



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#06-14

January 14, 2014

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: FY 2014/2015 CLASS SPECIFICATION MAINTENANCE REVIEWS

During this biennium, the Division of Human Resource Management will conduct class specification maintenance reviews for classes on the attached list. These reviews are intended to update duty statements, review class concepts and ensure the validity of the minimum qualifications. Classification analysts will work closely with recruiters and subject matter experts to develop class specifications that are effective for recruitment and classification.

We will not be reviewing individual positions in this process, nor do we anticipate any grade changes as a result of the reviews. The NPD-19 process remains the appropriate avenue for addressing significant changes in a position.

If you would like to have a class or series reviewed that is not on the list, please contact Eric Mager at 684-0120 or emager@admin.nv.gov by January 24th, 2014 regarding any issues your agency is having with a particular specification. At the time the review of a class or series begins, each agency that has positions in the class or series will be contacted.

LE:em/tp

CLASS SPECIFICATION MAINTENANCE REVIEWS

CLERICAL AND RELATED SERVICES

- 2.131 Student Worker
- 2.222 Clerical Trainee
- 2.225 Admissions/Records Assistant series
- 2.124 Mail Service Supervisor series
- 2.811 Supply Technician series
- 2.154 Legal Office Manager series
- 2.159 Legal Assistant

EDUCATION

- 5.225 Correctional Vocational Trainee

ENGINEERING AND ALLIED

- 6.714 Chief of Planning and Development
- 6.717 Park and Recreation Program Manager
- 6.380 Scientific Glassblower and Design Specialist

FISCAL MANAGEMENT AND STAFF SERVICES

- 7.103 Chief Accountant
- 7.135 Accountant series
- 7.140 Accountant Technician series
- 7.403 Chief, Right-Of-Way
- 7.406 Assistant Chief, Right-Of-Way
- 7.412 Right of Way Supervisor series
- 7.428 Staff Specialist, Right-Of-Way
- 7.507 Equal Employment Opportunity Officer
- 7.634 Budget Analyst series
- 7.684 Hearings Officer options
- 7.690 DUI Adjudicator
- 7.653 Public Service Intern series
- 7.673 Career Aid series
- 7.718 Economist series
- 7.801 Museum Director series
- 7.803 Curator series
- 7.807 Assistant Costumer
- 7.818 Retail Storekeeper series
- 7.854 Chief Cultural Resource Manager
- 7.869 Historic Preservation Spec series

MECHANICAL AND CONSTRUCTION TRADES

- 9.103 Hwy Maintenance Manager

MEDICAL, HEALTH AND RELATED SERVICES

10.179 Psychometrist
10.222 Registered Dietitian series
10.228 Disease Control Specialist series
10.229 Mid-Level Medical Practitioner
10.231 Health Info Director series
10.261 Dental Prosthetics Technician
10.339 Developmental Support Tech series
10.341 Consumer Services Assistant series
10.504 HIV/AIDS Program Manager
10.505 Health Resource Analyst series
10.514 Emergency Medical Services Rep series
10.608 Allied Health Services Coordinator
10.609 Occupational Therapist series
10.612 Physical Therapist
10.614 Therapeutic Recreation Specialist series
10.615 Speech Pathologist series
10.617 Athletic and Recreation Specialist series
10.624 Licensed Physical Therapist Assistant
10.626 Industrial Therapist
10.628 Health and Fitness Specialist
10.642 Certified Occ Therapy Assistant
10.673 Activities Therapy Technician series
10.707 Chemist series
10.710 Microbiologist series
10.726 Laboratory Technician series
10.729 Laboratory Assistant series
10.740 Radiological Technologist
10.769 Staff Research Associate series

REGULATORY AND PUBLIC SAFETY

11.325 Operations Manager, Dairy Programs
11.347 Ombudsman
11.412 Tort Claims Adjuster
11.509 Plans Examiner series

CLERICAL AND RELATED SERVICES**A. Clerical and Related Services**

- 2.131 Student Worker
- 2.222 Clerical Trainee
- 2.225 Admissions/Records Assistant 4
- 2.226 Admissions/Records Assistant 3
- 2.227 Admissions/Records Assistant 2
- 2.228 Admissions/Records Assistant 1
- 2.124 Mail Service Supervisor
- 2.126 Mail Service Technician
- 2.129 Mail Service Clerk 2
- 2.127 Mail Service Clerk 1
- 2.811 Supply Technician 4
- 2.819 Supply Technician 3
- 2.824 Supply Technician 2
- 2.836 Supply Technician 1
- 2.154 Legal Office Manager
- 2.151 Supervising Legal Secretary
- 2.153 Legal Secretary 2
- 2.156 Legal Secretary 1
- 2.158 Legal Secretary Trainee
- 2.159 Legal Assistant

EDUCATION**A. Academic – Vocational – Teaching**

- 5.225 Correctional Vocational Trainee

ENGINEERING AND ALLIED**A. Environmental and Land Use Services**

- 6.714 Chief of Planning and Development
- 6.717 Park and Recreation Program Manager

F. Equipment Design and Maintenance

- 6.380 Scientific Glassblower and Design Specialist

FISCAL MANAGEMENT AND STAFF SERVICES**A. Financial**

- 7.103 Chief Accountant

- 7.135 Accountant 3
- 7.136 Accountant 2
- 7.137 Accountant 1

- 7.140 Accountant Technician 3
- 7.141 Accountant Technician 2
- 7.143 Accountant Technician 1

E. Prop Appraisal, Val and Acquisition

- 7.403 Chief, Right-Of-Way

- 7.406 Assistant Chief, Right-Of-Way

- 7.412 Right of Way Supervisor
- 7.436 Right of Way Agent 3
- 7.437 Right of Way Agent 2
- 7.443 Right of Way Agent 1

- 7.428 Staff Specialist, Right-Of-Way

F. Personnel and Training

- 7.507 Equal Employment Opportunity Officer

G. Administrative and Budget Analysis

- 7.634 Budget Analyst 5
- 7.632 Budget Analyst 4
- 7.620 Budget Analyst 3
- 7.621 Budget Analyst 2
- 7.627 Budget Analyst 1

- 7.684 Hearings Officer
 - A. Disability Adjudication
 - B. Industrial Relations
 - C. Public Assistance

- 7.690 DUI Adjudicator

H. Intern Program

7.653 Public Service Intern 2
7.665 Public Service Intern 1

7.673 Career Aid 4
7.675 Career Aid 3
7.677 Career Aid 2
7.679 Career Aid 1

I. Actuarial/Research/Grants Analysis

7.718 Economist 4
7.719 Economist 3
7.723 Economist 2
7.740 Economist 1

J. Public Information

7.801 Museum Director 3
7.809 Museum Director 2
7.810 Museum Director 1

7.803 Curator 4
7.823 Curator 3
7.808 Curator 2
7.834 Curator 1

7.807 Assistant Costumer

7.818 Retail Storekeeper 4
7.819 Retail Storekeeper 3
7.820 Retail Storekeeper 2
7.821 Retail Storekeeper 1

7.854 Chief Cultural Resource Manager

7.869 Historic Preservation Spec 3
7.871 Historic Preservation Spec 2
7.873 Historic Preservation Spec 1

MECHANICAL AND CONSTRUCTION TRADES**A. Road Construction and Maintenance**

9.103 Hwy Maintenance Manager

MEDICAL, HEALTH AND RELATED SERVICES**B. Psychology and Social Science**

10.179 Psychometrist

C. Health Related Services

10.222 Registered Dietitian 3

10.226 Registered Dietitian 2

10.235 Registered Dietitian 1

10.228 Disease Control Specialist 3

10.223 Disease Control Specialist 2

10.220 Disease Control Specialist 1

10.229 Mid-Level Medical Practitioner

10.231 Health Info Director

10.233 Health Info Coordinator 2

10.232 Health Info Coordinator 1

D. Public Health Dental

10.261 Dental Prosthetics Technician

F. Nursing Services

10.339 Developmental Support Tech 4

10.347 Developmental Support Tech 3

10.357 Developmental Support Tech 2

10.367 Developmental Support Tech 1

10.341 Consumer Services Assistant 2

10.342 Consumer Services Assistant 1

G. Environmental and Health Protection

10.504 HIV/AIDS Program Manager

10.505 Health Resource Analyst 3

10.507 Health Resource Analyst 2

10.512 Health Resource Analyst 1

10.514 Emergency Medical Services Rep 3

10.515 Emergency Medical Services Rep 2

10.518 Emergency Medical Services Rep 1

H. Allied Therapies

10.608 Allied Health Services Coordinator

10.609 Occupational Therapist 2

10.618 Occupational Therapist 1

10.612 Physical Therapist

10.614 Therapeutic Recreation Specialist 2

10.621 Therapeutic Recreation Specialist 1

10.615 Speech Pathologist 2

10.619 Speech Pathologist 1

10.617 Athletic and Recreation Specialist 2

10.616 Athletic and Recreation Specialist 1

10.624 Licensed Physical Therapist Assistant

10.626 Industrial Therapist

10.628 Health and Fitness Specialist

10.642 Certified Occ Therapy Assistant

10.673 Activities Therapy Technician series

I. Laboratory Services

10.707 Chemist 5

10.708 Chemist 4

10.712 Chemist 3

10.713 Chemist 2

10.724 Chemist 1

10.710 Microbiologist 5

10.711 Microbiologist 4

10.715 Microbiologist 3

10.717 Microbiologist 2

10.721 Microbiologist 1

10.726 Laboratory Technician 2

10.733 Laboratory Technician 1

10.729 Laboratory Assistant 2

10.736 Laboratory Assistant 1

10.740 Radiological Technologist

I. Laboratory Services - Continued

- 10.769 Staff Research Associate 4
- 10.770 Staff Research Associate 3
- 10.771 Staff Research Associate 2
- 10.772 Staff Research Associate 1

REGULATORY AND PUBLIC SAFETY

B. Investigation and Inspections

- 11.325 Operations Manager, Dairy Programs

C. Licensing and Regulations

- 11.347 Ombudsman
- 11.412 Tort Claims Adjuster

D. Safety Inspections

- 11.509 Plans Examiner 3 – Fire/Life
- 11.508 Plans Examiner 2 – Fire/Life
- 11.504 Plans Examiner 1 – Fire/Life