



DEPARTMENT OF PERSONNEL
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MEMO PERD #19/11
May 18, 2011

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

FROM: Teresa Thienhaus, Director
Department of Personnel

SUBJECT: PROPOSED CLASSIFICATION CHANGES

A handwritten signature in cursive script, reading "Teresa Thienhaus".

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify Peter Long in the Compensation and Classification Division in writing no later than June 17, 2011.

If no written objections are received in this office by June 17, 2011, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: 05-11
Posting Expires: June 17, 2011

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

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
10.352	Registered Nurse V	41 B	10.352	Registered Nurse V	41 B
10.354	Registered Nurse IV	39 B	10.354	Registered Nurse IV	39 B
10.355	Registered Nurse III	38 B	10.355	Registered Nurse III	38 B
10.359	Registered Nurse II	37 B	10.359	Registered Nurse II	37 B
10.358	Nurse I	35 B	10.358	Nurse I	35 B

EXPLANATION OF CHANGE

As requested by the Veterans' Home, the Department of Personnel recommends minor revisions to the minimum qualifications of each class within the Registered Nurse series.

The Veterans' Home has conducted recruitments for nursing positions and received a minimal number of applications. The Department of Personnel is proposing that licensure as a Registered Nurse in the State of Nevada be required at the time of appointment rather than at the time of application. This change would broaden the applicant pool by allowing the agency to consider out-of-state applicants.

There is no change in grade level associated with this request.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	New		11.551	Commercial Vehicle Safety Inspector III	35 B
11.553	Commercial Vehicle Safety Inspector II	33 G	11.553	Commercial Vehicle Safety Inspector II	33 G
11.554	Commercial Vehicle Safety Inspector I	31 G	11.554	Commercial Vehicle Safety Inspector I	31 G

EXPLANATION OF CHANGE

The Department of Personnel is proposing the creation of an additional level for the Commercial Vehicle Safety Inspector (CVSI) series to accommodate preponderant duties unique to a single civilian position at Nevada Highway Patrol (NHP) headquarters. The incumbent is responsible for motor carrier safety training coordination on a statewide basis, supervises headquarters personnel who perform safety audits and maintain the inspection program database, serves as a program resource for CVSI II positions assigned to NHP regional commands, conducts liaison with federal regulators, and monitors federal motor carrier safety grants.

The recommendation for grade 35 is based on a differential of two grades above the highest level supervised, which is CVSI II.

In the course of adding the new level, the CVSI class specification was extensively modified to enhance readability, update terminology, improve formatting, and revise the wording of CVSI I and II minimum qualifications to reflect best practices.

NHP management participated in this study and supports the recommendation.

The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0151.

Objections to the proposed change(s) must be received in writing by June 17, 2011. Objections should be addressed to Peter Long, Division Administrator, Compensation & Classification Division, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: May 18, 2011



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REGISTERED NURSE V	41*	B	10.352
REGISTERED NURSE IV	39*	B	10.354
REGISTERED NURSE III	38*	B	10.355
REGISTERED NURSE II	37*	B	10.359
NURSE I	35*	B	10.358

SERIES CONCEPT

Under general supervision of a higher-level nurse, physician, or Mid-Level Practitioner, Registered Nurses provide general or specialized professional nursing care in accordance with the authorized scope of practice specified in the Nurse Practice Act.

Coordinate health services and treatment; collaborate with professional and paraprofessional staff to ensure optimum patient care; carry out therapeutic procedures which provide for the emotional and physical comfort of patients; identify patient health care needs utilizing professional nursing assessment skills; make comprehensive clinical observations and evaluations of health needs including subtle abnormalities and changes in condition; record and report indicative signs and symptoms of physical and mental condition.

Prepare nursing care plans by assessing patients psychological and physical condition and conferring with other health care professionals; evaluate needs and develop nursing diagnoses, plans for treatment, services and health education based on the present and predicted needs of the patient; identify immediate and long-term care goals; review and revise care plans as needed.

Administer medications intravenously, subcutaneously, intramuscularly, topically and orally as prescribed by a physician or designee as allowed in the practice setting; ensure correct time, dosage and route of administration; count controlled medications to ensure security; monitor patient for medication side effects and/or allergic reaction; observe patient to determine if medication is effective for prescribed treatment and document; if necessary, notify appropriate personnel of action taken.

Obtain approval from referral source for diagnostic tests, professional consultations and therapies; provide information for billing purposes and coordination of care.

Assist in physical examinations and diagnostic testing; obtain samples for laboratory tests as ordered by a physician or designee; perform assigned laboratory tests; take timely, effective and proper measures to provide and maintain hygienic environments.

Provide emergency medical treatments required to stabilize the patient's condition and prevent more serious complications pursuant to established policy, such as cardiopulmonary resuscitation (CPR) and first aid.

Document nurse progress notes in medical charts including patient's health status, changes in condition, and medications administered; review charts for changes in orders and transcribe; prepare written reports, records and summaries; perform quality improvement activities such as auditing charts and compiling statistics; ensure applicable regulatory standards are met including documentation of the care delivery process.

Provide education to patients and their families related to good health habits, prescribed treatment, and medication; and provide health related education and training to staff.

* Reflects special salary adjustments of 4 grades granted by the Legislature to improve recruitment and retention.

REGISTERED NURSE V	41	B	10.352
REGISTERED NURSE IV	39	B	10.354
REGISTERED NURSE III	38	B	10.355
REGISTERED NURSE II	37	B	10.359
NURSE I	35	B	10.358

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SERIES CONCEPT (cont'd)

Prepare and maintain medical treatment rooms, ensuring supplies are available and ready for use; order and stock medical and related supplies and equipment as needed.

Coordinate and/or participate in clinics; receive prior approval for billing purposes; schedule appointments; provide or arrange for transportation; conduct screening tests; give immunization injections; create and maintain associated records.

May delegate to other personnel direct care duties consistent with their licensure, certification and competency and as allowed in the practice setting.

Perform related duties as assigned.

CLASS CONCEPTS

Registered Nurse V: Under direction, incumbents are assigned to a 24-hour inpatient skilled nursing facility (e.g., convalescent or nursing home) and perform one of the following:

- 1) Coordinate patient care in an assigned area and serve as a first-line supervisor for at least one registered nurse and other nursing and direct care staff as assigned; resolve staffing issues, assign and review work, establish work performance standards, evaluate performance, and provide counseling and discipline to subordinate staff. Participate in budget preparation for medical equipment, resources, and staffing. Perform all of the duties described in the series concept and the Registered Nurse IV class concept including resolving patient care issues, in accordance with regulatory requirements.
- 2) Coordinate the facility-wide collection and reporting of information required by the Health Care Finance Administration, Medicare; actively participate in the treatment team to develop the patient care plan; ensure appropriate follow-up to areas identified for further assessment; transmit completed information to Medicare for reimbursement; ensure information is gathered and transmitted within established policies, procedures and guidelines.
- 3) Coordinate the placement of patients in a skilled nursing facility by assessing the patient's medical and behavioral condition and level of care required and determining when appropriate placement in the skilled nursing facility may occur to meet the needs of the patient and the facility. Identify potential referral sources and develop effective working relationships; work closely with families and applicants to provide and collect information and facilitate the admissions process; assist patients with determining eligibility for Medicaid and Veterans' Administration benefits. Develop, monitor, and modify admissions criteria as necessary, and maintain current waiting lists.

Registered Nurse IV: Under general supervision, incumbents perform the full range of duties outlined in the series concept for patients who, due to their acuity level, require care in a 24-hour inpatient skilled nursing facility (e.g., convalescent or nursing home). Patients in such a facility are either convalescing from a serious injury or surgery, or they have chronic medical and/or mental conditions which require 24-hour skilled nursing care, but not acute care which is provided in a hospital. Incumbents maintain the safety, health, and well being of patients in the practice setting using the least restrictive interventions appropriate for patients who may be hostile and combative.

Positions in this class may have infection control, staff training and/or other specialized assignments as a primary or secondary duty. This is a fully trained professional registered nurse, and incumbents function in an inpatient setting.

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REGISTERED NURSE IV	39	B	10.354
REGISTERED NURSE III	38	B	10.355
REGISTERED NURSE II	37	B	10.359
NURSE I	35	B	10.358

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CLASS CONCEPTS (cont'd)

Registered Nurse III: Under general supervision, incumbents perform the full range of duties outlined in the series concept in a clinical, rehabilitation, research, student health or other similar outpatient setting. This is a fully trained professional registered nurse, and incumbents function in an outpatient facility.

Registered Nurse II: Under immediate supervision, incumbents continue to acquire the necessary skills and experience required to perform the full range of duties outlined in the series concept. Incumbents function below the journey level. Employees satisfactorily completing one year as a Registered Nurse II in the advanced trainee capacity, and with the recommendation of the appointing authority, may progress to the class of Registered Nurse III.

Nurse I: Under immediate supervision, incumbents acquire skills and experience in performing the duties outlined in the series concept. Employees satisfactorily completing one year as a Nurse I in a trainee capacity, and with the recommendation of the appointing authority, may progress to Psychiatric Nurse I, Correctional Nurse I, Community Health Nurse I, or Registered Nurse II.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

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

INFORMATIONAL NOTES:

- * A Bachelor's degree in nursing is equivalent to a diploma or Associate's degree in nursing and one year of experience.
- * Per NRS 632.305, the Nevada State Board of Nursing may, after verifying that an applicant meets all licensure requirements, issue an Interim Permit authorizing the applicant (*for a Nurse I position*) to practice nursing until the results of their examination for licensure are received. The Interim Permit is for a period not to exceed 90 days and is immediately revoked if a candidate fails the examination. Any person working under the authority of an Interim Permit may not represent themselves as a licensed registered nurse.
- * Passing the licensure examination is a requirement for continuing employment in the Nurse I class.
- * *Out of state applicants must have a temporary license issued by the Nevada State Board of Nursing at the time of appointment.*

REGISTERED NURSE V

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse [~~in the State of Nevada~~] and three years of professional nursing experience, one year of which included providing patient care in a skilled nursing facility (e.g., convalescent or nursing home) or ensuring regulatory compliance of skilled nursing facilities; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

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

Detailed knowledge of: documentation process. **Working knowledge of:** current nursing practices, principles, methods and procedures used to care for patients in a skilled nursing facility; staffing

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REGISTERED NURSE IV	39	B	10.354
REGISTERED NURSE III	38	B	10.355
REGISTERED NURSE II	37	B	10.359
NURSE I	35	B	10.358

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MINIMUM QUALIFICATIONS (cont'd)

REGISTERED NURSE V (cont'd)

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

requirements for a 24-hour skilled nursing facility; organization and communication techniques. **General knowledge of:** the Health Care Finance Administration, Medicare assessment tool and its impact on revenue streams. **Ability to:** plan, organize and direct the work of subordinate staff; deal effectively with personnel and staffing issues; identify multi-disciplinary treatment needs; participate in internal investigations; prepare concise and informative reports; participate in the budgetary process; act as a role model to staff; develop and implement plans of action and evaluate outcomes; carry out multiple assignments and meet deadlines; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: departmental policies and procedures; supervisory techniques and practices; application of work performance standards for nursing staff; cost impact of staffing levels and overtime; budgeting and statistics.

REGISTERED NURSE IV

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse [~~in the State of Nevada~~] and two years of professional nursing experience, one year of which included providing patient care in a skilled nursing facility (e.g., convalescent or nursing home), hospital or home healthcare services; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: common physical and mental health disorders which require placement in a skilled nursing facility; nursing diagnosis and intervention of patient's response to acute and chronic illness; the effect of different life stages on the physiological response to commonly used medications in the practice setting. **Ability to:** monitor, assess and intervene in the care of patients experiencing a wide variety of acute and chronic health problems; assess changes in the patient's condition and intervene appropriately; assess the outcomes of prescribed medications/treatments; recognize and respond appropriately to hostile and combative behavior; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: policies, procedures and regulations applicable to patient care in an inpatient skilled nursing facility. **Ability to:** follow standards of practice established by the agency.

REGISTERED NURSE III

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse [~~in the State of Nevada~~] and two years of professional nursing experience; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: nursing principles and therapeutic interventions utilized in the practice setting through cooperation with a treatment team and physician; quality assurance and/or utilization review audit and compliance activities including applicable regulatory standards; uses and effects of medications used in the practice setting; operation and use of standard medical equipment; routine laboratory tests and diagnostic procedures used in the practice setting; nutrition and personal hygiene as applied to patient care;

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REGISTERED NURSE IV	39	B	10.354
REGISTERED NURSE III	38	B	10.355
REGISTERED NURSE II	37	B	10.359
NURSE I	35	B	10.358

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MINIMUM QUALIFICATIONS (cont'd)

REGISTERED NURSE III (cont'd)

human growth and development; staff education and training techniques. **General knowledge of:** clinic staffing requirements. **Ability to:** respond to and resolve patient care issues; independently perform specialized assignments such as infection control, quality assurance, utilization review, staff training, and/or outpatient services; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: agency regulations, policies and procedures related to patient care; documentation process.

REGISTERED NURSE II

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse [~~in the State of Nevada~~] and one year of professional nursing experience; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: current nursing practices, principles, methods and procedures; universal precautions and infection control techniques and procedures; medical terminology sufficient to understand doctor's orders; *and all knowledge, skills and abilities required at the lower level.*

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

(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Registered Nurse III.*)

NURSE I

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse [~~in the State of Nevada~~]; **OR** an Interim Permit issued by the Nevada State Board of Nursing. (*See Special Requirements and Informational Notes*)

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

General knowledge of: application of the nursing process including assessment, diagnosis, planning, intervention, and evaluation; universal precautions and infection control techniques and procedures; medical terminology sufficient to understand doctor's orders; documentation process; uses and effects of medications used in nursing; operation and use of medical equipment in the practice setting; nutrition and personal hygiene as applied to patient care; human growth and development; routine laboratory tests and diagnostic procedures. **Ability to:** interview patients to elicit a health history, symptoms and/or complaints; clinically assess the basic health status of a patient; develop, implement and evaluate a nursing care plan; prepare and maintain medical records, charts and reports; follow detailed oral and written instructions; provide health education to individuals and families; provide emergency medical treatment as required; establish and maintain cooperative working relationships with supervisors, staff, patients and families; delegate appropriate assignments to subordinate staff.

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

(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Registered Nurse II.*)

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REGISTERED NURSE III	38	B	10.355
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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.352</u>	<u>10.354</u>	<u>10.355</u>	<u>10.359</u>	<u>10.358</u>
ESTABLISHED:	1/1/61	5/25/01UC	3/1/85	7/1/99P 10/2/98PC	9/1/63
REVISED:	12/1/68				12/1/68
REVISED:	3/1/85				3/1/85
REVISED:					8/6/87-3
REVISED:	7/1/89LG		7/1/89LG		7/1/89LG
REVISED:	7/1/97LG		7/1/97LG		7/1/97LG
REVISED:	7/1/99P		7/1/99P		7/1/99P
	10/2/98PC		10/2/98PC		10/2/98PC
REVISED:	5/25/01UC		5/25/01UC	5/25/01UC	5/25/01UC
REVISED:	7/1/03LG	7/1/03LG	7/1/03LG	7/1/03LG	7/1/03LG
REVISED:	5/10/05UC	5/10/05UC	5/10/05UC	5/10/05UC	5/10/05UC
REVISED:	7/1/05LG	7/1/05LG	7/1/05LG	7/1/05LG	7/1/05LG
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	6/17/11UC	6/17/11UC	6/17/11UC	6/17/11UC	6/17/11UC



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
COMMERCIAL VEHICLE SAFETY INSPECTOR III	35	B	11.551
COMMERCIAL VEHICLE SAFETY INSPECTOR	33	G	11.553
COMMERCIAL VEHICLE SAFETY INSPECTOR I	31	G	11.554

SERIES CONCEPT

Under general supervision in the Nevada Highway Patrol (NHP), ~~[this class is assigned to]~~ **incumbents** perform skilled mechanical inspections on commercial vehicles and **review** ~~[their]~~ related records to ensure compliance with State and federal motor carrier laws **and regulations** and to identify potential safety problems and mechanical deficiencies; conduct mechanical ~~[accident]~~ inspections **at crashes**; and provide technical assistance to the ~~[Highway Patrol]~~ **NHP** and the motor carrier industry on the regulatory and mechanical aspects of commercial vehicle safety.

Conduct skilled mechanical inspections and diagnoses of commercial vehicles using visual, auditory, and other physical checks, with the aid of various tools, gauges and meters ~~[-Components inspected include but are not limited to:];~~ **inspect** steering and suspension, coupling devices, frames, wheels, tires, fuel tank, engine and drive train, brake and air systems, and exhaust systems ~~[-The purpose of inspections includes but is not limited to identifying];~~ **identify** deficiencies in relation to the U.S. Department of Transportation's North American Standard (NAS) Driver-Vehicle Inspection referenced in State and federal laws and regulations governing motor carriers ~~[-Additional purposes include identifying];~~ **identify** the nature and cause of actual and potential mechanical problems to promote appropriate maintenance programs in motor carrier companies and ensure prompt correction of unsafe commercial vehicle conditions.

Work with assigned motor carrier companies in the State, including companies operating school buses, tour buses, and hazardous material transport vehicles, to set up inspection schedules, identify ~~[systematic]~~ **systemic** deficiencies in maintenance and repair procedures, and train company personnel in mechanical inspection procedures, ~~[and]~~ laws **and regulations** affecting motor carrier safety ~~[-Establish and];~~ maintain records on motor carriers operating in the State ~~[-Complete various forms]~~ and **prepare** reports on inspections and ~~[findings]~~ **technical assistance provided or needed**.

Assisting NHP ~~[Troopers]~~ **officers**, conduct mechanical inspections at roadside checkpoints ~~[-D];~~ **determine** whether inspected vehicles are safe to operate; issue inspection certifications; place unsafe vehicles out of service or require repairs within certain time frames; specify required corrective action; re-inspect; make recommendations to refer chronic or flagrant violators to ~~[Federal Highway Administration]~~ **the U.S. Department of Transportation**.

Inspect records with regard to registrations, driver's logs, licenses and medical certificates for compliance with State and federal laws and regulations; may ~~[audit]~~ **conduct on-site audits of** company records ~~[related to safety and compliance with Motor Carrier regulations]~~.

Conduct inspections of commercial vehicles involved in the transportation of hazardous materials by visually and physically checking load securement, placard load compatibility, cargo tanker certifications, security of containers, leakage, cargo compliance, route plans and requirements, manifests, and bills of lading to ensure compliance with State and federal laws and regulations.

COMMERCIAL VEHICLE SAFETY INSPECTOR III	35	B	11.551
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SERIES CONCEPT (cont'd)

Conduct mechanical inspections [~~for accident investigation~~] *of commercial and non-commercial vehicles* as requested by the NHP and other law enforcement agencies [~~in the State. These requests cover non-commercial as well as commercial vehicles, and are typically made~~] when serious injury accidents may result in legal proceedings [~~They may require disassembly and assembly~~]; *disassemble and assemble vehicle components* while taking all necessary steps to preserve the chain of evidence [~~for use by the opposing party.~~]; [F] *testify* in court as a technical witness.

Perform related duties as assigned.

CLASS CONCEPTS

Commercial Vehicle Safety Inspector III: *Under limited supervision as commercial enforcement program specialist and statewide training coordinator, the incumbent performs duties in the series concept and supervises NHP headquarters personnel conducting motor carrier safety audits and maintaining the inspection program database. The incumbent prepares training budgets and develops, schedules and instructs courses for sworn and non-sworn enforcement personnel and the motor carrier industry.*

Commercial Vehicle Safety Inspector II: This is the journey level of the series, at which incumbents exercise the mechanical knowledge and skills required to inspect the full range of vehicles encountered in the job, perform competent mechanical inspection on vehicles involved in accidents, and also effectively perform *in* [~~the~~] regulatory and consultative roles [~~required by this series~~].

Commercial Vehicle Safety Inspector I: This is the entry level in the series [~~, at which~~] *and* incumbents [~~possess the mechanical skills and experience to perform the duties described in the series concept, and are assigned all or most of those duties, but may~~] receive training in the regulatory and consultative functions of the job[;] and/or in accident investigation procedures. Progression to the journey level [~~depends on satisfactory performance of the full range of duties described in the series concept and~~] *may occur upon meeting minimum qualifications, satisfactory performance and with* the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Working evenings, weekends, and/or holidays is required.

INFORMATIONAL NOTES:

- * Incumbents must obtain and maintain the following certifications as a condition of continuing employment: First Responder Radiological; North American Standard (NAS) Roadside Inspector; First Responder Emergency Medical Treatment; NAS Roadside Hazardous Material Inspector; [~~and~~] NAS Cargo Tank Inspector; *and NAS Other Bulk Package Inspector.*
- * Incumbents work unarmed in a law enforcement setting[~~Incumbents~~] *and* may be exposed to a variety of potentially hazardous situations and substances.

COMMERCIAL VEHICLE SAFETY INSPECTOR III	35	B	11.551
COMMERCIAL VEHICLE SAFETY INSPECTOR	33	G	11.553
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MINIMUM QUALIFICATIONS (cont'd)

COMMERCIAL VEHICLE SAFETY INSPECTOR III

EDUCATION AND EXPERIENCE: *Graduation from high school, vocational school or equivalent education and four years of enforcement agency experience as an inspector certified by the Federal Motor Carrier Safety Administration (FMCSA), including successful completion of compliance review training and providing industry training; OR two years of experience as a Commercial Vehicle Safety Inspector II in Nevada State service which must have included successful completion of compliance review training and providing industry training. (See Special Requirements and Informational Notes)*

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

Working knowledge of: training requirements for safety inspectors of commercial vehicles; vehicle size and weight enforcement plans and methods. Ability to: schedule and instruct classes for enforcement and industry personnel; prepare and administer training budgets; act as liaison with federal agencies; coordinate and consolidate regional reports for distribution to responsible State and federal agencies; supervise assigned administrative support and inspection staff; and all knowledge, skills and abilities required at the lower levels.

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

Detailed knowledge of: procedures for incorporation of continuing and revised federal motor carrier safety regulations into State requirements. Working knowledge of: commercial vehicle safety grant administration. Ability to: provide definitive technical guidance to regional staff regarding compliance with motor carrier safety and hazardous material regulations; train, supervise and evaluate the performance of assigned staff.

COMMERCIAL VEHICLE SAFETY INSPECTOR II

EDUCATION AND EXPERIENCE: ~~[One year of experience comparable to a Commercial Vehicle Safety Inspector I in Nevada State service.]~~ *Graduation from high school, vocational school or the equivalent, and four years of journey-level mechanical work experience involving commercial vehicle maintenance, which included engines, brakes, suspensions, coupling devices, wheels and tires, steering and air systems; OR an Associate's degree or 60 credits from an accredited college in diesel-powered mechanical technologies specific to heavy over-the-road vehicles, and two years of mechanical work experience as described above; OR an equivalent combination of education and experience; OR one year of experience as a Commercial Vehicle Safety Inspector I in Nevada State service. (See Special Requirements and Informational Notes)*

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

~~[(These are identical to the Full Performance Knowledge, Skills and Abilities required at the lower level.)]~~
Working knowledge of: current state and federal laws and regulations applicable to commercial vehicle safety; procedures for conducting compliance reviews and safety audits; mechanic shop operations to determine appropriate points of intervention in specific companies to ensure correction of chronic mechanical problems and to understand the operational impact of repairs and changes required by inspections. Ability to: issue appropriate orders placing vehicles out of service and requiring corrective action; read and interpret driver's logs, maintenance and inspection reports, and laws and regulations; communicate effectively with drivers of commercial vehicles, shop supervisors, company managers and owners to exchange information, gain cooperation, issue repair notices, and defend decisions when challenged; make public presentations to provide training in regulatory and mechanical aspects of commercial vehicle safety; develop clear reports and correspondence; maintain updated knowledge of changing motor carrier regulations; and all knowledge, skills and abilities required at the lower level.

COMMERCIAL VEHICLE SAFETY INSPECTOR III	35	B	11.551
COMMERCIAL VEHICLE SAFETY INSPECTOR	33	G	11.553
COMMERCIAL VEHICLE SAFETY INSPECTOR I	31	G	11.554

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MINIMUM QUALIFICATIONS (cont'd)

COMMERCIAL VEHICLE SAFETY INSPECTOR II (cont'd)

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

Working knowledge of: hazardous materials and the procedures involving their safe transportation such as packaging, bracing, public notice (warning signs), leakage *control* and documents. **Ability to:** maintain an appropriate balance of regulatory activities and service-oriented consultation and training with trucking company owners and operators.

COMMERCIAL VEHICLE SAFETY INSPECTOR I

EDUCATION AND EXPERIENCE: Graduation from high school, vocational school or the equivalent, and three years of journey-level mechanical work experience involving commercial vehicle maintenance, which included engines, brakes, suspensions, coupling devices, wheels and tires, steering and air systems[~~It is preferred that the three years include some experience as a supervisor or foreman, or other capacity that provided knowledge of preventive maintenance scheduling and costing in mechanic shops;~~ **OR** an [A.A.] *Associate's* degree or 60 credits from an accredited college in diesel-powered mechanical technologies specific to heavy over-the-road vehicles, and one year of mechanical work experience as described above; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

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

[**Detailed**] **Working knowledge of:** current mechanical systems of commercial vehicles to detect any component or system which is actually or potentially unsafe. **Ability to:** inspect and diagnose the full range of commercial vehicle mechanical systems for actual and potential unsafe conditions; diagnose the nature and cause of particular mechanical conditions; make reliable independent evaluations of the mechanical safety of commercial vehicles; read and understand mechanical specifications; use various hand and power tools necessary to carry out commercial vehicle inspections; climb up on and crawl under all types of vehicles; maintain updated knowledge of changing commercial vehicle mechanical system technology; provide technical mechanical testimony in court.

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

[~~**Working knowledge of:** current State and federal laws and regulations as applicable to commercial vehicles; mechanic shop operations to determine appropriate points of intervention in specific companies to ensure correction of chronic mechanical problems, and to understand the operational impact of repairs and changes required by inspections. **Ability to:** issue appropriate orders placing vehicles out of service and requiring corrective action; read and interpret driver's logs, maintenance and inspection reports, laws and regulations; communicate effectively with drivers of commercial vehicles, shop supervisors, company managers and owners to exchange information, gain cooperation, issue repair notices, and defend decisions when challenged; make public presentations to provide training in regulatory and mechanical aspects of commercial vehicle safety; develop clear reports and correspondence; maintain updated knowledge of changing motor carrier regulations.~~] (*These are identical to the Entry Level Knowledge, Skills and Abilities for Commercial Vehicle Safety Inspector II.*)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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