applicants.

Management of the Department of Wildlife participated in this review and 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 31, 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: May 2, 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>
GAME WARDEN IV	39*	D	1.765
GAME WARDEN III	37*	D	1.766
GAME WARDEN II	35*	D	1.768
GAME WARDEN I	32*	D	1.767

SERIES CONCEPT

Game Wardens protect the wildlife and fisheries resources of the State and the public by enforcing wildlife, boating, *criminal* and natural resource laws and by providing education in areas such as wildlife management and hunter, boating and firearms safety.

Enforce wildlife, boating and other criminal laws; conduct patrols on land and water; observe and contact hunters, anglers, boaters and others regarding their activities; ensure proper licensing, note violations, and issue citations and warnings; check for outstanding warrants; search, handcuff, arrest and transport violators according to established guidelines.

Investigate suspected violations of law; receive and respond to citizen complaints; observe and interview witnesses, suspects and informants; collect physical evidence; perform necropsy procedures on animal remains; track violators and wildlife; take photographs and impressions of tracks and footprints; preserve evidence and document information for reference and intelligence files; coordinate efforts with local law enforcement agencies and prosecutors; prepare investigative reports and testify in court.

Present wildlife information and programs to service organizations, schools, game boards and the public; provide instruction in hunter, boating and firearms safety; answer questions related to laws, regulations, restrictions, limits and licensing requirements to educate the public, reduce violations and solicit cooperation.

Monitor establishments authorized to sell State hunting and fishing licenses; review applications to become licensing agents and conduct background investigations; conduct on-site inspections to ensure compliance with applicable laws.

Investigate applications for special licenses and permits for captive wildlife and marine events such as boat races and regattas, falconry, hunting preserves, pet shops, guides, taxidermists, wildlife breeders and dog trainers; conduct background investigations and on-site inspections; explain facility requirements and regulations; prepare written reports and make recommendations to approve or deny permits; conduct subsequent inspections to ensure compliance with legal requirements.

Investigate and respond to complaints from the public regarding wildlife; assess potential threat to lives and property and take appropriate action to restrain and capture wildlife; investigate and evaluate damage caused by wildlife to private property and public lands; trap and transport wildlife to various locations.

Provide and/or participate in training such as the use of firearms, specialized defensive weapons, defensive tactics, specialized equipment operation, wildlife enforcement techniques and communication equipment; develop lesson plans and curriculum; coordinate facilities and equipment; certify competencies in the use of defensive weapons to maintain established training standards.

Assist Biologists with wildlife and fisheries surveys from ground, air and water by making counts and compiling information related to population, composition, productivity, reproductive status and condition; identify diseased fish and wildlife and monitor trends, populations and migration.

* Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.

GAME WARDEN IV	39	D	1.765
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GAME WARDEN I	32	D	1.767

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SERIES CONCEPT (cont'd)

Initiate, participate and cooperate with other law enforcement agencies in response to emergency situations; participate in searches for missing and/or injured persons using four-wheel drive vehicles, aircraft, snowmobiles or boats; provide emergency treatment and transportation to injured parties; search for bodies of drowning victims using sonar and scuba equipment.

Perform related duties as assigned.

CLASS CONCEPTS

Game Warden IV: Under direction, incumbents organize and oversee wildlife law enforcement activities in an assigned region, in addition to performing the full range of duties outlined in the series concept. Supervisory duties include responsibility to:

Train, supervise and evaluate the performance of assigned personnel; identify training needs and ensure proficiency in required areas; prepare work performance standards; assign and review work; provide technical expertise regarding investigations, arrests, and the interpretation of statutes and regulations.

Administer program budgets and approve expenditures according to established policies and procedures; evaluate the purchase of new equipment; forecast and plan for personnel, equipment, vehicles and project needs.

Game Warden III: Under general supervision, incumbents perform the duties outlined in the series concept at the journey level.

Game Warden II: Under supervision, incumbents continue to receive training in the more complex aspects of enforcement of wildlife and boating safety laws and regulations. In order to progress to the Game Warden III level, incumbents must meet the minimum qualifications and have the approval of the appointing authority.

Game Warden I: Under direct supervision, incumbents receive training in performing the duties outlined in the series concept. This is the trainee level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this class series have been identified as affecting public safety. Persons offered employment in this series must submit to a pre-employment screening for controlled substances.
- * Candidates must successfully pass a background investigation prior to being considered for appointment.

INFORMATIONAL NOTE:

- * [~~Applicants must meet Peace Officers Standards & Training (POST) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.~~]
- * *Candidates hired in this series must acquire Peace Officers Standards and Training (POST) certification in Nevada.*

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MINIMUM QUALIFICATIONS (cont'd)

GAME WARDEN IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in wildlife management, biology, *criminal justice* or closely related field and four years of professional experience in enforcing wildlife and/or boating safety laws; **OR** one year of experience as a Game Warden III 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: investigative procedures and case law applicable to interstate wildlife investigations, license fraud and boat accidents. **Ability to:** organize special enforcement operations; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: individual skills, talents and expertise of assigned personnel; State personnel policies and practices. **Ability to:** train, supervise and evaluate the performance of assigned staff; organize programs and allocate personnel, equipment and financial resources effectively; teach and demonstrate the proper use, care and maintenance of specialized equipment and tools; develop and implement work performance standards for assigned personnel.

GAME WARDEN III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in wildlife management, biology, *criminal justice* or closely related field and three years of professional experience in enforcing wildlife and/or boating safety laws; **OR** two years of experience as a Game Warden II 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: principles of wildlife management; animal anatomy and physiology; identification of wildlife injury, illness and disease; criminal justice, juvenile and district court procedures; investigative procedures and case law applicable to wildlife investigations, license fraud and boat accidents; laws of arrest, search and seizure, and evidence; legal procedures for filing criminal complaints and processing affidavits for arrest and search warrants; general forensic principles used in hair, meat, fluid and feather identification and preservation; first aid techniques required to assist individuals injured in accidents; privacy laws and Freedom of Information Act; civil and constitutional rights of individuals guaranteed by federal law and the Constitution; court decisions related to law enforcement activities; basic principles of ecology. **Ability to:** recognize and assess potentially threatening situations and respond appropriately; work effectively in adverse weather conditions, remote geographical areas and in all types of wilderness terrain; organize and prioritize work assignments to meet goals and objectives; read topographical maps; effectively restrain combative subjects to ensure the officer and subject(s) safety; handle, control and capture wild and dangerous animals such as badgers, coyotes, mountain lions, bears and poisonous reptiles; make oral presentations to public groups regarding wildlife populations and trends, Department of Wildlife regulations and policies, biological principles, and boating and hunter safety practices; provide effective testimony in court proceedings; analyze data and prepare recommendations regarding wildlife enforcement projects including justification for personnel, equipment, lodging and scheduling requirements; properly use firearms, pepper spray, baton, handcuffs, mace, and weaponless defense techniques; operate four-wheel drive vehicles, boats, sound meter, snowmobiles and airboats; use tranquilizer equipment and administer drugs; operate and make minor repairs to four-wheel drive vehicles and boats; read and interpret technical documents including legal briefs, opinions, appellate court decisions, writs and motions; maintain the integrity and confidentiality of criminal records; *and all knowledge, skills and abilities required at the lower levels.*

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GAME WARDEN I	32	D	1.767

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MINIMUM QUALIFICATIONS (cont'd)

GAME WARDEN III (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Game Warden IV.)

GAME WARDEN II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in wildlife management, biology, *criminal justice* or closely related field and one year of professional experience in enforcing wildlife, *criminal laws or [and] boating safety laws [regulations]*; investigating suspected violations of wildlife law, *criminal or boating safety laws*; receiving and responding to citizen complaints; *or [and]* presenting *related* wildlife information and programs to the public; **OR** one year of experience as a Game Warden 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: Nevada wildlife and fisheries resources, geography, access and public use patterns; State and department purchasing policies and procedures; regional and department policies and procedures; winter, desert and water survival techniques; hypothermia protection; applicable sections of the NRS, NAC, Wildlife Commission Regulations, State and federal wildlife laws, and County and City ordinances; special permit and license requirements. **General knowledge of:** criminal laws and Nevada law enforcement agencies. **Ability to:** work effectively and cooperatively with other resource agencies; operate a microcomputer including word processing, spreadsheet and database software; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Game Warden III.)

GAME WARDEN I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in wildlife management, biology, *criminal justice* or closely related field; **OR two years of [an equivalent combination of education and]** professional experience in enforcing *or [wildlife and boating safety regulations and]* investigating suspected violations of wildlife, *criminal or boating safety laws*; **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):

General knowledge of: principles of *criminal justice or* wildlife management; animal physiology and identification; characteristics which differentiate between species, sex and age. **Ability to:** gather, analyze and evaluate information to reach logical, rational conclusions; write clear and concise reports, business correspondence and recommendations; work cooperatively with others; read and understand policies and regulations; prioritize workload to meet deadlines.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Game Warden II.)

GAME WARDEN IV	39	D	1.765
GAME WARDEN III	37	D	1.766
GAME WARDEN II	35	D	1.768
GAME WARDEN I	32	D	1.767

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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>1.765</u>	<u>1.766</u>	<u>1.768</u>	<u>1.767</u>
ESTABLISHED:	7/1/87P 10/17/86PC	7/1/87P 10/17/86PC	7/1/97P 6/4/96PC	7/1/87P 10/17/86PC
REVISED:	8/6/87-3	8/6/87-3		8/6/87-3
REVISED:	11/15/91PC	11/15/91PC		11/15/91PC
REVISED:	7/1/97P 6/4/96PC	7/1/97P 6/4/96PC		7/1/97P 6/4/96PC
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC	3/29/01UC
REVISED:	7/1/05LG	7/1/05LG	7/1/05LG	7/1/05LG
REVISED:	12/23/05UC	12/23/05UC	12/23/05UC	12/23/05UC
REVISED:	5/31/07UC	5/31/07UC	5/31/07UC	5/31/07UC