

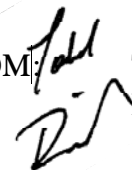


DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #22/07

June 4, 2007

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution
Employee Representatives
Media Representatives

FROM:  Todd C. Rich, Director
Department of Personnel

SUBJECT: NOTICE OF PUBLIC MEETING – PERSONNEL COMMISSION

Attached is the agenda for the June 15, 2007, meeting of the Personnel Commission. This meeting will begin at 9:00 a.m. in Carson City at the Blasdel Building, Room 100, 209 E. Musser Street, and via video conferencing in Las Vegas at the Grant Sawyer Building, Room 1400, 555 E. Washington Avenue.

Please visit our website for the full agenda at <http://dop.nv.gov/meetings-agendas.html>.

TR:sb

Attachment

TO: Personnel Commission
Claudette Enus, Chair
Jack Eastwick, Member
Katherine Fox, Member
David Read, Member
David Sánchez, Member

FROM: Todd C. Rich, Director
Department of Personnel

AGENDA: Personnel Commission Meeting
June 15, 2007

LOCATIONS: Carson City at the Blasdel Building, Room 100, 209 E. Musser Street, and via video conferencing to Las Vegas at the Grant Sawyer Building, Room 1400, 555 E. Washington Avenue

NOTE: Agenda items may be heard in a different order than listed, at the discretion of the Chair.

- I. Call To Order - 9:00 a.m.
- II. *Adoption of Agenda
- III. *Minutes of Previous Meeting
- IV. *Classes Subject to Pre-Employment Screening for Controlled Substances
Departments of Transportation & Corrections
(See recommendation for list of classes and positions)
- V. *Objection to Proposed Classification Action (NRS 284.160)
Safety Specialist series specification posted on January 29, 2007 (Posting #04-07)
- VI. Occupational Group Study Revised Class Specifications
Fiscal Management & Staff Services occupational group
 - 1. Business Management subgroup
Business Enterprise Officer series
 - 2. Public Information subgroup
Cultural Resource Technician
- VII. Uncontested Classification Action Report
Posting #04-07, #05-07, and #06-07

VIII. Special Reports

IX. Comments by the General Public

X. Select Date for Next Quarter Meeting

XI. *Adjournment

**Indicates agenda items scheduled to be voted on by the Personnel Commission.*

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0119.

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at (775) 684-0110 no less than five working days prior to the meeting.

NOTE: As video conferencing gives the Commission, staff and others flexibility to attend meetings in either northern or southern Nevada, handouts to the Commission on the day of the meeting might not be transmitted to the distant location.

TO:

Personnel Commission

FROM:

Todd C. Rich, Director
Department of Personnel

Refer: June 15, 2007, Agenda

Item: IV

Recommendation

NRS 284.4066 provides for the pre-employment testing for controlled substances of applicants for positions affecting public safety. This law requires the appointing authority to identify the specific positions that affect public safety, subject to the approval of the Personnel Commission.

The Departments of Transportation (NDOT) and Corrections (DOC) have requested the following positions be approved for pre-employment screening for controlled substances:

AGENCY	CLASS CODE	CLASS TITLE	BUDGET & POSITION CONTROL NUMBER
NDOT	6.209	Supervisor III, Associate Engineer	4660 - All positions beginning with number 930XXX; and 4660-017009 & 017046
	6.211	Supervisor II, Associate Engineer	4660 - All positions beginning with number 930XXX; and 4660-255001
	6.215	Supervisor I, Associate Engineer	4660 - All positions beginning with number 930XXX; and 4660-017021 & 017048
	6.224	Manager I, Professional Engineer	4660 - All positions beginning with number 930XXX
	6.229	Staff I, Associate Engineer	4660 - 080001, 080002, 080005, 080006, 080007 & 080010
	6.308	Engineering Technician IV	4660 - All positions beginning with number 930XXX; and 4660-255002
	6.313	Engineering Technician III	4660 - All positions beginning with number 930XXX; and 4660-017037, 017039, 017042, 017050, 017051, 017052 & 255003
	7.653	Public Service Intern II	4660 – All positions beginning with number 940XXX
DOC	10.124 10.126 10.132 10.143	Psychologist IV Psychologist III Psychologist II Psychologist I	All budgets and positions

AGENCY	CLASS CODE	CLASS TITLE	BUDGET & POSITION CONTROL NUMBER
DOC	10.139 10.141	Mental Health Counselor II Mental Health Counselor I	All budgets and positions
	10.151 10.144 10.150	Clinical Social Worker III Clinical Social Worker II Clinical Social Worker I	All budgets and positions
	10.179	Psychometrist	All budgets and positions
	10.369	Certified Nursing Assistant	All budgets and positions

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6/1/07

Drug Testing Rec 6-07.doc

PERSONNEL COMMISSION
JUNE 15, 2007 MEETING

ITEM V

**Objection to Public Posting
Safety Specialist Class Specification**

SUMMARY

On January 29, 2007, the Department of Personnel publicly proposed minor changes to the minimum qualifications for the Safety Specialist class series. The Department received nine letters from employees of the Division of Industrial Relations in the Department of Business & Industry who objected to the recommended revision.

BASIS FOR THE OBJECTION

The employees are concerned with the recruitment and retention of Safety Specialists and believe the proposed revision of the minimum qualifications should have included a review of the grade levels.

DEPARTMENT OF PERSONNEL'S RECOMMENDATION

Realignment of grade levels may occur only when a review of the class specifications reveals:

- A major division or department reorganization or restructuring has occurred which impacts the purpose and/or function of positions;
- Major programs were added or removed, or major changes occurred in the mission of the agency; or
- External changes occurred such as new licensing requirements or changes in federal laws or regulations which impact the scope of work performed and the knowledge, skills and abilities required to perform it.

The proposed changes to the Safety Specialist series did not meet any of the above criteria; therefore, the allocated grades were not re-evaluated.

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5/3/07

H:\Individual Studies\Safety Specialist Objection Summary 6-07PC.doc

TO:

Personnel Commission

FROM:

Todd C. Rich, Director
Department of Personnel

Refer: June 15, 2007, Agenda

Item: V

Recommendation

It is recommended that the changes to these class specifications be approved effective June 15, 2007, as follows:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
11.521	Safety Specialist III Options: A. Consultation B. Enforcement C. Training D. Boiler/Elevator Inspection E. Mine Safety and Health F. Railway Safety – Tracks G. Railway Safety – Motive Power H. Railway Safety – Hazardous Materials I. Railway Safety – Operating Practices	35 B	11.521	Safety Specialist III Options: A. Consultation B. Enforcement C. Training D. Boiler/Elevator Inspection E. Mine Safety and Health F. Railway Safety – Tracks G. Railway Safety – Motive Power H. Railway Safety – Hazardous Materials I. Railway Safety – Operating Practices	35 B
11.522	Safety Specialist II Options: A. Consultation B. Loss Control C. Enforcement D. Training E. Boiler/Elevator Inspection	32 B	11.522	Safety Specialist II Options: A. Consultation B. Loss Control C. Enforcement D. Training E. Boiler/Elevator Inspection	32 B
11.523	Safety Specialist I Options: A. Consultation B. Enforcement	30 B	11.523	Safety Specialist I Options: A. Consultation B. Enforcement	30 B

In order to clarify the minimum qualifications for the Safety Specialist III level, the Department of Personnel recommends some minor changes. Applicants who have an appropriate bachelor's degree for the Railway Safety – Hazardous Materials option may qualify if they also have two years of experience in federal hazardous materials regulation compliance. Each of the Railway Safety options may qualify with successful completion of the Federal Railroad Administration's apprentice training program in the respective specialty. The Public Utilities Commission supports these changes.

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5/3/07

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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>
SAFETY SPECIALIST III OPTIONS: A. Consultation B. Enforcement C. Training D. Boiler/Elevator Inspection E. Mine Safety and Health F. Railway Safety - Tracks G. Railway Safety - Motive Power H. Railway Safety - Hazardous Materials I. Railway Safety - Operating Practices	35	B	11.521
SAFETY SPECIALIST II OPTIONS: A. Consultation B. Loss Control C. Enforcement D. Training E. Boiler/Elevator Inspection	32	B	11.522
SAFETY SPECIALIST I OPTIONS: A. Consultation B. Enforcement	30	B	11.523

SERIES CONCEPT

~~[Through enforcement, consultation, and/or training activities,]~~ Safety Specialists promote recognized safety practices among businesses covered by State and federal safety and health laws and regulations. ~~[Positions in some options also include activities related to workplace health, including industrial hygiene sampling, identification of health hazards, application of laws and regulations pertaining to industrial hygiene, and instruction on a variety of industrial hygiene topics.]~~ ~~[All options in this series require]~~ Incumbents ~~[to]~~ identify or train others to identify safety and health hazards and violations, and recommend reasonable and feasible means of abatement; research specific technology and industry applications using technical references and consensus codes and standards; prepare written reports and/or training materials; make public presentations to promote knowledge of safety issues among the public and industry groups; and ~~[undertake professional development to]~~ maintain current knowledge of new technologies, standards, codes, rules and regulations.

Positions in some options perform ~~[these]~~ duties in specialized fields such as mine inspection, railway safety, or boiler and elevator safety. In contrast, positions assigned to the Consultation, Enforcement, and Training options perform ~~[their]~~ duties in the full range of general industry operations and construction sites. Responsibilities of positions in the generic options do not typically extend to the areas covered by the specialized options.

Most positions in this series are employed in agencies responsible for providing workplace safety and health enforcement, consultation, and/or training services to entities external to the State. However, the lower levels of the series may also be assigned to a State agency's internal workplace safety programs to conduct inspections and accident investigations, provide technical assistance, train employees, and/or develop and implement workplace safety programs and perform related duties as assigned.

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[OPTION A:] CONSULTATION: Incumbents conduct surveys of employer sites at the employer's request; conduct pre-inspection review of files and technical literature to identify potential hazards and recognized control and abatement procedures; ensure that appropriate technical and personal protective equipment is available for the visit. Convene opening conference with management to discuss the purpose of the visit, the employer's rights and responsibilities under the Nevada Occupational Safety and Health Act, the relationship of the State's Enforcement and Consultation programs, and the consultant's right to confer with employees during the survey. Review and evaluate employers' written workplace safety programs for regulatory compliance, specificity, comprehensiveness, and implementation effectiveness. In worksite inspection, review and analyze overall working and environmental conditions and work processes for compliance and for safety and health hazards. Sample common health hazards using routine industrial hygiene procedures. When identified hazards are imminently dangerous, take necessary steps to ensure employees are removed from danger. Conduct closing conferences with management, discussing the adequacy of the establishment's written workplace safety programs, safety and health hazards identified, standards not met, and the feasibility of engineering controls and abatement alternatives. *Issue* non-penalty citations ~~[may be issued]~~ *as appropriate*.

~~[Incumbents must]~~ Influence employers to take preventive or corrective actions toward the goal of a safe workplace in the absence of enforcement authority; assign abatement periods in which serious regulatory violations must be corrected; if serious hazards are not corrected, make referrals to the Enforcement section.

Make recommendations ~~[typically]~~ extending beyond regulatory compliance to consider state-of-the-art practices for safety program management, protection of the employer's investment, and enhanced operating effectiveness. ~~[Interventions are aimed at causing]~~ *Persuade* management to set up comprehensive systems that prevent hazards from occurring, and to value their safety management system equally with quality control and production systems. ~~[They must]~~ Communicate ~~[persuasively]~~ with managers to promote change which can include significant expenditures and shifts in management philosophy, organizational culture, and work processes. ~~[Their]~~ *Document* findings and recommendations ~~[are documented]~~ in comprehensive reports.

Provide informal on-site instruction and training on hazard recognition, regulatory requirements, inspection techniques, safety program management, and safe methods of performing operational procedures.

[OPTION B:] ENFORCEMENT: Incumbents make unannounced compliance inspections of employer sites covered by OSHA following similar procedures as described above for surveys performed under the Consultation option. When citing employers for violations, incumbents ~~[must]~~ identify a reasonable and feasible means of abatement. ~~[Differences between enforcement inspections and consulting surveys are that enforcement personnel must]~~ Obtain search warrants when necessitated by denial of entry; ~~[their]~~ *conduct* opening conferences ~~[must]~~ including employee representatives as well as management; ~~[they may]~~ use camera and video equipment for documentation *as appropriate*; ~~[they]~~ classify violations according to regulatory guidelines and assign corresponding penalties; and ~~[their]~~ *conduct* closing conferences with employer and employee representatives ~~[also]~~ covering proposed citations and monetary penalties, the employer's right to contest citations, and the requirement to post notice of citations. Although citations are generally issued for violations of OSHA standards, incumbents also cite hazards not covered by standards, using a general duty clause.

~~[In addition to these inspections, incumbents]~~ Investigate industrial accidents resulting in serious injuries or fatalities, and investigate complaints against covered employers; coordinate investigation activities with emergency services and law enforcement personnel, State and employer's attorneys, and families of injured and deceased employees; secure physical evidence for custodial retention; determine cause of accident and contributing factors; and cite employers for violations.

Participate in informal conferences with cited employers and/or their legal representatives to consider and resolve specific concerns and mitigating circumstances, proposed penalties, availability of financial relief, proposed abatement schedules and procedures, and formal contest procedures. When citations are contested through litigation, provide State attorneys with complete information necessary to defend the challenged enforcement

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actions and testify as a technical or expert witness. ~~[Some positions focus on]~~ Conduct complaint investigations of alleged discrimination against employees based on safety-related activities protected by law; interview complainant, witnesses, and company management; review relevant employer records; evaluate validity and merits of the complaint, adjudicative ability, and course of action to be recommended, considering relevant case law; negotiate withdrawal by complainant or settlement between the parties when appropriate.

Develop and maintain complete case files on each inspection and investigation.

[OPTION C:] TRAINING: Incumbents design, develop, and present formal training on a wide range of safety and health regulations, standards, safe work practices, hazard abatement strategies, risk management and other management practices related to workplace safety and health. Courses ranging from two to forty hours depending on scope and complexity may be presented at employers' worksites or at predetermined locations to reach multiple employers simultaneously; ~~[The goals are to]~~ instruct, assist, and motivate employers to achieve ongoing regulatory compliance; take additional proactive steps to provide a safe working environment for employees; and develop safety-related management systems and internal capabilities for providing training to their own employees.

~~[Incumbents]~~ Conduct research and apply quantitative and qualitative analytical techniques to assess areas in which training is needed, determine appropriate frequency and duration of training, and identify training participants' pre- and post-training competency levels; develop course goals, objectives, practical exercises, training scripts and supporting materials; and evaluate effectiveness of training programs. ~~[Courses]~~ Incorporate material from a variety of scientific disciplines including chemistry, physics, biology, physiology, toxicology, environmental science, and engineering ~~[- Course topics may include, but are not limited to:]~~ *applicable to* human factors engineering, biohazards, blood borne pathogens, fall protection, confined space entry, respiratory protection, noise testing and hearing conservation, toxic and hazardous substances, scaffolds/ladders, powered industrial equipment operation, accident investigation, control of hazardous energy, excavation, principles of ventilation, process safety management, ~~[and]~~ written workplace safety plans, *and other topics*.

[OPTION D:] BOILER/ELEVATOR INSPECTION: Incumbents may be responsible for performing inspections of either boiler or elevator equipment, or both.

~~[Incumbents]~~ Conduct inspections of boilers, pressure vessels, elevators, dumbwaiters, escalators, moving walks, personnel hoists and related equipment; provide technical assistance to a variety of professionals; and perform related investigations as needed. ~~[Both]~~ *Conduct* internal (shutdown) and external (operating) inspections of assigned equipment ~~[are conducted]~~ to ensure compliance with the regulations and adopted industry codes in effect at the time of the equipment's installation; conduct opening and closing conferences with company management as needed; exercise appropriate safety precautions when inspecting elevator car tops, machine rooms, and pits, and when working in close proximity to operating boilers and pressure vessels; evaluate whether appropriate preventive maintenance is being performed by company personnel; issue notices of violation with time period for abatement; recommend fines when violations are not corrected in specified time period; submit inspection reports which determine whether operating permits are issued, withheld, or revoked; and order changes to the authorized operating pressure of boilers when warranted by the condition of the boiler.

Investigate industrial accidents and employer/employee complaints concerning boilers, elevators, and related equipment which include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction; and may result in citations or permit suspensions; prepare investigation reports.

Provide technical assistance in response to inquiries from designers, constructors, architects, owners, users, service and repair organizations regarding the interpretation of code requirements, maintenance or operational problems with equipment.

[OPTION E:] MINE SAFETY AND HEALTH: Incumbents perform safety and health inspections pursuant to NRS 512.170, including metal and non-metal surface (open pit) and underground mines, mills, quarries and related

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related facilities; develop and present federally required mine health and safety training courses; conduct mine accident investigations; and provide technical assistance to mine operators in their efforts to comply with State and federal mine safety regulations.

Conduct safety and health inspections to determine compliance with State and federal regulations and adopted codes. Areas inspected include, but are not limited to, ground control, fire prevention and control, air quality, ventilation, explosives (storage, transportation, use, blasting, and related equipment), electrical safety, equipment guards, personal protection, materials storage and handling, safety programs, and personnel hoisting. Inspections include measuring noise, dusts, metal, and toxic materials using routine industrial hygiene sampling procedures. **Conduct** electrical ground resistivity tests ~~[are conducted]~~ to evaluate electrical safety and **conduct** mine ventilation surveys ~~[are conducted]~~ when internal combustion engines are in use underground. Conduct opening and closing conferences with mine operators and employee representatives; write reports substantiating findings; and maintain specialized equipment used in conducting inspections. ~~[Inspections may result in]~~ Issue ~~[of]~~ an order requiring abatement within a specified time period **and** if imminent danger is present, ~~[incumbents may]~~ issue an order prohibiting persons from entering an area, or prohibiting the use of equipment and machinery until ~~[an]~~ **the** imminent danger has been corrected.

Develop and provide federally required formal training to mine operators and workers in the recognition, avoidance, and prevention of accidents or unsafe/unhealthful working conditions in mines which include new miner, refresher, first aid, mine rescue for surface and underground responders, and instruct-the-instructor; investigate mine accidents and/or disaster potential such as mine fires, explosions, inundations by water or gas, entrapments, falls of ground, and accidents involving machinery and haulage equipment; physically inspect site and equipment involved, interview witnesses, determine cause and contributing factors to extent possible, prepare a report of findings, and recommend procedures to prevent recurrence; may issue notices of violation and closure orders ~~[may be issued]~~ as a result of an investigation; testify at federal penalty hearings and civil court proceedings regarding their knowledge of conditions at mine sites and accidents.

Provide technical assistance to promote and improve mine health and safety conditions in the areas of tunneling, explosive safety, pressure vessels, and equipment operations as requested.

[OPTIONS F, G, H AND I:] RAILWAY SAFETY - TRACKS, MOTIVE POWER, HAZARDOUS MATERIALS, AND OPERATING PRACTICES: Incumbents conduct inspections and investigations, and enforce State and federal safety regulations related to railroad motive power and rail car equipment, railway track structures, camp car protection and sanitation, bridge worker safety, handling of hazardous materials, or operational conditions of equipment; and review and advise on applications from railroads regarding track abandonment, agency closure, changes in grade crossings, and hazardous material storage, handling and transportation.

Make regular inspections of railway structures, equipment, procedures, documentation, facilities, and/or containers as assigned; investigate complaints regarding possible violations of federal or State regulations regarding railroad activities; interview persons with information about alleged violations; audit railroad company records and conduct surveillance operations to observe compliance with regulations; issue notices of defect, violation, or emergency orders depending of severity of violation and safety implications; prepare reports on inspections and investigations; and refer serious violations to Federal Railroad Administration.

Review applications filed for safety and compliance with relevant laws; investigate facts surrounding the applications; coordinate with other agencies that share jurisdiction or interest in the application; recommend staff position; provide testimony before governing body and in court to support the government's case as requested.

Conduct initial investigations of railway accidents **and** prepare reports encompassing all facts pertaining to the case. ~~[If first responder to an accident scene,]~~ Ensure public safety **at the accident scene** until relieved by appropriate emergency response personnel.

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Participate in public relations activities to educate the public regarding safety practices in relation to railroad operations.

CLASS CONCEPTS

Safety Specialist III: Under general supervision, incumbents perform the full range of duties outlined in the series concept for the assigned option. Incumbents regularly receive complex assignments requiring a broad knowledge of a variety of industries, or specialized expertise in a particular industry or process. Incumbents orient and train new Safety Specialists, may serve in a lead capacity on functional or team assignments, and may be assigned to focus on special projects. This is the journey level in the series.

For positions in enforcement, consultation, or training, this level is to be used only when activities are part of a regulatory program directed toward external entities, as distinguished from positions that focus on internal workplace safety programs of the employing State agency.

Safety Specialist II: Depending on the option to which assigned, as described below, this class may be used as an entry, continuing trainee, or permanently assigned level. At the entry or continuing trainee levels, progression to the journey level is not automatic and is based on the incumbent's assigned duties, meeting the minimum qualifications, satisfactory performance, and the recommendation of the appointing authority.

Option A: Consultation: This is a continuing training level for positions whose activities are part of a regulatory program directed toward external entities. Incumbents are assigned all or most of the *consultation* duties described in the series concept.

Option B: Loss Control: On a permanently assigned basis, this option may ~~also~~ be used as a safety inspector, consultant, or trainer in a State agency's internal workplace safety and health or loss control program. Incumbents develop and present training programs and seminars for management and employees on a variety of loss control and safety topics. Management training topics include, but are not limited to, controlling workers' compensation costs, claims management, written safety programs, safety committees, hazard identification, and the supervisor's role in safety and accident investigation. Employee training topics include, but are not limited to, worksite ergonomics, video display terminal health and safety issues, driver improvement, electrical safety, fire prevention, hand and power tool safety, machine guarding, safe welding, forklift operation, body mechanics, personal protective equipment, and slip and fall prevention.

Option C: Enforcement: This is a continuing training level for positions whose activities are part of a regulatory program directed toward external entities. Incumbents are assigned all or most of the *enforcement* duties described in the series concept.

Option D: Training: This is the entry level ~~[of the series]~~ *for this option*. Incumbents work under supervision and receive ~~[training]~~ *guidance* in performing some or all of the *training* duties ~~[outlined]~~ *described* in the series concept.

Options E: Boiler/Elevator Inspection: This is the entry level ~~[of the series]~~ *for this option*. Incumbents work under supervision and receive training in performing some or all of the *inspection* duties ~~[outlined]~~ *described* in the series concept.

Safety Specialist I: Under close supervision, incumbents receive training in performing some or all of the duties described in the series concept. Progression to the next level is based on the incumbent's meeting the minimum qualifications, satisfactory performance, and the recommendation of the appointing authority.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in those positions must submit to a pre-employment screening for controlled substances.

In addition, Safety Specialist III, Option D: Boiler/Elevator Inspection requires:

- * If the position requires inspection of boilers, commission as a National Board of Boiler and Pressure Vessel Inspector is required at the time of appointment and as a condition of continuing employment.
- * If the position requires inspection of elevators, certification as a Qualified Elevator Inspector is required at the time of appointment and as a condition of continuing employment.

In addition, Safety Specialist III, Option E: Mine Safety And Health requires:

- * A thorough medical examination is required at the time of appointment and annually as a condition of continuing employment.

INFORMATIONAL NOTES:

Safety Specialist III, Option D: Boiler/Elevator Inspection:

- * Incumbents may be hired to inspect boilers and/or elevators.
- * If the position requires inspection of boilers, incumbents must obtain and maintain a State of Nevada Boiler Inspector's Certificate of Competency within six months of appointment and as a condition of continuing employment.
- * If the position requires inspection of elevators, incumbents must obtain and maintain a State of Nevada Elevator Inspector's Certificate of Competency within six months of appointment and as a condition of continuing employment.

Safety Specialist III, Option F: Railway Safety – Tracks:

- * Incumbents must obtain and maintain Federal Railroad Administration certification as a track safety inspector within one year of appointment and as a condition of continuing employment.

Safety Specialist III, Option G: Railway Safety – Motive Power:

- * Incumbents must obtain and maintain Federal Railroad Administration certification as a motive power and equipment inspector within one year of appointment and as a condition of continuing employment.

Safety Specialist III, Option H: Railway Safety – Hazardous Materials:

- * Incumbents must obtain and maintain Federal Railroad Administration certification as a hazardous materials inspector within one year of appointment and as a condition of continuing employment.

Safety Specialist III, Option I: Railway Safety – Operating Practices:

- * Incumbents must obtain and maintain Federal Railroad Administration certification as an operating practices inspector within one year of appointment and as a condition of continuing employment.

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Safety Specialist II, Option E: Boiler/Elevator Inspection:

- * If the position requires inspection of boilers, incumbents must obtain and maintain a State of Nevada Boiler Inspector's Certificate of Competency within six months of appointment and commission as a National Board of Boiler and Pressure Vessel Inspector within twelve months of appointment and as a condition of continuing employment.
- * If the position requires inspection of elevators, incumbents must obtain and maintain a State of Nevada Elevator Inspector's Certificate of Competency within six months of appointment and certification as a Qualified Elevator Inspector within twelve months of appointment and as a condition of continuing employment.

SAFETY SPECIALIST III

OPTION A: CONSULTATION

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in occupational safety and health, safety engineering, or the equivalent and two years of experience as a safety officer or the equivalent which included primary responsibility in four of the following areas for both construction and general industry: hazard identification, hazard evaluation in relation to existing standards, hazard control design, hazard controls verification, safety/health program design, and safety/health program evaluation; **OR** Bachelor's degree in environmental, biological or physical sciences, public health, or engineering, and four years of experience as described above; **OR** graduation from high school or equivalent **education** and six years of experience as described above; **OR** certification as a Certified Safety Professional (CSP), Associate in Risk Management (ARM), or Certified Safety and Health Manager (CSHM); **OR** one year **of experience** as a Safety Specialist II in Nevada State service [~~may be limited to option being recruited~~] **in a relevant option**; **OR** an equivalent combination of education and experience. (See *Special Requirements*)

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

Working knowledge of: practical means to abate a broad range of known workplace hazards. **Ability to:** motivate employers to take proactive steps to achieve workplace safety; independently conduct comprehensive surveys or compliance inspections in all industry classifications; direct the work of others on team assignments and train new employees; *and all knowledge, skills, and abilities required in this option at the lower levels.*

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

Ability to: independently conduct comprehensive surveys or compliance inspections in complex worksites involving multiple disciplines and state-of-the-art processes; originate feasible means of abatement in unique situations.

OPTION B: ENFORCEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in occupational safety and health, safety engineering, or the equivalent and two years of experience as a safety officer or the equivalent which included primary responsibility in four of the following areas for both construction and general industry: hazard identification, hazard evaluation in relation to existing standards, hazard control design, hazard controls verification, safety/health program design, and safety/health program evaluation; **OR** Bachelor's degree in environmental, biological or physical sciences, public health, or engineering, and four years of experience as described above; **OR** graduation from high school or equivalent **education** and six years of experience as described above; **OR** certification as a Certified Safety Professional (CSP), Associate in Risk Management (ARM), or Certified Safety and Health Manager (CSHM); **OR** one year **of experience** as a Safety Specialist II in Nevada State service [~~may be limited to option being recruited~~] **in a relevant option**; **OR** an equivalent combination of education and experience. (See *Special Requirements*)

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

Working knowledge of: practical means to abate a broad range of known workplace hazards. **Ability to:**

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motivate employers to take proactive steps to achieve workplace safety; independently conduct comprehensive surveys or compliance inspections in all industry classifications; direct the work of others on team assignments and train new employees; *and all knowledge, skills, and abilities required in this option at the lower levels.*

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

Ability to: investigate complex accidents to determine cause and contributing factors; independently conduct comprehensive surveys or compliance inspections in complex worksites involving multiple disciplines and state-of-the-art processes; originate feasible means of abatement in unique situations.

OPTION C: TRAINING

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, occupational safety and health, or the equivalent and two years of adult education experience including curriculum development and course presentation on occupational safety and health-related topics; **OR** Bachelor's degree from an accredited college or university in environmental, biological or physical sciences, hazardous materials, engineering, public health or a related field and four years of experience as described above; **OR** certification as an Associate in Risk Management (ARM), Certified Safety and Health Manager (CSHM), or [as-a] Certified Safety Professional (CSP); **OR** one year *of experience* as a Safety Specialist II in the Training option in Nevada State service; **OR** an equivalent combination of education, certifications, and experience. (*See Special Requirements*)

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

Working knowledge of: practical means to abate a broad range of known workplace hazards. **Ability to:** motivate employers to take proactive steps to achieve workplace safety; develop and present professional-quality training programs on a wide range of technical workplace safety and health topics for the business community; *and all knowledge, skills, and abilities required in this option at the lower level.*

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

Ability to: conduct effective training on the most complex workplace safety and health topics.

OPTION D: BOILER/ELEVATOR INSPECTION

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of experience in high pressure boiler and pressure vessel design, construction, repair, or operation of high-pressure boilers and pressure vessels and/or the construction, installation, repair, adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment. Two years of this experience must have involved the inspection of a variety of elevators and/or high pressure boiler and pressure vessel equipment; **OR** Associate's degree in one of the mechanical technologies from an accredited college and three years of experience as described above; **OR** Bachelor's degree from an accredited college or university in engineering or closely related curriculum and two years of experience as described above. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: the operation of electrical and mechanical controls. **Ability to:** make oral presentations to groups; *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: Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, and National Electrical Code as related to boilers, elevators, and related equipment; and/or the operation of electrical and mechanical controls. **Ability to:** research code applications for nonstandard designs.

OPTION E: MINE SAFETY AND HEALTH

EDUCATION AND EXPERIENCE: Seven years of technical, operational, or management experience in mines, mills, beneficiation plants, or smelters. (*See Special Requirements*)

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SAFETY SPECIALIST II	32	B	11.522
SAFETY SPECIALIST I	30	B	11.523
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ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Detailed knowledge of: metal and non-metal surface and underground mining processes, equipment, machinery, and the associated workplace safety issues. **Ability to:** establish and maintain effective working relationships with the regulated industry; communicate effectively orally and in writing; make oral presentations; write accurate, logical, and grammatically correct technical reports; physically conduct mine inspections which involve extended periods of walking over uneven, steep, or sloping terrain, and climbing [of] ladders, stairways, and escape ways; work underground in confined spaces *and* wet, dusty, and poorly illuminated environments.

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

Working knowledge of: the provisions of NRS 512; industrial hygiene survey techniques as related to mining operations; principles of accident investigation; hearing and court procedures; State health and safety standards and regulations; State inspection procedures; applicable federal health and safety standards. **Ability to:** consult with mine operators, workers and representatives to promote optimally safe mining practices; prepare and present formal training courses; use velometers, barometers, mine safety lamps, multiple gas detectors, dust samplers, mercury vapor monitors, sling psychometers, galvon meters, electrical earth ground testers, anemometers, sound level meters, fit test respirators, Brunton compasses, Drager universal testers, self-contained breathing apparatus, first aid resuscitation equipment, basic hand tools, and audiovisual equipment.

OPTION F: RAILWAY SAFETY - TRACKS

EDUCATION AND EXPERIENCE: Four years of recent experience in railroad track construction or maintenance; **OR** Bachelor's degree from an accredited college or university in engineering or a related technical specialization and two years of experience as described above; **OR** successful completion of the Federal Railroad Administration's apprentice training program in Track Safety. (*See Special Requirements and Informational Notes*)

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

Detailed knowledge of: track nomenclature, inspection techniques, maintenance methods, and equipment. **Working knowledge of:** railroad rules, practices, record systems, and terminology common to operating and maintenance functions; the scope and major requirements of federal railroad safety laws and regulations; State and federal laws and regulations associated with railroad track safety; operating practices and vehicle/track interaction sufficient to understand the safety significance of deviations and combinations of deviations; remedial action required to bring defective track into compliance with relevant standards. **General knowledge of:** rail transportation functions; the organization of railroad, shipper, and manufacturer companies; and standard industry rules for personal safety. **Ability to:** read and comprehend written materials such as training and enforcement manuals, regulations, operating and safety rules of the railroad, and similar materials; associate relevant statutes or regulations with observed violation; compose narrative reports of investigative findings that are clear, complete, and grammatically acceptable; record data on standard report forms with a high degree of accuracy; communicate orally; communicate and interpret statutes, rules and regulations to the regulated industry and the public; interact in a professional manner with railroad companies, coworkers, and the general public; maintain equanimity in the face of resistance or hostility; investigate and resolve complaints; read and understand engineering plans related to grade crossings; independently conduct inspections of railroad track structures in order to determine compliance with relevant State and federal laws; physically observe and inspect railroad track maintenance practices, safety and sanitation factors relevant to camp cars, and bridge worker safety factors to evaluate compliance with applicable standards; use railroad track test equipment and associated tools.

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

Working knowledge of: State and federal laws, rules, regulations, and practices relevant to assigned duties; investigative techniques and report writing. **Ability to:** establish and maintain cooperative working relationships with regulated industry personnel so as to encourage voluntary compliance with relevant State and federal requirements; respond to emergency incidents as required; determine when and how to conduct surveillance operations to gain information related to industry compliance.

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OPTION G: RAILWAY SAFETY - MOTIVE POWER

EDUCATION AND EXPERIENCE: Four years of recent experience in the construction or maintenance of railroad rolling equipment; **OR** Bachelor's degree from an accredited college or university in engineering or a related technical specialization and two years of the experience as described above; **OR** successful completion of the Federal Railroad Administration's apprentice training program in Motive Power and Equipment. (*See Special Requirements and Informational Notes*)

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

Detailed knowledge of: construction, testing, inspection, and repair of railroad freight and passenger cars, locomotives, and air brakes. **Working knowledge of:** railroad rules, practices, record systems, and terminology common to operating and maintenance functions; the scope and major requirements of federal railroad safety laws and regulations; State and federal laws associated with railroad motive power and equipment safety; procedures associated with the operation of freight and passenger cars, locomotives and air brakes sufficient to understand the safety significance of deviations and combinations of deviations; remedial action needed to bring defective freight and passenger cars, locomotives, and air brakes into compliance with applicable standards. **General knowledge of:** rail transportation functions; the organization of railroad, shipper, and manufacturer companies; and standard industry rules for personal safety. **Ability to:** read and comprehend written materials such as training and enforcement manuals, regulations, operating and safety rules of the railroad, and similar materials; associate relevant statutes or regulations with observed violation; compose narrative reports of investigative findings that are clear, complete, and grammatically acceptable; record data on standard report forms with a high degree of accuracy; communicate orally; communicate and interpret statutes, rules and regulations to the regulated industry and the public; interact in a professional manner with railroad companies, coworkers, and the general public; maintain equanimity in the face of resistance or hostility; investigate and resolve complaints; independently conduct inspections of railroad motive power and equipment in order to determine compliance with relevant State and federal laws; understand and detect deviations from railroad equipment maintenance standards accepted in the industry and required by regulation; use relevant tools to physically inspect railroad motive power and equipment maintenance and operation.

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

Working knowledge of: State and federal laws, rules, regulations, and practices relevant to assigned duties; investigative techniques and report writing. **Ability to:** establish and maintain cooperative working relationships with regulated industry personnel so as to encourage voluntary compliance with relevant State and federal requirements; respond to emergency incidents as required; determine when and how to conduct surveillance operations to gain information related to industry compliance.

OPTION H: RAILWAY SAFETY - HAZARDOUS MATERIALS

EDUCATION AND EXPERIENCE: Two years of recent experience in developing, administering, or performing managerial functions related to compliance with federal hazardous materials regulations; **OR** four years of recent experience in performing functions related to compliance with federal hazardous materials regulations; **OR** Bachelor's degree from an accredited college or university in environmental, biological, physical sciences, engineering, or closely related field *and two years of recent experience in performing functions related to compliance with federal hazardous materials regulations*; **OR** successful completion of the *Federal Railroad Administration's* apprentice training program *in Hazardous Materials* [as prescribed by the Associate Administrator for Safety]. (*See Special Requirements and Informational Notes*)

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

Detailed knowledge of: transportation and operating procedures employed in the railroad, shipping, or manufacturing industries associated with the transportation of hazardous materials. **Working knowledge of:** railroad rules, practices, record systems, and terminology common to operating and maintenance functions; the scope and major requirements of federal railroad safety laws and regulations; physical and chemical properties and chemical hazards associated with hazardous materials that are transported by railroad; proper remedial actions required to bring railroad, shipper, and/or manufacturing facilities into compliance with the federal

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federal regulations; proper remedial actions required when a hazardous materials transportation accident or incident occurs. **General knowledge of:** rail transportation functions; the organization of railroad, shipper, and manufacturer companies; and standard industry rules for personal safety. **Ability to:** read and comprehend written materials such as training and enforcement manuals, regulations, operating and safety rules of the railroad, and similar materials; associate relevant statutes or regulations with observed violation; compose narrative reports of investigative findings that are clear, complete, and grammatically acceptable; record data on standard report forms with a high degree of accuracy; communicate orally; communicate and interpret statutes, rules and regulations to the regulated industry and the public; interact in a professional manner with railroad companies, coworkers, and the general public; maintain equanimity in the face of resistance or hostility; investigate and resolve complaints; understand and detect deviations from the Department of Transportation's Hazardous Materials Regulations including federal requirements and industry standards for the manufacturing of bulk packaging used in the transportation of hazardous materials by railroad; conduct independent inspections to determine compliance with all pertinent sections of the federal hazardous materials regulations, make reports of those inspections and findings, and recommend the institution of enforcement actions when appropriate to promote compliance.

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

Working knowledge of: State and federal laws, rules, regulations, and practices relevant to assigned duties; investigative techniques and report writing. **Ability to:** establish and maintain cooperative working relationships with regulated industry personnel so as to encourage voluntary compliance with relevant State and federal requirements; respond to emergency incidents as required; determine when and how to conduct surveillance operations to gain information related to industry compliance.

OPTION I: RAILWAY SAFETY - OPERATING PRACTICES

EDUCATION AND EXPERIENCE: Four years of recent experience in developing or administering railroad operating rules; **OR** successful completion of the *Federal Railroad Administration's* apprentice training program *in Operating Practices*. (See *Special Requirements and Informational Notes*)

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

Detailed knowledge of: railroad operating rules and practices, duties of railroad employees, and general railroad nomenclature. **Working knowledge of:** railroad rules, practices, record systems, and terminology common to operating and maintenance functions; the scope and major requirements of federal railroad safety laws and regulations; the requirements of the federal operating practices regulations including the remedial action required to bring railroad operations into compliance with regulations; operating practices and rules sufficient to understand the safety significance of deviations. **General knowledge of:** rail transportation functions; the organization of railroad, shipper, and manufacturer companies; and standard industry rules for personal safety. **Ability to:** read and comprehend written materials such as training and enforcement manuals, regulations, operating and safety rules of the railroad, and similar materials; associate relevant statutes or regulations with observed violation; compose narrative reports of investigative findings that are clear, complete, and grammatically acceptable; record data on standard report forms with a high degree of accuracy; communicate orally; communicate and interpret statutes, rules and regulations to the regulated industry and the public; interact in a professional manner with railroad companies, coworkers, and the general public; maintain equanimity in the face of resistance or hostility; investigate and resolve complaints; conduct independent inspections; make reports of inspections; recommend the institution of enforcement actions; and understand and detect deviations from railroad operating rules accepted in the industry.

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

Working knowledge of: State and federal laws, rules, regulations, and practices relevant to assigned duties; investigative techniques and report writing. **Ability to:** establish and maintain cooperative working relationships with regulated industry personnel so as to encourage voluntary compliance with relevant State and federal requirements; respond to emergency incidents as required; determine when and how to conduct surveillance operations to gain information related to industry compliance.

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SAFETY SPECIALIST II

OPTION A: CONSULTATION

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in occupational safety and health, safety engineering, or the equivalent and one year of experience as a safety officer or the equivalent, with assigned duties in at least three of the following areas: hazard identification, hazard evaluation in relation to existing standards, hazard control design, hazard controls verification, safety/health program design, and safety/health program evaluation; **OR** Bachelor's degree in environmental, biological or physical sciences, public health, or engineering and two years of experience as described above; **OR** graduation from high school or [the] equivalent *education* and four years of experience as described above; **OR** certification as an Associate in Loss Control Management, Associate Safety Professional, Occupational Safety and Health Technologist, or Associate Safety and Health Manager and two years of experience as described above; **OR** municipal, State, or national instructor certification in safety and health, hazardous materials, environmental sciences, fire science, or [a] related field and two years of experience as described above; **OR** one year *of experience* as a Safety Specialist I in Nevada State service [~~may be limited to option being recruited~~] *in a relevant option*; **OR** an equivalent combination of education and experience. (See *Special Requirements*)

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

General knowledge of: principles and practices of industrial hygiene. **Ability to:** independently conduct comprehensive surveys or compliance inspections in construction or general industry; identify workplace health hazards of sufficient complexity to require referral to an Industrial Hygienist; communicate effectively and persuasively with managers regarding survey findings and recommendations for improvement; *and all knowledge, skills, and abilities required at the lower level.*

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

General knowledge of: fundamentals of engineering. **Ability to:** maintain updated knowledge of changing standards, codes, and regulations; properly document case files; make effective oral presentations to defend findings and recommendations; operate and calibrate safety and health field equipment; understand and communicate the rationale behind a wide variety of safety and health standards; analyze management and workplace safety systems to identify the system breakdown which has allowed a hazard to occur.

OPTION B: LOSS CONTROL

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in occupational safety and health, safety engineering, or the equivalent and one year of experience as a safety officer or the equivalent, with assigned duties in at least three of the following areas: hazard identification, hazard evaluation in relation to existing standards, hazard control design, hazard controls verification, safety/health program design, and safety/health program evaluation; **OR** Bachelor's degree in environmental, biological or physical sciences, public health, or engineering, and two years of experience as described above; **OR** graduation from high school or [the] equivalent *education* and four years of experience as described above; **OR** certification as an Associate in Loss Control Management, Associate Safety Professional, Occupational Safety and Health Technologist, or Associate Safety and Health Manager, and two years of experience as described above; **OR** municipal, State, or national instructor certification in safety and health, hazardous materials, environmental sciences, fire science, or [a] related field and two years of experience as described above; **OR** one year *of experience* as a Safety Specialist I in Nevada State service [~~may be limited to option being recruited~~] *in a relevant option*; **OR** an equivalent combination of education and experience. (See *Special Requirements*)

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

General knowledge of: principles and practices of industrial hygiene. **Ability to:** independently conduct comprehensive surveys or compliance inspections in construction or general industry; identify workplace health hazards of sufficient complexity to require referral to an Industrial Hygienist; communicate effectively and persuasively with managers regarding survey findings and recommendations for improvement.

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

General knowledge of: fundamentals of engineering. **Ability to:** maintain updated knowledge of changing standards, codes, and regulations; properly document case files; make effective oral presentations to defend findings and recommendations; operate and calibrate safety and health field equipment; understand and communicate the rationale behind a wide variety of safety and health standards; analyze management and workplace safety systems to identify the system breakdown which has allowed a hazard to occur.

OPTION C: ENFORCEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in occupational safety and health, safety engineering, or the equivalent and one year of experience as a safety officer or the equivalent, with assigned duties in at least three of the following areas: hazard identification, hazard evaluation in relation to existing standards, hazard control design, hazard controls verification, safety/health program design, and safety/health program evaluation; **OR** Bachelor's degree in environmental, biological or physical sciences, public health, or engineering, and two years of experience as described above; **OR** graduation from high school or [the] equivalent *education* and four years of experience as described above; **OR** certification as an Associate in Loss Control Management, Associate Safety Professional, Occupational Safety and Health Technologist, or Associate Safety and Health Manager and two years of experience as described above; **OR** municipal, State, or national instructor certification in safety and health, hazardous materials, environmental sciences, fire science, or a related field and two years of experience as described above; **OR** one year *of experience* as a Safety Specialist I in Nevada State service [~~may be limited to option being recruited~~] *in a relevant option*; **OR** an equivalent combination of education and experience. (See *Special Requirements*)

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

General knowledge of: principles and practices of industrial hygiene. **Ability to:** independently conduct comprehensive surveys or compliance inspections in construction or general industry; identify workplace health hazards of sufficient complexity to require referral to an Industrial Hygienist; *and all knowledge, skills, and abilities required at the lower level.*

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

General knowledge of: fundamentals of engineering. **Ability to:** maintain updated knowledge of changing standards, codes, and regulations; properly document case files; make effective oral presentations to defend findings and recommendations; operate and calibrate safety and health field equipment; defend findings under the scrutiny of administrative appeals and legal proceedings; determine cause and contributing factors in workplace accidents.

OPTION D: TRAINING

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, occupational safety and health, or [a] closely related field and one year of experience in adult education, including course presentation on occupational safety and health-related topics; **OR** Associate's degree in applied science from an accredited school in science, occupational safety and health, or a closely related field and three years of experience as described above; **OR** certification as an Associate in Loss Control Management, an Associate Safety Professional, an Occupational Safety and Health Technologist, or an Associate Safety and Health Manager and two years of experience as described above; **OR** municipal, State, or national instructor certification in safety and health, hazardous materials, environmental sciences, fire science, or [a] related field and two years of experience as described above; **OR** an equivalent combination of education, certifications, and experience. (See *Special Requirements*)

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

Working knowledge of: principles and practices of industrial hygiene; principles of adult education. **Ability to:** develop and present professional quality training programs on technical workplace safety for the business community; make oral presentations; operate audiovisual equipment.

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

General knowledge of: fundamentals of engineering. **Ability to:** maintain updated knowledge of changing standards, codes, and regulations; properly document case files; make effective oral presentations to defend findings and recommendations; operate and calibrate safety and health field equipment; understand and communicate the rationale behind a wide variety of safety and health standards; analyze management and workplace safety systems to identify the system breakdown which has allowed a hazard to occur.

OPTION E: BOILER/ELEVATOR INSPECTION

EDUCATION AND EXPERIENCE: graduation from high school or equivalent and three years of full-time experience in high-pressure boiler and pressure vessel design, construction, repair, inspection, or operation of high-pressure boilers and pressure vessels and/or the construction, installation, repair, adjustment and inspection of elevators, escalators, moving walks, lifts, hoists, amusement rides or similar equipment; **OR** Associate's degree in one of the mechanical technologies from an accredited college and two years of experience as described above; **OR** Bachelor's degree from an accredited college or university in engineering or [a] closely related curriculum and one year of experience as described above. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: AC/DC and solid state circuitry; principles of thermodynamics; basic mechanics; the design, construction, operation, maintenance, and repair of boilers, pressure vessels, elevators and related equipment; safety precautions necessary around operating high pressure steam boilers and elevators; the practical application of fractions, percentages, rates and proportions, algebra, and geometry to compare design specifications to code; principles governing hydraulic systems; basic mechanics. **General knowledge of:** welding procedures. **Ability to:** physically inspect boilers and elevator cars, machine rooms and pits in a safe manner; establish and maintain cooperative working relationships; communicate effectively with persons contacted while conducting inspections.

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

Working knowledge of: safety codes for elevators, escalators, moving walks and related equipment by the American Society of Mechanical Engineers (ASME) and American National Standards Institute (ANSI), and National Board Boiler and Pressure Vessel Codes; the design, construction, operation, maintenance and repair of elevators and escalators; hydraulic systems; non-destructive testing evaluation techniques such as ultrasonic, radiographic, liquid penetrant, and magnetic partial eddy current; electrical and mechanical controls; safety precautions necessary around elevator cars, machine rooms and pits. **Ability to:** read and interpret mechanical and electrical codes, standards, drawings and specifications related to the installation and operation of boilers, pressure vessels, elevators, and escalators; inspect boilers, elevators and related equipment to detect deviations from prescribed standards; use hand tools such as pressure gauges, tachometers, volt and light meters; perform standard mathematical calculations; write clear and concise reports; maintain equanimity in the face of resistance or hostility; make oral presentations at conferences with management; physically inspect elevator cars, machine rooms, and pits in a safe manner.

SAFETY SPECIALIST I

OPTIONS A AND B: CONSULTATION AND ENFORCEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in safety and health, engineering, chemistry, biological or physical sciences, fire science, or business administration; **OR** Associate's degree in safety or [a] closely related field and two years of experience in the building trades, industrial operations, or occupational safety and health enforcement or consultation in which safety hazard recognition and correction was a specific duty; **OR** graduation from high school or equivalent *education* and three years of experience as described above; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

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

General knowledge of: current workplace safety issues; standard mechanical and scientific terminology,

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SAFETY SPECIALIST I	30	B	11.523
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measures, and concepts as relevant to workplace safety; the practical application of statistical data and mathematics through algebra. **Ability to:** research and understand applied technical information from a variety of scientific and mechanical disciplines; write organized, grammatically correct reports and correspondence; communicate effectively; establish and maintain cooperative working relationships; maintain composure in the face of resistance, indifference, and hostility; analyze operations problems and business practices, identify relevant factors and relationships, recognize alternatives and their implications, and formulate logical, objective conclusions; physically conduct inspections requiring prolonged standing, walking, climbing, bending and twisting, stooping, and/or reaching.

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

Working knowledge of: major references, codes and standards used in occupational safety and health, including federal OSHA, Nevada OSHEs, and adopted codes for general industry and construction; use and limitations of safety and health environmental monitoring equipment. **Ability to:** identify workplace hazards and violations of accepted standards; propose reasonable means of correcting workplace hazards; operate various safety and health field equipment; conduct fact-finding interviews with employers and employees; read and understand engineering drawings, plans, and specifications; work collaboratively with employers to exchange information and develop reasonable correction strategies for workplace hazards; set priorities which accurately reflect the relative importance of job responsibilities. [~~and all knowledge, skills, and abilities required of the specific option.~~]

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>11.521</u>	<u>11.522</u>	<u>11.523</u>
ESTABLISHED:	7/1/97P	7/1/97P	7/1/97P
	9/19/96PC	9/19/96PC	9/19/96PC
REVISED:	12/24/97UC	12/24/97UC	12/24/97UC
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC
REVISED:	12/8/03UC	12/8/03UC	12/8/03UC
REVISED:	4/4/06UC	4/4/06UC	4/4/06UC
REVISED:	6/15/07PC	6/15/07PC	6/15/07PC

TO: Personnel Commission

FROM: Todd C. Rich, Director
Department of Personnel

Refer: June 15, 2007, Agenda
Item: VI

Recommendation

The Department of Personnel has partially completed an occupational review of the Fiscal Management & Staff Services occupational group. The following class specifications reflect revisions of the duty statements, knowledge, skills and abilities, concepts and minimum qualifications.

It is recommended that the changes to these class specifications be approved effective June 15, 2007, as follows:

1. Subgroup: Business Management
Business Enterprise Officer series
2. Subgroup: Public Information
Cultural Resource Technician

FISCAL MANAGEMENT & STAFF SERVICES
Occupational Group Study From-To Chart
Effective June 15, 2007

CURRENT				PROPOSED			
CODE	TITLE	GRADE/EEO-4		CODE	TITLE	GRADE/EEO-4	
7.219	Business Enterprise Officer II	36	A	7.219	Business Enterprise Officer II	36	B
7.220	Business Enterprise Officer I	32	B	7.220	Business Enterprise Officer I	32	B
7.860	Cultural/Natural Resource Technician	29	C	7.860	Cultural Resource Technician	29	C

Basis for recommendation

1. Subgroup: Business Management ***Business Enterprise Officer series***

The Department of Personnel recommends minor changes to the Business Enterprise Officer series. Subject matter experts from the Department of Employment, Training and Rehabilitation suggested small changes in the series concept to clarify the fact that their clients are independent business owners.

7.219 - Business Enterprise Officer II, Grade 36 – Under limited supervision, the incumbent is responsible for the management of a statewide program of food service operations run by visually impaired independent business owners. This is the supervisory level of the series. During the validation process, the subject matter experts emphasized that one year of the required business management experience must be in a food related industry. Equivalent combinations of education and experience are acceptable on a year-for-year basis.

7.220 - Business Enterprise Officer I, Grade 32 – Under general supervision, incumbents are responsible for supervising the operations of vending stands, eating establishments and similar business enterprise run by visually impaired independent business owners.

2. Subgroup: Public Information ***7.860 - Cultural Resource Technician, Grade 27***

The Department of Personnel recommends minor revisions to the Cultural/Natural Resource Technician class specification. The class was retitled to Cultural Resource Technician to be consistent with duties performed by the incumbents who work in the Cultural Resource Division of the Harry Reid Center at the University of Nevada, Las Vegas.

Through the validation process, subject matter experts recommended the minimum qualifications be amended to require an Associate's degree with major coursework in archeology, anthropology or closely related field; or graduation from high school or equivalent education and two years of archaeology related field work experience, one year of which included technical experience in archaeological site excavation, survey records maintenance, cataloging of specimens and/or the compilation of associated data and reports. An equivalent combination of the qualifying education and experience is also acceptable.

As the technical nature of work performed and the knowledge, skills and abilities required remain the same no change in grade level is recommended.



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
BUSINESS ENTERPRISE OFFICER II	36	B	7.219
BUSINESS ENTERPRISE OFFICER I	32	B	7.220

SERIES CONCEPT

Business Enterprise Officers manage the daily business activities related to the Blind Enterprise Program and assist Business Enterprise Program Operators who work in the capacity of independent business owners. Incumbents provide training to operators in fiscal, operating, marketing and other management practices and procedures to ensure adherence to program requirements; monitor operators' performance through on-site inspections of the facility, observing operations and reviewing reports, and implement corrective action for non-compliance as necessary.

Develop cost estimates for facility construction, modification and expansion and participate in the planning and design of new food service facilities; monitor and approve installation of equipment to ensure conformance to specifications.

Assist in the formulation of procedures; recommend changes to existing policy and assist in the revision of the operator's manual.

Survey public properties for square footage, population, public access, traffic, services available in the area and other factors needing consideration in order to identify suitable sites for the establishment of vending facilities; prepare feasibility reports on sites including recommendations for the placement of service or the establishment of new facilities.

Receive, review and analyze fiscal reports submitted by operators to ensure accuracy, completeness and compliance to program rules and regulations; assess and notify operator of penalties if warranted.

Monitor contract and operating agreements including conducting a physical inventory of equipment, goods for sale, and operating supplies to enforce compliance; renew agreements/contracts or take control of operation if agreement/contract is terminated.

Assist operators in developing marketing strategies by researching trends and providing market information; assist in menu pricing and developing an in-house printed menu.

Perform related duties as assigned.

CLASS CONCEPTS

Business Enterprise Officer II: Under limited supervision, the Business Enterprise Officer II performs the full range of duties as described in the series concept and is responsible for the management of a statewide program of food service operations run by visually impaired business owners, and supervises one or more Business Enterprise Officer I's and assigned clerical staff. This is the supervisory level in the series.

Business Enterprise Officer I: Under general supervision, Business Enterprise Officer I's perform the full range of duties described in the series concept. Incumbents are responsible for supervising the operations of vending stands, eating establishments and similar business enterprises run by visually impaired business owners.

This is the journey level in the series.

MINIMUM QUALIFICATIONS**SPECIAL REQUIREMENT:**

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

INFORMATIONAL NOTE:

- * Equivalent education and experience may be substituted on a year-for-year basis.

BUSINESS ENTERPRISE OFFICER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or related field and two years of experience promoting, managing or assisting in the management of a business, one year of which must have been in a food related industry; **OR** graduation from high school or equivalent education and six years of experience promoting, managing or assisting in the management of a business, one year of which must have been in a food related industry; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Business Enterprise Officer I in Nevada State service. (*See Special Requirement and Informational Note*)

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

Working knowledge of: State and county health regulations; fiscal practices and budget management; accounting/bookkeeping practices and procedures; general business, governmental and human resource management principles and practices; *and all knowledge, skills and abilities at the lower level.*

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

Detailed knowledge of: Business Enterprise Program regulations, policies and procedures; commercial kitchen operations including preparation of entrees, portion control, purchasing, receiving, disbursing, ordering stock, and menu planning; supervisory techniques including selection, training, motivation, establishing work performance standards, employee evaluation, work assignment and review, and discipline; National Sanitation Foundation requirements for equipment construction and facility design.

BUSINESS ENTERPRISE OFFICER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or related field and one year of experience promoting, managing or assisting in the management of a business; **OR** graduation from high school or equivalent education and five years of experience promoting, managing or assisting in the management of a business; **OR** an equivalent combination of education and experience. (*See Special Requirement and Informational Note*)

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

Working knowledge of: general business and human resource management principles and practices. **General knowledge of:** accounting/bookkeeping practices and procedures. **Ability to:** operate a personal computer and software; negotiate and resolve problems and conflicts; identify the training needs of others; motivate, coach or mentor others to improve their knowledge and skills; compose business correspondence and reports; compute mathematical calculations.

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

Working knowledge of: State and county health regulations; National Sanitation Foundation requirements for equipment construction and facility design; commercial kitchen operations including preparation of entree, portion controls, purchasing, receiving, disbursing, ordering stock, and menu planning; Business Enterprise Program rules, regulations, policies and procedures; State fiscal practices and budget management.

BUSINESS ENTERPRISE OFFICER II	36	B	7.219
BUSINESS ENTERPRISE OFFICER I	32	B	7.220

Page 3 of 3

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>7.219</u>	<u>7.220</u>
ESTABLISHED:	10/02/73 7/18/86-3	5/1/68 1/5/73
REVISED:	7/1/93P	10/2/73
REVISED:	9/24/92PC	7/1/93P
REVISED:	6/15/07PC	6/15/07PC



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CULTURAL RESOURCE TECHNICIAN	27	C	7.860

Under general supervision, Cultural Resource Technician's perform technical cultural resource duties in the field or in a museum setting which includes, but is not limited to, archaeological site excavation, survey records maintenance, cataloging of specimens, reference work, compilation of data and reports, conservation and preservation of artifacts, and assisting in exhibit maintenance and/or preparation as directed by professional staff.

Perform technical aspects of cultural resource field projects including site surveys, recordkeeping, cataloging of specimens and/or the compilation of data and reports; assist in the acquisition, preservation, conservation, and cataloging of donated artifacts.

Assist in and/or conduct excavation of sampling units at cultural resource sites; maintain field notes of excavation units and photographs of sampling units and features; and assist with cleaning, cataloging and analysis of artifacts.

Maintain excavation and laboratory equipment to ensure proper working condition.

Prepare drawings and rough maps of site profiles and site features.

Compile and review relevant data reports; organize material and prepare reports and responses.

Provide information and services to public schools and organizations by assembling and distributing educational material, leading school tours, and/or coordinating lectures.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university with major course work in archaeology, anthropology or closely related field; **OR** graduation from high school or equivalent education and two years of archaeology related field work experience, one year of which included technical experience in archaeological site excavation, survey records maintenance, cataloging of specimens, and/or the compilation of associated data and reports; **OR** an equivalent combination of education and experience.

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

Working knowledge of: site excavation techniques and related equipment; standards for the removal of cultural resource deposits and recording of data; land survey practices and procedures. **Ability to:** identify and note the significance of commonly encountered archaeological remains and artifacts; prepare field notes and records; perform technical work in a specific area of responsibility and exercise limited independence when applying guidelines or procedures requiring a degree of judgment, ingenuity or creativity regarding the course of action to accomplish assignments; follow through on oral and written instructions; work as part of a team; use maps and sketches to lay out and mark site areas; maintain a variety of records and reports; apply basic scientific techniques in obtaining, arranging and interpreting cultural resource data; use a variety of hand tools associated with cultural resource work; speak before public groups or organizations.

MINIMUM QUALIFICATIONS (cont'd)

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

Working knowledge of: archaeological field techniques and procedures; preparation and maintenance of maps.

Ability to: catalog, repair, reconstruct and preserve archaeological specimens; prepare specimens for exhibit.

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.

	7.860
ESTABLISHED:	9/23/75
REVISED:	7/1/93P
	8/31/92PC
REVISED:	7/1/95P
REVISED:	6/15/07PC

TO:

Personnel Commission

FROM:

Todd C. Rich, Director
Department of Personnel

Refer: June 15, 2007, Agenda
Item: VII

REPORT OF CLASSIFICATION CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL

Attached is a report of changes made to the classification plan pursuant to NRS 284.160, sections 4 through 6 which reads as follows:

- “4. The classification plan and changes therein are subject to approval by the commission, except that the director may make a change in the classification plan without the prior approval of the commission if:
 - (a) The director deems it necessary for the efficiency of the public service;
 - (b) The change is not proposed in conjunction with an occupational study; and
 - (c) The director, at least 20 working days before acting upon the proposed change:
 - (1) Provides written notice of the proposal to each member of the commission, to all departments and to any head of an employees' organization who requests notice of such proposals; and
 - (2) Posts a written notice of the proposal in each of the principal offices of the department of personnel.

Any occupational study conducted by the department in connection with the preparation, maintenance or revision of the classification plan must be approved by the commission.
5. If no written objection to the proposed change to the classification plan is received by the director before the date it is scheduled to be acted upon, the director may effect the change. The director shall report to the commission any change in the classification plan made without its approval at the commission's next succeeding regular meeting.
6. If a written objection is received before the date the proposed change is scheduled to be acted upon, the director shall place the matter on the agenda of the commission for consideration at its next succeeding regular meeting.”

The conditions set forth in these statutes have been met. A copy of the justifications and revised class specifications are on file in the office of the Director of Personnel.

The following changes have been effected:

UNCONTESTED CLASSIFICATION ACTION REPORT

POSTING #04-07 Effective 2/27/07

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EO-4	CODE	TITLE	GRADE/EO-4
11.510	Hazardous Materials Inspector II	33 C	11.510	Fire & Life Safety Inspector II	33 C
11.506	Hazardous Materials Inspector I	31 C	11.506	Fire & Life Safety Inspector I	31 C

EXPLANATION OF CHANGE

The State Fire Marshal's Office at the Department of Public Safety (DPS), requested changes to the Hazardous Materials Inspector series. As a result, duty statements were changed to reflect the fire and life safety duties of these positions and better represent the full scope of their responsibilities. The inspection responsibilities of the positions are not limited to hazardous materials. Incumbents inspect public buildings, commercial and private industries and offices to determine compliance with fire, life safety and hazardous materials code regulations, fire prevention laws, and State and federal safety standards.

Subject matter experts at the State Fire Marshal's Office recommend that certification as a Nevada State Fire Inspector be required at time of appointment at the Fire & Life Safety Inspector II level and within one year of hire at the I level as a condition of continuing employment.

Additionally, the series title was changed to Fire and Life Safety Inspector I and II to reflect the industry standard.

POSTING #05-07 Effective 4/10/07

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EO-4	CODE	TITLE	GRADE/EO-4
6.904	Power Marketing Administrator	40 A		ABOLISH	

EXPLANATION OF CHANGE

The Department of Personnel recommends the Power Marketing Administrator class be abolished. This was a single incumbent class in the Colorado River Commission that was moved to the unclassified service in 2003. The Colorado River Commission does not intend to use the class in the future and is in agreement with this recommendation.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		10.239	Health Emergency Preparedness Evaluator	35 B

EXPLANATION OF CHANGE

The Health Division has requested the creation of a new class for a position that will be responsible for planning, developing, implementing and evaluating a comprehensive statewide public health preparedness and response training/exercise program aimed at enhancing the emergency preparedness competencies and skills of the statewide public health workforce.

As a result, it is recommended a new class titled Health Emergency Preparedness Evaluator be established at grade 35 to align with the Health Program Specialist I, also grade 35. Incumbents in both classes plan, develop, implement and evaluate statewide public health related activities; analyze health related data and statistics; develop goals, objectives, program requirements and procedures; provide technical information regarding health related issues; and participate and provide support to various committees, advisory boards and other work groups.

The nature of work performed by incumbents in both classes is similar in that they assist State and local agencies in developing, implementing and evaluating health related programs. In terms of minimum qualifications, they both require a bachelor's degree from an accredited college or university in a health related field and two years of health related experience. They are also comparable in personal contacts made in the course of work. The Department of Personnel worked closely with Subject Matter Experts from the Health Division, and division management supports this recommendation.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
12.327	Family Services Supervisor II	35 B	12.327	Family Services Supervisor II	35 B
12.328	Family Services Supervisor I	34 B	12.328	Family Services Supervisor I	34 B

EXPLANATION OF CHANGE

As requested by the Department of Health and Human Services, the Department of Personnel recommends the modification of the minimum qualifications for this series. The description of the experience required for both levels was revised to better match the Family Services Specialist series. The ability to provide guidance to staff in recognizing signs of abuse or neglect and reporting requirements as well as the ability to analyze data and draw conclusions should be required of applicants. Management in the Department of Health and Human Services supports these recommended changes.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
12.367	Support Enforcement Specialist II	32 E		ABOLISH	
12.366	Support Enforcement Specialist I	29 E		ABOLISH	
12.374	Family Services Specialist III	32 E	12.374	Family Services Specialist III	32 E
12.376	Family Services Specialist II	31 E	12.376	Family Services Specialist II	31 E
12.379	Family Services Specialist I	28 E	12.379	Family Services Specialist I	28 E

EXPLANATION OF CHANGE

The Division of Welfare and Supportive Services, in the Department of Health and Human Services, has requested consolidation of Family Services Specialist and Support Enforcement Specialist classes into one series. This consolidation will provide greater flexibility for management to assign duties as economic and demographic changes occur. Division management has indicated that a broadly defined series will meet the current and future staffing and operational needs of the agency.

In response to this request, the Department of Personnel has redefined the Family Services Specialist III class to include the full scope of child support enforcement duties and leadworker responsibility for positions that determine eligibility. The Family Services Specialist II level has been expanded to include positions that perform a limited scope of child support enforcement duties. The Family Services Specialist I level will be used as the training level for positions in all assignment areas. As a result, it is recommended the Support Enforcement Specialist class series be abolished, as it is no longer needed.

Management in the Division of Welfare and Supportive Services and Department of Health and Human Services participated in the consolidation of classes and support this recommendation.

POSTING #06-07 Effective 5/11/07

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.

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