



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://dop.nv.gov>

MEMO PERD #27/12

June 5, 2012

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

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, regarding these changes, please send your written notification to Peter Long at plong@admin.nv.gov no later than July 6, 2012.

If no written objections are received in this office by July 6, 2012, 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: 14-12
Posting Expires: July 6, 2012

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
1.817	Conservation Crew Supervisor III Options: A. Natural Resource B. Fire Suppression	31 D	1.817	Conservation Crew Supervisor III Options: A. Natural Resource B. Fire Suppression	31 D
1.820	Conservation Crew Supervisor II	29 D	1.820	Conservation Crew Supervisor II	29 D
1.825	Conservation Crew Supervisor I	27 D	1.825	Conservation Crew Supervisor I	27 D

EXPLANATION OF CHANGE

At the request of the Nevada Division of Forestry, the Division of Human Resource Management recommends minor changes to the Class Concepts and Informational Notes to reflect changes in certification requirements. A special requirement was added to indicate that all positions must complete a 40-hour pre-service training in the supervision of inmates.

Additionally, the Division of Human Resource Management recommends revisions to the minimum qualifications and knowledge, skills and abilities of the Conservation Crew Supervisor II and III to expand the applicant pool. Management believes that supervision of staff or inmates should be considered as qualifying experience.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. 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 July 6, 2012. Objections should be addressed to Peter Long, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: June 5, 2012



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CONSERVATION CREW SUPERVISOR III	31	D	1.817
OPTIONS A. NATURAL RESOURCE			
B. FIRE SUPPRESSION			
CONSERVATION CREW SUPERVISOR II	29	D	1.820
CONSERVATION CREW SUPERVISOR I	27	D	1.825

SERIES CONCEPT

Conservation Crew Supervisors supervise inmate crews, maintain security, and provide training in equipment use and safety in completing projects in resource conservation, fire management and community service.

Supervise and direct inmate crews assigned to emergency services projects in response to floods, fires, earth quakes, search and rescue, and other natural disasters and emergency situations; fill and place sandbags; clear roads and remove debris; and serve off duty standby to ensure availability for emergency response.

Supervise and direct inmate crews assigned to resource conservation projects such as timber stand improvement, timber harvest, insect and disease abatement, vegetative fuels reduction, tree planting, reclamation of damaged lands, riparian enhancement, watershed and range improvement, wildlife habitat enhancement, park maintenance, prescribed fire fuel reduction projects, and application of herbicide and pesticide for noxious weed and insect control.

Transport inmates to job sites; take head counts at established intervals and maintain related records; explain rules, limits, boundaries, work expectations and good time credits; operate a two-way radio to communicate with dispatch; and ensure the custody and security of inmates.

Supervise and evaluate inmate skill levels; plan, assign and review work; brief crew regarding project requirements, and work processes; direct projects to ensure timely completion; identify problems and take corrective action; monitor inmate behavior and recommend penal discipline as appropriate.

Train inmates in the technical aspects of work projects, operation and maintenance of tools and equipment, and safety regulations and procedures; monitor and assess hazards and correct unsafe conditions; provide and maintain a "safety first" work environment; react quickly and appropriately in emergency situations and render medical assistance as needed.

Organize and oversee heli-tac crew operations as assigned; select, train, and evaluate inmate crew members; maintain current knowledge of agency policies, operational guidelines and interagency agreements related to helicopter operations.

Maintain assigned vehicles, tools and equipment; perform routine maintenance and repair; report vehicle or equipment failures.

Compile data and prepare records and reports related to inmate evaluations, equipment usage, maintenance and repair, project expenditures and billing; assist with camp budgets; coordinate projects; write project narrative reports.

Perform related duties as assigned.

CONSERVATION CREW SUPERVISOR III	31	D	1.817
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Page 2 of 5

CLASS CONCEPTS

Conservation Crew Supervisor III - Both Options: Under general supervision of the Conservation Camp Supervisor, all positions in this class supervise inmate crews performing a variety of projects to maintain, preserve, enhance and/or restore the State's forests, wildlands and communities; train lower level Conservation Crew Supervisors; assist in coordinating projects; and may perform Conservation Camp Supervisor duties in absence of the Camp Supervisor. The primary purpose of positions in the Natural Resource option is to supervise and direct inmate crews assigned to community service projects, resource management projects and emergency services. Although positions in the Fire Suppression option also work on such projects, the primary purpose of these positions is to perform firefighting duties. Incumbents are trained to a minimum of [~~Firefighter Type 1 (FFT1)~~] **Crew Boss (CRWB)** outlined in the Wildland Fire Qualification System Guide, PMS 310-1 as developed by the National Wildland Coordinating Group (NWCG). This training enables them to control wildland fires; build hand lines, fall trees, lay hose lines and direct nozzles; lead dozers; set backfires; direct aerial drops; provide structural protection; operate fire pumps; mop up and patrol fire areas to safeguard life, natural resources and structures; and participate in fire aviation operations as assigned. This is the journey level in the series.

Conservation Crew Supervisor II: Under supervision of the Conservation Camp Supervisor, incumbents continue to receive training in performing the duties outlined in the series concept and in specialized areas of natural resource conservation.

Conservation Crew Supervisor I: Under immediate supervision, incumbents receive training in performing all or part of the duties outlined in the series concept.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Possession of a [~~Nevada Class C~~] **valid** driver's license [~~at the time of appointment~~] is required at the time of application and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.
- * Applicants may be required to undergo a background investigation prior to being considered for employment.
- * Positions [~~in Option B. Fire Suppression,~~] are required to work weekends and/or holidays and must be available for emergency assignments up to 14 days in duration.
- * ***Positions must complete a 40-hour pre-service training in supervision of inmates.***

INFORMATIONAL NOTES:

- * Applicants may be required to pass a thorough medical examination and physical agility test prior to appointment and for continuing employment.
- * Possession of a Class B driver's license with air brake endorsement is required within one year and as a condition of continuing employment.
- * Positions [~~in Option B. Fire Suppression,~~] must meet Firefighter Type 1 (FFT1) training requirements outlined in the Wildland Fire Qualification System Guide, PMS 310-1 as developed by the National Wildland Coordinating Group (NWCG) within one year of appointment.

CONSERVATION CREW SUPERVISOR III	31	D	1.817
OPTIONS A. NATURAL RESOURCE			
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CONSERVATION CREW SUPERVISOR II	29	D	1.820
CONSERVATION CREW SUPERVISOR I	27	D	1.825

Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES (cont'd)

- * *Incumbents in the Conservation Crew Supervisor III class must meet Crew Boss (CRWB) training requirements as outlined in the Wildland Fire Qualification System Guide, PMS 310-1 as developed by the National Wildland Coordinating Group (NWCG) within one year of appointment.*
- * Positions [~~in Option B. Fire Suppression~~] must pass a strict annual physical examination according to agency standards and to meet requirements of the provisions of the Heart/Lung Bills.
- * All positions must obtain [~~first responder~~] *Basic Life Support for Health Care Providers (CPR & AED) American Heart Association* certification during the probationary period and maintain certification as a condition of continuing employment.

CONSERVATION CREW SUPERVISOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of logging, construction, ranching, *wildland firefighting, natural resource-related and/or* physically active conservation-related experience, two years of which must have been [~~in a~~] supervising *staff and/or* inmate crews [~~, maintaining security, providing training in equipment use and safety, transporting inmates to job sites, and evaluating inmate skill levels~~]; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Conservation Crew Supervisor II *in Nevada State service* [~~including experience in at least five conservation and natural resource program areas such as forest silviculture, forest insect and disease control, vegetation, watershed, and/or range management, riparian enhancement, and wildland fire suppression~~]. (*See Special Requirements and Informational Notes*)

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

BOTH OPTIONS:

Working knowledge of: forest harvest practices; forest insects and diseases; land reclamation procedures including grasses, trees and shrubs; carpentry, plumbing, electrical and automotive maintenance; repair and maintenance of fences, buildings and other facilities; vegetation management including shrubs, trees and grass; supervisory techniques and security practices related to *staff and/or* inmates; basic purchasing policies and procedures; operation of computers including word processing, spreadsheet and database management software; recordkeeping methods; inventory control procedures. **Ability to:** direct *staff and/or* inmates in performing conservation-related projects in forest silviculture, land reclamation, fire suppression, riparian enhancement, and management of watershed, vegetation, range and wildlife; train and provide work direction to others; *and all knowledge, skills and abilities required at the lower levels.*

OPTION B: FIRE SUPPRESSION

Working knowledge of: fire behavior in various weather conditions; fire suppression tactics applicable to structural, wildland, vehicle and hazardous materials fires; characteristics and application of chemical fire retardants; facility and equipment maintenance. **Ability to:** supervise *staff and/or* inmate crews assigned to emergency service projects such as wildland fire suppression and mitigation and other natural disasters; function effectively in potentially dangerous and life threatening situations for extended periods of time.

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

BOTH OPTIONS:

Working knowledge of: labor and equipment requirements for various natural resource projects in forestry, range, watershed, wildland fire suppression, flood control and other natural resource emergencies; project budgets; identification of native trees, shrubs and grasses; forest insect and disease abatement practices; wildland reclamation techniques including reseeding, planting seedlings and construction of erosion control structures; wildland fire behavior and suppression techniques including the use of tools and

CONSERVATION CREW SUPERVISOR III OPTIONS A. NATURAL RESOURCE B. FIRE SUPPRESSION	31	D	1.817
CONSERVATION CREW SUPERVISOR II	29	D	1.820
CONSERVATION CREW SUPERVISOR I	27	D	1.825

Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION CREW SUPERVISOR III (cont'd)

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

BOTH OPTIONS (cont'd)

equipment; division rules, regulations, policies and procedures; Department of Corrections regulations and cooperative agreements regarding inmate labor. **Ability to:** determine the probable effects of vegetation in advancing or retarding wildland fires; manage heli-tac crew operations and maintain current knowledge of applicable policies and guidelines as assigned; utilize a hand-held compass to determine locations, elevations, aspects, acreage and percent of slopes.

CONSERVATION CREW SUPERVISOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of logging, construction, ranching, *wildland firefighting, natural resource-related and/or* physically active conservation-related experience, one year of which must have been ~~in~~ supervising *staff and/or* inmate crews ~~[-, maintaining security, providing training in equipment use and safety, transporting inmates to job sites, and evaluating inmate skill levels];~~ **OR** an equivalent combination of education and experience; **OR** one year of experience as a Conservation Crew Supervisor I in Nevada State service ~~[-, including experience in at least two conservation and natural resource program areas such as forest silviculture, forest insect and disease control, vegetation, watershed, and/or range management, riparian enhancement, and wildland fire suppression].~~ (See *Special Requirements and Informational Notes*)

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

General knowledge of: safety procedures used in wildland fire suppression and resource conservation and community service projects; area topography, environment, fuel loads, structures and resources; division rules, regulations, policies and procedures; conservation policies and procedures; Nevada Revised Statutes related to division operations and preservation of Nevada resources; department rules, regulations and cooperative agreements with the division governing outside work assignments; fire suppression techniques used in wildland fires. **Ability to:** train and supervise *staff and/or* inmate ~~[work]~~ crews; implement established safety policies and procedures; oversee projects in resource conservation, community service and fire suppression; maintain records and prepare reports; *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 Conservation Crew Supervisor III.)

CONSERVATION CREW SUPERVISOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of logging, construction, ranching or physically active conservation-related experience such as tree trimming, planting, fire suppression or related activity; **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):

General knowledge of: wood-cutting and brush-clearing practices; forest insects and diseases; basic tree and shrub identification; carpentry, plumbing, electrical and automotive maintenance; repair, maintenance and construction of fences, buildings and related facilities; operation of tools and equipment including chain saws, electrical winches, pruning equipment, pumps and power tools; wildland fire behavior, suppression

CONSERVATION CREW SUPERVISOR III	31	D	1.817
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Page 5 of 5

MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION CREW SUPERVISOR I (cont'd)

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

and fireline safety. **Ability to:** use carpentry, plumbing, electrical and automotive tools to perform minor repair and construction work; use a compass and read maps; recognize unsafe work practices and take necessary precautions to reduce possible injury; communicate effectively both orally and in writing; maintain routine records.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Conservation Crew Supervisor II.)

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

	<u>1.817</u>	<u>1.820</u>	<u>1.825</u>
ESTABLISHED:	7/1/74	9/1/64	9/1/64
REVISED:		9/9/69	9/1/69
REVISED:			9/16/71
REVISED:			10/21/71
REVISED:		7/1/74	7/1/74
REVISED:	10/14/76		
REVISED:			12/3/76
REVISED:	2/22/77		
REVISED:	1/7/83	1/7/83	1/7/83
REVISED:	10/28/83-3		
REVISED:	7/1/85R	7/1/85R	
	7/22/85PC	7/22/85PC	
REVISED:	10/25/85-3	10/25/85-3	10/25/85-3
REVISED:	12/19/85-12	12/19/85-12	12/19/85-12
REVISED:	7/1/87-12P	7/1/87-12P	7/1/87-12P
	10/17/86PC	10/17/86PC	10/17/86PC
REVISED:	11/13/87-3	11/13/87-3	11/13/87-3
REVISED:	5/24/91-3	5/24/91-3	5/24/91-3
REVISED:	7/1/91LG	7/1/91LG	7/1/91LG
REVISED:	8/31/92PC	8/31/92PC	8/31/92PC
REVISED:	7/1/97P	7/1/97P	7/1/97P
	6/4/96PC	6/4/96PC	6/4/96PC
REVISED:	3/23/99UC	3/23/99UC	3/23/99UC
REVISED:	12/12/06UC	12/12/06UC	12/12/06UC
REVISED:	11/3/11UC	11/3/11UC	11/3/11UC
REVISED:	7/6/12UC	7/6/12UC	7/6/12UC