



**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 #46/12**

October 22, 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](mailto:plong@admin.nv.gov) no later than November 26, 2012.

If no written objections are received in this office by November 26, 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: **03-13**  
 Posting Expires: **November 26, 2012**

Per NRS 284.160, the Administrator 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	
1.812	Fire Management Officer	37 D	1.812	Fire Management Officer <i>II</i>	37	D
	NEW		<b>1.814</b>	<b>Fire Management Officer I</b>	<b>36</b>	<b>D</b>
1.816	Battalion Chief	35 D	1.816	Battalion Chief	35	D
1.850	Fire Captain	33 D	1.850	Fire Captain	33	D
1.819	Firefighter II	31 D	1.819	Firefighter II	31	D
1.852	Firefighter I	28 D	1.852	Firefighter I	28	D

## EXPLANATION OF CHANGE

The Nevada Division of Forestry requested a review of the position which is responsible for managing, administering and supervising the operations of the two districts in the southern region. The position functions equally as Battalion Chief and Fire Management Officer. The incumbent directs and administers a regional fire program including budget preparation; maintains and tracks equipment inventories, fire suppression equipment and documentation for fire reporting and billing; coordinates statewide emergency response of resources for the protection of life and property in the southern region; and trains, supervises and evaluates a small staff of professional positions.

Because of the limited geographical scope of responsibility and how the position functions at this time, the Division of Human Resource Management recommends establishing a new level in the series as Fire Management Officer I. It is recommended that the Fire Management Officer I be allocated at grade 36, to align one grade below the Fire Management Officer II and one grade above Battalion Chief to reflect the combined role. During the 2011 Legislative Session, it was decided that the Division of Forestry should focus on wildland fire protection and “all-risk” services should transfer back to the remaining counties as of July 1, 2015. Once that transition has been fully implemented, this position will function comparable to positions in the northern and western regions at the Fire Management Officer II, grade 37. At that time, the Division of Human Resource Management recommends that the Division of Forestry submit another NPD-19 to request reclassification of the position in the southern region.

During this review, the Division of Human Resource Management worked with the Division of Forestry in developing the class specification.

\*\*\*\*\*

CURRENT			PROPOSED			
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4	
13.141	Park Ranger III (Commissioned)	36 B	13.141	Park Ranger III (Commissioned)	36	B
13.142	Park Ranger II (Commissioned)	35 B	13.142	Park Ranger II (Commissioned)	35	B
13.143	Park Ranger I (Commissioned)	32 B	13.143	Park Ranger I (Commissioned)	32	B

## **EXPLANATION OF CHANGE**

The Division of Human Resource Management recommends minor revisions to the minimum qualifications to expand the types of acceptable degrees. Special Requirements were added to reflect that positions in these classes require statewide travel, working various hours and/or shifts, evenings, weekends, holidays and are subject to call back. Informational Notes were added to indicate that successful completion of P.O.S.T. is required within 18 months of appointment and a pre-employment background check and physical agility examination may be required. Additionally, the experience required for the Park Ranger III was decreased by one year to maintain consistency within the class plan.

Park Rangers (Commissioned) participate in operations, law enforcement, resource management, interpretation and maintenance activities at an assigned State park. Incumbents coordinate and participate in day-to-day park operation and maintenance projects; and gather, record and audit information related to visitor use and fees collected; enforce laws and regulations including applicable State laws, county ordinances, and park rules and policies; and participate in planning, developing and conducting special events and on-going interpretive activities such as tours, hikes, displays, exhibits, talks and visitor centers to inform park visitors of park attractions, flora, fauna, cultural and natural history, and environmental education.

*13.141 - Park Ranger III (Commissioned), Grade 36:* Under the general supervision of a Park Supervisor III, incumbents coordinate and oversee the operation and maintenance of a major section of a large and complex park with special features such as historical sites, visitor centers, multiple fee collection points, complex maintenance and resource protection programs, concessions and contracts, sophisticated water and sewer systems, and special use facilities, in addition to performing the full range of park ranger duties.

*13.142 - Park Ranger II (Commissioned), Grade 35:* Under the general supervision of a Park Supervisor, incumbents perform the full range of park operations and maintenance, resource management and interpretive duties at an assigned park. This is the journey level in the series.

*13.143 - Park Ranger I (Commissioned), Grade 32:* Under the direct supervision of a Park Supervisor, incumbents receive training in performing park operations and maintenance duties. This is the trainee level in the series. Progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

---

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 November 26, 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: October 22, 2013**



**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>
<b>FIRE MANAGEMENT OFFICER II</b>	<b>37</b>	<b>D</b>	<b>1.812</b>
<b>FIRE MANAGEMENT OFFICER I</b>	<b>36</b>	<b>D</b>	<b>1.814</b>
<b>BATTALION CHIEF</b>	<b>35</b>	<b>D</b>	<b>1.816</b>
<b>FIRE CAPTAIN</b>	<b>33</b>	<b>D</b>	<b>1.850</b>
<b>FIREFIGHTER II</b>	<b>31</b>	<b>D</b>	<b>1.819</b>
<b>FIREFIGHTER I</b>	<b>28</b>	<b>D</b>	<b>1.852</b>

**SERIES CONCEPT**

Positions in this series manage, supervise and participate in wildland and structural fire suppression; medical, hazardous materials, and other emergencies; fire prevention and education; presuppression; equipment and facility maintenance; and forestry and fire law enforcement.

Manage, supervise and participate in functional areas of fire protection; compile information, develop plans and make recommendations concerning training, prevention, suppression, emergency operations, fuels management, support services and administration.

Exercise leadership through direct command or implementation of the Incident Command System (ICS).

Respond to emergency incidents such as structure and wildland fires, medical emergencies, vehicle accidents, hazardous material incidents, floods and other emergencies; receive alarm information and locate area in map books; determine best route to incidents; drive emergency vehicles and strategically position apparatus and equipment.

Extinguish structure fires; lay hose lines, direct nozzles and apply extinguishing agents; raise and climb ladders; ventilate buildings; perform salvage and overhaul operations; assess and triage property damage to minimize property loss.

Control wildland fires; build hand lines, fall trees, lay hose lines and direct nozzles; lead dozers; set backfires; direct aerial drops; provide structural protection; and mop up and patrol fire areas to safeguard life, natural resources and structures.

Respond to medical emergencies and rescues; locate and remove victims from hazardous areas; triage multiple victims and assess injuries; stabilize victims and monitor vital signs; provide emotional support to victims and families; secure transportation for patient; and provide medical information to health care providers.

Supervise and/or participate in presuppression activities; inspect buildings; develop preplans and preattack fire plans; inspect and test hydrant systems; check fire access roads, gates and water supplies; and review and update dispatch response cards.

Supervise and/or participate in hazardous fuels mitigation; determine fuel types and fuel loading; and plan, direct and implement fuels management activities including prescribed burning.

Supervise and/or participate in fire prevention activities; inspect areas designated for prescribed burning; advise land owners of regulations; determine approval/denial of fire permit; check campfires; advise the public of fire danger, safety and fire restrictions; make safety presentations to homeowners, students and civic groups; conduct defensible space inspections; and post signs to educate the public and reduce fire occurrence.

<b>FIRE MANAGEMENT OFFICER II</b>	<b>37</b>	<b>D</b>	<b>1.812</b>
<b>FIRE MANAGEMENT OFFICER I</b>	<b>36</b>	<b>D</b>	<b>1.814</b>
<b>BATTALION CHIEF</b>	<b>35</b>	<b>D</b>	<b>1.816</b>
<b>FIRE CAPTAIN</b>	<b>33</b>	<b>D</b>	<b>1.850</b>
<b>FIREFIGHTER II</b>	<b>31</b>	<b>D</b>	<b>1.819</b>
<b>FIREFIGHTER I</b>	<b>28</b>	<b>D</b>	<b>1.852</b>

Page 2 of 8

**SERIES CONCEPT (cont'd)**

Schedule and conduct fire inspections of commercial establishments; enforce fire, building and other applicable codes, laws and standards; conduct arson investigations; coordinate activities with local and county fire officials regarding onsite inspections, plan check approvals, and water system compliance; evaluate proposed subdivisions; prepare and maintain records and reports related to inspections and hazardous materials inventories.

Train volunteer fire departments, cooperative fire agencies, and various fire fighting personnel; schedule classes or demonstrations; review materials, techniques and strategies; and provide on-the-job training to improve fire fighting techniques and effectiveness.

Enforce forestry and fire laws and prosecute offenders; investigate complaints of illegal burning, camp fires and plant materials harvesting; interview witnesses and suspects; collect evidence, preserve the crime scene, and determine the point of origin and cause of fire; advise the public of applicable laws, write citations and testify in court.

Supervise or maintain fire apparatus and equipment to maintain constant readiness; make daily inspections and follow preventive maintenance schedules; check, clean, sharpen, adjust and make minor repairs to equipment; report mechanical problems and arrange for repairs; and replace used equipment and supplies.

Perform related duties as assigned.

\*\*\*\*\*

**CLASS CONCEPTS**

**Fire Management Officer II:** Under general direction, incumbents are responsible for planning, organizing and directing the administration of regional fire programs including budget preparation. Incumbents coordinate and administer wildland fire prevention, protection and control activities, hazardous fuels mitigation; develop and maintain cooperative fire protection agreements; and coordinate fire management activities with federal, state and local cooperators.

Maintain and track equipment inventories and costs; manage and administer various federal, State and county programs for fire suppression equipment, training, prevention and emergency medical services; write grant proposals for various programs for cost share dollars; coordinate and participate in resource management programs; monitor and direct emergency response, and provide backup support and technical assistance as necessary; ensure fire reporting and billing documentation is compiled in a timely manner; provide administrative oversight for applicable volunteer fire departments under the direction of the Division of Forestry; develop and review prescribed burn plans; and review and approve expenditure requests.

Train, supervise and evaluate the performance of subordinate professional, technical and support staff including Battalion Chiefs in an assigned geographic region; and assist the Forestry Program Manager in developing and monitoring the regional budget, strategic planning for the region, drafting policies and procedures, and coordinating activities consistent with division, State and county policies and objectives.

**Fire Management Officer I:** *Under general direction, the incumbent is responsible for managing, administering and supervising the operations of the two districts in the southern region. Because the region is limited in geographical area, the position functions as both the Battalion Chief and Fire Management Officer.*

<b>FIRE MANAGEMENT OFFICER II</b>	<b>37</b>	<b>D</b>	<b>1.812</b>
<b>FIRE MANAGEMENT OFFICER I</b>	<b>36</b>	<b>D</b>	<b>1.814</b>
<b>BATTALION CHIEF</b>	<b>35</b>	<b>D</b>	<b>1.816</b>
<b>FIRE CAPTAIN</b>	<b>33</b>	<b>D</b>	<b>1.850</b>
<b>FIREFIGHTER II</b>	<b>31</b>	<b>D</b>	<b>1.819</b>
<b>FIREFIGHTER I</b>	<b>28</b>	<b>D</b>	<b>1.852</b>

Page 3 of 8

**CLASS CONCEPTS (cont'd)**

**Fire Management Officer I (cont'd)**

*Direct and administer a regional fire program including budget preparation; maintain and track equipment inventories, fire suppression equipment and documentation for fire reporting and billing; maintain and track budget expenditures and approve purchase orders; assist program manager with budget forecasting; establish contracts and agreements; ensure agreements follow State and division policy.*

*Respond to emergency incidents in the role of Fire Management Officer; coordinate statewide emergency response of resources for the protection of life and property in the southern region; participate in fire prevention activities for wildland and structure fires; conduct prescribed burnings; conduct defensible space inspections and homeowner fire inspections; educate public in fire safety and fire danger; supervise staff on the use of the Smoky Bear program; enforce forestry laws.*

*Train, supervise and evaluate a small staff of Fire Captains and other professional positions.*

**Battalion Chief:** Under general direction of a Fire Management Officer, incumbents manage the day-to-day fire protection operations of an assigned geographic area including fire readiness, staffing, fire prevention, training and incident command. They also assist with administrative duties in areas such as budget preparation, scheduling, planning and equipment maintenance, and are supervisory in nature.

**Fire Captain:** Under general supervision of a Battalion Chief, incumbents serve as a shift supervisor with responsibility for utilizing personnel and equipment during emergencies and/or act as a business/commercial fire prevention/fire safety building inspector and supervise assigned personnel.

**Firefighter II:** Under general supervision, incumbents have greater responsibility in operating and maintaining fire apparatus (i.e., pump and hydraulic systems and emergency vehicles and equipment) than a Firefighter I. Incumbents perform the full range of emergency response and presuppression duties described in the series concept.

**Firefighter I:** Under direct supervision incumbents perform fire suppression, emergency medical services, basic fire inspections and related duties. This is the trainee level in the series. Progression to the next level may occur upon meeting the minimum qualifications, satisfactory job performance and with the approval of the appointing authority.

\*\*\*\*\*

**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* 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 pass a thorough medical examination and physical agility test prior to appointment and for continuing employment.
- \* Applicants may be required to undergo a background investigation prior to being considered for employment.

<b>FIRE MANAGEMENT OFFICER II</b>	<b>37</b>	<b>D</b>	<b>1.812</b>
<b>FIRE MANAGEMENT OFFICER I</b>	<b>36</b>	<b>D</b>	<b>1.814</b>
<b>BATTALION CHIEF</b>	<b>35</b>	<b>D</b>	<b>1.816</b>
<b>FIRE CAPTAIN</b>	<b>33</b>	<b>D</b>	<b>1.850</b>
<b>FIREFIGHTER II</b>	<b>31</b>	<b>D</b>	<b>1.819</b>
<b>FIREFIGHTER I</b>	<b>28</b>	<b>D</b>	<b>1.852</b>

Page 4 of 8

### MINIMUM QUALIFICATIONS (cont'd)

#### SPECIAL REQUIREMENTS (cont'd)

- \* Employees must maintain hairstyles and facial hair in a manner which will not interfere with the required use of self-contained breathing equipment.
- \* Positions in this series are required to work varied shifts including evenings, weekends and holidays.
- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- \* All positions in this series must have certifications as identified by the agency at the time of application.
- \* Incumbents must obtain additional certifications, as identified by the agency, within one year of appointment, and must maintain those certifications as a condition of continuing employment.

#### INFORMATIONAL NOTES:

- \* Some positions in this series are required to obtain and maintain a Nevada commercial driver's license with endorsements as specified by the agency.
- \* The level of emergency medical training required will be designated at the time of recruitment.

#### FIRE MANAGEMENT OFFICER II

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in forestry, fire science or closely related field, and four years of professional experience in fire or natural resource management in areas such as fire suppression and fuels management; **OR** Associate's degree from an accredited college or university in forestry, fire science or closely related field, and five years of professional experience in fire or natural resource management in areas such as fire suppression and fuels management; **OR** an equivalent combination of education and experience; **OR** two years of experience as a Forester III in Nevada State service *with required certifications*; **OR** one year of experience as Battalion Chief in Nevada State service. (See *Special Requirements and Informational Notes*)

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

**Detailed knowledge of:** wildland and structural fire management; emergency medical services; fuels management practices; forestry and fire law enforcement; appearance, habitat, characteristics and economic value of various types of vegetation; combustibility and fire retardant properties of various types of vegetation; budget preparation, allocation and management. **Ability to:** plan, organize and coordinate regional fire management programs and projects; ~~establish and maintain cooperative and effective working relationships with representatives of federal, State and local agencies;~~ negotiate and administer contracts, interlocal agreements, cost share agreements and mutual aid agreements; ~~identify and pursue external funding sources for fire management programs];~~ 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:** coordination of regional programs and projects; federal, State and local laws, regulations, policies and procedures as applied to forest and wildland fires; contract and grant administration. **Working knowledge of:** State and division policies and procedures regarding budget and personnel management; division budget policies and procedures; State purchasing rules and practices. **Ability to:** train, supervise and evaluate the performance of assigned personnel including Battalion Chiefs.

<b>FIRE MANAGEMENT OFFICER II</b>	<b>37</b>	<b>D</b>	<b>1.812</b>
<b>FIRE MANAGEMENT OFFICER I</b>	<b>36</b>	<b>D</b>	<b>1.814</b>
<b>BATTALION CHIEF</b>	<b>35</b>	<b>D</b>	<b>1.816</b>
<b>FIRE CAPTAIN</b>	<b>33</b>	<b>D</b>	<b>1.850</b>
<b>FIREFIGHTER II</b>	<b>31</b>	<b>D</b>	<b>1.819</b>
<b>FIREFIGHTER I</b>	<b>28</b>	<b>D</b>	<b>1.852</b>

Page 5 of 8

### MINIMUM QUALIFICATIONS (cont'd)

#### FIRE MANAGEMENT OFFICER I

**EDUCATION AND EXPERIENCE:** *Bachelor's degree from an accredited college or university in forestry, fire science or closely related field, and three years of professional experience in fire or natural resource management in areas such as fire suppression and fuels management; OR an equivalent combination of education and experience; OR one year of experience as a Forester III, with required certifications, or Battalion Chief in Nevada State Service. (See Special Requirements and Informational Notes)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):**  
*Detailed knowledge of: Nevada Revised Statutes and State policies related to personnel management, budget and accounting processes; division policies and procedures related to fire suppression operations and equipment. Working knowledge of: wildland and structural fire management; combustibility and fire retardant properties of various types of vegetation; emergency medical services; fuels management practices. Ability to: properly educate public on wildland and structural fire prevention; plan and organize emergency response of resources; use and implement the ICS system for the management of emergency incidents; train, supervise, and evaluate the performance of assigned staff; 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: forestry and fire law enforcement; budget preparation, management and forecasting. Ability to: plan, organize and coordinate fire management programs and projects; establish and maintain cooperative and effective working relationships with representatives of federal, State and local agencies; negotiate and administer contracts, interlocal agreements, cost-share agreements and mutual aid agreements; identify and pursue external funding sources for fire management programs.*

#### BATTALION CHIEF

**EDUCATION AND EXPERIENCE:** Associate's degree in fire science or closely related field and four years of progressively responsible firefighting experience in an all-risk agency responsible for wildland and structural fire suppression, medical emergencies, and hazardous materials incidents; OR an equivalent combination of education and experience; OR one year experience as a Fire Captain in Nevada State service. (See Special Requirements and Informational Notes)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**  
**Detailed knowledge of:** the locations and equipment assigned to State and volunteer fire stations; principles of training and supervision; interagency mutual aid agreements; water delivery and hydrant systems; NFPA standards, safety regulations and insurance requirements related to training; mitigation, isolation and evacuation techniques used in hazardous materials emergencies. **Ability to:** plan, organize and deploy personnel and equipment in highly complex emergency situations; develop and implement emergency response plans appropriate to the situation; *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:** Nevada Revised Statutes and State policies related to personnel management, budget and accounting processes; division policies and procedures related to fire suppression operations and equipment.



<b>FIRE MANAGEMENT OFFICER II</b>	<b>37</b>	<b>D</b>	<b>1.812</b>
<b>FIRE MANAGEMENT OFFICER I</b>	<b>36</b>	<b>D</b>	<b>1.814</b>
<b>BATTALION CHIEF</b>	<b>35</b>	<b>D</b>	<b>1.816</b>
<b>FIRE CAPTAIN</b>	<b>33</b>	<b>D</b>	<b>1.850</b>
<b>FIREFIGHTER II</b>	<b>31</b>	<b>D</b>	<b>1.819</b>
<b>FIREFIGHTER I</b>	<b>28</b>	<b>D</b>	<b>1.852</b>

Page 6 of 8

### MINIMUM QUALIFICATIONS (cont'd)

#### FIRE CAPTAIN

**EDUCATION AND EXPERIENCE:** Associate's degree in fire science or closely related field and three years of firefighting experience; **OR** an equivalent combination of education and experience; **OR** one year as a Firefighter II in Nevada State service. (*See Special Requirements and Informational Notes*)

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

**Working knowledge of:** tactics and strategy used in firefighting; fire prevention codes and ordinances; fire chemistry; alarm, sprinkler and other fire prevention systems; policies and procedures applicable to issuance of burn permits; special operations and equipment utilized when hazardous materials are present in emergency situations; construction methods and materials as related to combustion and fire suppression techniques. **Ability to:** supervise a fire crew or Engine Company in any call-out situation; apply the principles of the ICS in incidents of moderate to high complexity; exercise scene management in emergency medical situations; evaluate complex situations and request appropriate additional resources; respond and take appropriate action in complex hazardous materials emergencies; perform commercial buildings and facilities inspections; detect fire hazards and building code violations and institute corrective action; provide fire fighting training to assigned personnel; inspect, test and ensure proper operation of all firefighting equipment within a company; maintain records and prepare reports; read and interpret building and construction plans; communicate effectively both orally and in writing; apply principles of fire prevention, inspection and investigation; deal effectively with victims, bystanders and responding personnel in emergency situations; *and all knowledge, skills and abilities required at the lower levels.*

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

#### FIREFIGHTER II

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and three years of firefighting experience. In addition, applicants must also meet NFPA eligibility requirements for Firefighter II at the time of appointment; **OR** two years experience as a Firefighter I in Nevada State service. In addition, applicants must meet NFPA eligibility requirements for Firefighter II at the time of appointment; **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:** pump operations and hydraulic systems; State and federal forestry and fire laws; emergency vehicle and equipment operation. **General knowledge of:** principles and practices of fire prevention and investigation; Uniform Building and Fire Codes and other applicable regulations and standards. **Ability to:** apply the principles of ICS to an incident of moderate complexity; operate power driven fire apparatus such as 4-wheel drive trucks, pumpers and water tenders; use and maintain fire, rescue and extrication tools; perform basic maintenance to vehicles and equipment; make observations and prepare reports; use specialized resources such as helicopters, tactical aircraft, air tankers, bulldozers and fire suppression crews; *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:** fire behavior in various weather conditions; fire suppression tactics applicable to wildland, structural, vehicle and hazardous materials incidents; fire inspection and investigation procedures.

<b>FIRE MANAGEMENT OFFICER II</b>	<b>37</b>	<b>D</b>	<b>1.812</b>
<b>FIRE MANAGEMENT OFFICER I</b>	<b>36</b>	<b>D</b>	<b>1.814</b>
<b>BATTALION CHIEF</b>	<b>35</b>	<b>D</b>	<b>1.816</b>
<b>FIRE CAPTAIN</b>	<b>33</b>	<b>D</b>	<b>1.850</b>
<b>FIREFIGHTER II</b>	<b>31</b>	<b>D</b>	<b>1.819</b>
<b>FIREFIGHTER I</b>	<b>28</b>	<b>D</b>	<b>1.852</b>

Page 7 of 8

**MINIMUM QUALIFICATIONS (cont'd)**

**FIREFIGHTER I**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and one year of firefighting experience. In addition, all applicants must meet NFPA eligibility requirements for Firefighter I at the time of appointment; **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:** 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. **Working knowledge of:** 2-way radio operations and frequencies; use and limitations of personal safety equipment; first aid and CPR. **Ability to:** provide emergency medical treatment to injured persons; function effectively in potentially dangerous and life threatening situations for extended periods of time; function under the ICS system; plan, organize and prioritize daily activities; read and follow written procedures and operations guidelines; communicate effectively orally about fire prevention programs to groups of adults and children; read topographical maps; use wildland and structural fire tools; use rescue and extrication tools.

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

	<u>1.812</u>	<u>1.814</u>	<u>1.816</u>	<u>1.850</u>	<u>1.819</u>	<u>1.852</u>
ESTABLISHED:	1/7/99R	<b>9/20/11R</b> <b>11/26/12UC</b>	7/1/87-12P 10/17/86PC	7/1/74	9/1/64	9/1/64
REVISED:	7/27/00UC				9/9/69	9/1/69
REVISED:						9/16/71
REVISED:					7/1/74	10/21/71
REVISED:				10/14/76		7/1/74
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	
REVISED:				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:				7/1/87P	7/1/87-12P	7/1/87P
<b>REVISED</b>						

<b>FIRE MANAGEMENT OFFICER II</b>	<b>37</b>	<b>D</b>	<b>1.812</b>
<b>FIRE MANAGEMENT OFFICER I</b>	<b>36</b>	<b>D</b>	<b>1.814</b>
<b>BATTALION CHIEF</b>	<b>35</b>	<b>D</b>	<b>1.816</b>
<b>FIRE CAPTAIN</b>	<b>33</b>	<b>D</b>	<b>1.850</b>
<b>FIREFIGHTER II</b>	<b>31</b>	<b>D</b>	<b>1.819</b>
<b>FIREFIGHTER I</b>	<b>28</b>	<b>D</b>	<b>1.852</b>

Page 8 of 8

REVISED:		10/17/86PC	10/17/86PC	10/17/86PC
	11/13/87-3	11/13/87-3	11/13/87-3	11/13/87-3
REVISED:			5/20/88-3	
REVISED:		12/9/88		
REVISED:		3/3/89-12		
REVISED:	5/24/91-3	5/24/91-3	5/24/91-3	5/24/91-3
REVISED:	7/1/91LG	7/1/91LG	7/1/91LG	7/1/91LG
REVISED:	8/31/92PC	8/31/92PC	8/31/92PC	8/31/92PC
REVISED:	7/1/97P	7/1/97P	7/1/97P	7/1/97P
REVISED:	6/4/96PC	6/4/96PC	6/4/96PC	6/6/96PC
REVISED:	7/27/00UC	7/27/00UC	7/27/00UC	7/27/00UC
REVISED:	2/18/11PC	2/18/11PC	2/18/11PC	2/18/11PC
<b>REVISED</b>	<b>11/26/12UC</b>			



**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>
<b>PARK RANGER III (COMMISSIONED)</b>	<b>36*</b>	<b>B</b>	<b>13.141</b>
<b>PARK RANGER II (COMMISSIONED)</b>	<b>35*</b>	<b>B</b>	<b>13.142</b>
<b>PARK RANGER I (COMMISSIONED)</b>	<b>32*</b>	<b>B</b>	<b>13.143</b>

**SERIES CONCEPT**

Park Rangers (Commissioned) participate in operations, law enforcement, resource management, interpretation and maintenance activities at an assigned State park.

Coordinate and participate in day-to-day park operation and maintenance projects; train, supervise and evaluate the performance of assigned seasonal personnel; clean and maintain park buildings, grounds, offices, restrooms and vehicles; schedule and assign personnel to collect fees, staff visitor centers, and conduct tours.

Gather, record and audit information related to visitor use and fees collected; take inventory and submit supply requests; prepare activity reports on areas of responsibility; make reservations and respond to letters and telephone inquiries; operate park weather station, sales outlet and water safety and control devices at the park.

Enforce laws and regulations including applicable State laws, county ordinances, and park rules and policies; investigate accidents, write citations, make arrests, conduct search and rescue operations, respond to emergency situations, and interact with other law enforcement agencies to preserve the peace and protect park visitors.

Implement the resource management plan; identify resource problems; develop solutions and initiate projects for resource preservation and rehabilitation.

Participate in planning, developing and conducting special events and on-going interpretive activities such as tours, hikes, displays, exhibits, talks and visitor centers to inform park visitors of park attractions, flora, fauna, cultural and natural history, and environmental education.

Perform related duties as assigned.

\*\*\*\*\*

**CLASS CONCEPTS**

**Park Ranger III (Commissioned):** Under the general supervision of a Park Supervisor III, incumbents coordinate and oversee the operation and maintenance of a major section of a large and complex park with special features such as historical sites, visitor centers, multiple fee collection points, complex maintenance and resource protection programs, concessions and contracts, sophisticated water and sewer systems, and special use facilities, in addition to performing the full range of duties outlined in the series concept.

**Park Ranger II (Commissioned):** Under the general supervision of a Park Supervisor, incumbents perform the full range of duties outlined in the series concept. This is the journey level in the series.

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

<b>PARK RANGER III (COMMISSIONED)</b>	<b>36*</b>	<b>B</b>	<b>13.141</b>
<b>PARK RANGER II (COMMISSIONED)</b>	<b>35*</b>	<b>B</b>	<b>13.142</b>
<b>PARK RANGER I (COMMISSIONED)</b>	<b>32*</b>	<b>B</b>	<b>13.143</b>

Page 2 of 4

**CLASS CONCEPTS (cont'd)**

**Park Ranger I (Commissioned):** Under the direct supervision of a Park Supervisor, incumbents receive training in performing all or part of the duties outlined in the series concept. This is the trainee level in the series. Progression to the next level may occur upon meeting the qualifications of the next level, satisfactory job performance and approval of the appointing authority.

\*\*\*\*\*

**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must submit to a pre-employment screening for controlled substances.
- \* ***Positions are subject to call back and must work various hours and/or shifts.***
- \* ***Positions require statewide travel.***
- \* ***Positions require work on evenings, weekends, and/or holidays.***
- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.

**INFORMATIONAL NOTES:**

- \* Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* ***Candidates may be required to submit to a background check and physical agility examination prior to appointment.***
- \* ***Incumbents must complete a P.O.S.T. academy within 18 months of appointment.***

**PARK RANGER III (COMMISSIONED)**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with a major or minor in park management, *outdoor* recreation management, ecology, forestry, biology, [~~criminal justice~~] *agriculture, education, natural or environmental sciences, horticulture, history/folklore, wildlife management, museum management, park interpretation, business or public administration* or [~~closely~~] related field, and two years of [~~journey-level~~] *professional* park ranger experience in park operations and maintenance; **OR** an equivalent combination of education and experience; **OR** [~~two~~] ***one*** year of experience as a Park Ranger **II** in Nevada State service. (*See Special Requirements and Informational Notes*)

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

**Working knowledge of:** financial and statistical recordkeeping; safety principles and practices related to the use of assigned equipment. **Ability to:** preserve and enhance the park's natural resources; prepare reports, evaluations, bulletins and memoranda; perform literary research necessary to develop interpretive materials; plan, organize and coordinate available resources to effectively manage an assigned area of the park; *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:** Nevada Administrative Code and Nevada Revised Statutes applicable to operation of a State park; division policy manuals related to law enforcement, fee collection, volunteers and general policies; current State personnel practices and principles used in supervising staff; inventory techniques required to maintain operating supplies. **Ability to:** manage a major area within a large and complex park; assist the Park Supervisor in day-to-day operation and maintenance of the park.

<b>PARK RANGER III (COMMISSIONED)</b>	<b>36*</b>	<b>B</b>	<b>13.141</b>
<b>PARK RANGER II (COMMISSIONED)</b>	<b>35*</b>	<b>B</b>	<b>13.142</b>
<b>PARK RANGER I (COMMISSIONED)</b>	<b>32*</b>	<b>B</b>	<b>13.143</b>

Page 3 of 4

### MINIMUM QUALIFICATIONS (cont'd)

#### PARK RANGER II (COMMISSIONED)

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with a major or minor in park management, *outdoor* recreation management, ecology, forestry, biology, [~~criminal justice~~] *agriculture, education, natural or environmental sciences, horticulture, history/folklore, wildlife management, museum management, park interpretation, business or public administration* or [~~closely~~] related field, and one year of professional park ranger experience in park operations and maintenance; **OR** an equivalent combination of education and experience [~~at or above the bachelor's degree level~~]; **OR** one year of experience as a Park Ranger I in Nevada State service. (*See Special Requirements and Informational Notes*)

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

**General knowledge of:** natural and cultural history of the assigned park and surrounding areas; ecological concepts; laws, policies and practices related to park operations; personnel practices and principles used in supervision; inventory techniques required to maintain operating supplies; basic fire suppression techniques as applied to grass, brush and forest areas. **Ability to:** make oral and visual presentations to groups to provide information about State parks; enforce laws and regulations and perform law enforcement duties as required by the assignment; work effectively in situations involving argumentative or combative individuals; render emergency medical assistance including cardiopulmonary resuscitation (CPR) to park visitors as necessary; *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:** park and resource management practices utilized in Nevada; principles of training and supervision; State budget, accounting and purchasing procedures. **Ability to:** assist the Park Supervisor in the overall operation and maintenance of the park; perform professional park management duties; plan, coordinate and oversee park custodial and minor maintenance projects.

#### PARK RANGER I (COMMISSIONED)

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with a major or minor in park management, *outdoor* recreation management, ecology, forestry, biology, [~~criminal justice~~] *agriculture, education, natural or environmental sciences, horticulture, history/folklore, wildlife management, museum management, park interpretation, business or public administration* or [~~closely~~] related field; **OR** an equivalent combination of education and experience; **OR two years of experience** which provided experience in organizing, overseeing and performing park maintenance, interpretive programming, visitor services, and resource management duties. (*See Special Requirements and Informational Notes*)

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

**General knowledge of:** basic principles of park operations and maintenance; basic principles of park and resource management; natural and cultural history; accepted land management practices; interpretation of natural resources and historic areas; operation of standard hand and power tools used in facility maintenance. **Ability to:** participate in the operation and maintenance of an assigned State park; perform custodial and general maintenance duties in park buildings and grounds; provide information and assistance to park visitors; maintain records and prepare reports; participate in planning and providing interpretive programs for park visitors; communicate effectively both orally and in writing.

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

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Park Ranger II (Commissioned).)*

**PARK RANGER III (COMMISSIONED)**  
**PARK RANGER II (COMMISSIONED)**  
**PARK RANGER I (COMMISSIONED)**

**36\*            B            13.141**  
**35\*            B            13.142**  
**32\*            B            13.143**

Page 4 of 4

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>13.141</u>	<u>13.142</u>	<u>13.143</u>
ESTABLISHED:	7/1/97P 6/4/96PC	7/1/87-12P	7/1/87-12P
REVISED:		10/17/86PC	10/17/86PC
REVISED:		8/6/87-3	8/6/87-3
REVISED:		5/20/88-3	
REVISED:		7/1/89R	7/1/89R
		7/6/90PC	7/6/90PC
REVISED:		11/15/91PC	11/15/91PC
REVISED:		7/1/97P	7/1/97P
		6/4/96PC	6/4/96PC
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC
REVISED:	10/31/01UC	10/31/01UC	10/31/01UC
REVISED:	7/5/02UC	7/5/02UC	7/5/02UC
REVISED:	7/1/05LG	7/1/05LG	7/1/05LG
REVISED:	10/1/07LG	10/1/07LG	10/1/07LG
REVISED:		6/25/08UC	6/25/08UC
<b>REVISED:</b>	<b>11/26/12UC</b>	<b>11/26/12PC</b>	<b>11/26/12PC</b>