



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Room 101 | Carson City, Nevada 89701
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MEMORANDUM
HR#11-14

January 31, 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: 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 March 5, 2014.

If no written objections are received in this office by March 5, 2014, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

LE:kh/lf/tp

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #13-14
Posting Expires: March 5, 2014

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
7.403	Chief, Right-of-Way	44 A	7.403	Chief, Right-of-Way	44 A
	<i>NEW</i>		<i>7.404</i>	<i>Deputy Chief, Right-of-Way</i>	<i>43 A</i>

Basis for Recommendation

As a result of an Individual Study (NPD-19), and in conjunction with Subject Matter Experts from the Department of Transportation, Right-of-Way Division, Human Resource Management has recommended the addition of a new level to the Chief, Right-of-Way class specification.

The Deputy Chief, Right of Way oversees the day-to-day operations of the Right-of-Way Division and directly supervises a supervisory Assistant Chief, Right-of-Way. Additionally, the position administers statewide right-of-way programs to include right-of-way engineering, real estate appraisal, appraisal review, acquisition, property management, relocation assistance, utility and/or railroad relocation, advertising sign control and occupancy permits. It also assists the Chief Right-of-Way Agent to monitor, initiate, and implement changes to federal and State laws, regulations and industry standards regarding right-of-way matters; develops policies and procedures to ensure compliance and effectiveness of operations; assists with developing the statewide division budget; and reviews and approves/disapproves division operating expenses and purchases.

It is recommended that the Deputy Chief, Right-of-Way be allocated at grade 43, to align one grade below the Chief, Right-of-Way, grade 44, and one grade above the subordinate Assistant Chief, Right-of-Way, grade 42. This recommendation is being made due to the knowledge, skills and abilities required to ensure efficient and effective day-to-day operations of the Right-of-Way Division, as well as the full authority to act in the absence of the Chief.

Duty statements were separated to reflect appropriate assignments of both classes. Additionally, the knowledge, skills and abilities of the Chief, Right-of-Way class were revised to reflect what is needed to perform the management duties, and the minimum qualifications of both levels have been modified to clarify the type of relevant and acceptable experience required.

During this review, Human Resource Management worked closely with staff from the Right-of-Way Division who assisted in revising the class specification.

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) 684-0130.

Objections to the proposed change(s) must be received in writing by March 5, 2014. 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: January 31, 2014



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>
CHIEF, RIGHT-OF-WAY	44	A	7.403
DEPUTY CHIEF, RIGHT-OF-WAY	43	A	7.404

SERIES CONCEPTS

Under general administrative direction from the Assistant Director of Engineering, the Chiefs, [ø] Right-of-Way administer statewide right-of-way programs for the Nevada Department of Transportation (NDOT).

Participate in public hearings, meetings and conferences, *as needed*, to explain right-of-way program processes, resolve concerns and problems, and present NDOT's position regarding right-of-way projects.

Represent division at departmental management meetings.

Perform related duties as assigned.

CLASS CONCEPTS

CHIEF, RIGHT-OF-WAY

Oversee the administration of the Right-of-Way Division; establish objectives and goals, including the work program, ongoing projects and public service activities.

Identify, analyze, interpret and track complex state and federal legislation; provide feedback to the department, local agencies, legislators and federal officials; coordinate and respond to legislative inquiries; prepare testimony for public hearings; strive to ensure the department's programs are not adversely affected.

Monitor, initiate, and implement changes to federal and State laws and regulations and industry standards regarding right-of-way matters and develop department policies and procedures to ensure continued compliance as well as the effectiveness and efficiency of operations.

Direct development of the statewide division budget including capital outlay for land, improvements, damages to land, consultant fees, equipment, training, travel and supplies; review and approve/disapprove division operating expenses and purchases to ensure adherence to budgetary limits.

~~[Provide direction to, and review the performance of, subordinate managers and supervisors in the daily administration of right-of-way programs throughout the State including appraisal, acquisition and negotiation, to include the recommendation of administrative settlements, condemnation, property management, relocation assistance, engineering and utility/railroad relocation to ensure continuity, consistency and compliance with policies, procedures, laws and regulations.]~~

Review staffing requirements, approve recruitment activities, make appointments to new or vacant positions, and approve performance appraisals, promotions, and disciplinary actions.

~~[Review and approve payment vouchers for right of way property purchases, property management expenses, relocation assistance payments, consultant contract fees and utility and/or railroad relocation expenses.]~~

Present condemnation and disposal of surplus property actions to the State Transportation Board of Directors at public meetings and make other presentations as required.

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CLASS CONCEPTS (cont'd)

CHIEF, RIGHT-OF-WAY (cont'd)

~~[Sign all right of way and utility certifications to pertinent authorities prior to bid advertisements for highway construction projects.]~~

DEPUTY CHIEF, RIGHT-OF-WAY

Provide direction to, and review the performance of, subordinate managers and supervisors in the daily administration of right-of-way programs throughout the State including appraisal, acquisition and negotiation, to include the recommendation of administrative settlements, condemnation, property management, relocation assistance, engineering and utility/railroad relocation to ensure continuity, consistency and compliance with policies, procedures, laws and regulations.

Recommend recruitment activities and appointments to new or vacant positions, and recommend performance appraisals, promotions, and disciplinary actions.

Review and approve payment vouchers for right-of-way property purchases, property management expenses, relocation assistance payments, consultant contract fees and utility and/or railroad relocation expenses.

Provide information to the Transportation Board of Directors, legislative committees, local agencies and the public.

Oversee disposal of surplus property actions and make other presentations to the State Transportation Board of Directors as required.

Sign all right-of-way and utility certifications to pertinent authorities prior to bid advertisements for highway construction projects.

Prepare budget recommendations for the division including capital expenditures, equipment and training; approve and/or recommend approval of expenditures related to the program.

Coordinate the operations of division sections conducting administrative services and right-of-way control including establishing and recommending division policies and procedures and determining priorities.

When necessary and required, act on behalf of the Chief, Right-of-Way Agent.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

CHIEF, RIGHT-OF-WAY

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, finance, economics or related field and ~~[six]~~ **seven** years of progressively responsible right-of-way experience, ~~[two]~~ **three** years of which was ~~[supervising or]~~ administering one or more major activities of a comprehensive right-of-way program; **OR one year of experience as a Deputy Chief, Right-of-Way in Nevada State service; OR two years of experience as an Assistant Chief, Right-of-Way in Nevada State service; OR** an equivalent combination of education and experience. (See Special Requirement)

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MINIMUM QUALIFICATIONS (cont'd)

CHIEF, RIGHT-OF-WAY (cont'd)

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

~~[Working knowledge of: fiscal management, general accounting and business practices; management and supervisory techniques including disciplinary processes, employee evaluation and the development of work performance standards; technical and legal terminology, documents and descriptions related to right of way; real estate law; contract development, negotiation and administration; policies, procedures and laws regarding the right of way disciplines of appraisal, appraisal review, acquisition, relocation, property management, condemnation coordination and utility and/or railroad relocation; the legislative process and the enactment of administrative code; real estate industry standards and practices pertinent to the appraisal, acquisition, finance, conveyance, titling, management and disposal of real property. General knowledge of: highway engineering principles and practices including design, construction and maintenance; mathematics and engineering adequate to comprehend and explain right of way maps and plans; the principles of real estate appraisal, land economics, land development and real estate investment; theory, principles, and practices of management including strategic planning; land surveying related to right of way engineering. Ability to: provide leadership in achieving established goals and objectives; communicate effectively in English both orally and in writing and make presentations to groups of various size; plan, organize, coordinate and manage professional and/or technical staff engaged in right of way related activities; direct or conduct complex negotiations with property owners or their attorneys; analyze problems and develop and recommend effective solutions; establish and maintain positive and effective working relationships with others at all levels within and outside the agency; preside over administrative appeals and make appropriate determinations; manage multiple high profile right-of-way projects and transactions; draft proposed legislation that affects programs; supervise and evaluate the performance of subordinate managers and administrative staff.]~~

Detailed knowledge of: other governmental agencies affecting right-of-way activities; department mission, goals and work program as related to right-of-way activities. Working knowledge of: federal regulations pertinent to the appraisal, acquisition, relocation assistance, management and disposal of property acquired for right-of-way; departmental programs and goals related to Equal Employment Opportunity/Affirmative Action; applicable sections of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration; the State budgetary process. Ability to: present and provide expert testimony on proposed legislation that may impact the department/division; coordinate activities of various right-of-way sections, legal counsel and local public agencies to ensure timely completion of multiple projects; review and analyze reports on division activities including project status for upper management; and knowledge, skills and abilities required at the lower level.

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

Working knowledge of: State regulations, agency policy and procedure and/or federal laws that pertain to the administration of right-of-way activities. Ability to: maintain cooperative working relationships with the State Transportation Board, government officials, the federal government, and the general public.

DEPUTY CHIEF, RIGHT-OF-WAY

EDUCATION AND EXPERIENCE: *Bachelor's degree in business or public administration, real estate, finance, economics or related field and six years of progressively responsible right-of-way experience, two years of which was administering one or more major activities of a comprehensive right-of-way program; OR one year of experience as an Assistant Chief, Right-of-Way in Nevada State service; OR an equivalent combination of education and experience. (See Special Requirement)*

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

Working knowledge of: management and supervisory techniques including disciplinary processes, employee evaluation and the development of work performance standards; technical and legal terminology, documents and descriptions related to right-of-way; contract development, negotiation and administration; policies, procedures and laws regarding the right-of-way disciplines of appraisal, appraisal review, acquisition, relocation, property management, condemnation coordination and utility and/or railroad relocation; the

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MINIMUM QUALIFICATIONS (cont'd)

DEPUTY CHIEF, RIGHT-OF-WAY (cont'd)

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

legislative process and the enactment of administrative code; real estate law, and real estate industry standards and practices pertinent to the appraisal, acquisition, finance, conveyance, titling, management and disposal of real property. General knowledge of: fiscal management, general accounting and business practices; the principles of real estate appraisal, land economics, land development and real estate investment; theory, principles, and practices of management including strategic planning. Ability to: adequately comprehend and explain right-of-way maps and plans; assist in the development of division goals, objectives, operating policy and procedure; provide leadership in achieving established goals and objectives; communicate program goals, policy and procedures effectively both orally and in writing; make presentations to groups of various size; analyze information, problems, situations, practices or procedures to define problems or objectives; plan, organize, coordinate and manage professional and/or technical staff on a Statewide basis engaged in right-of-way related activities; direct or conduct complex negotiations with property owners or their attorneys; analyze problems and develop and recommend effective solutions; establish and maintain positive and effective working relationships with others at all levels within and outside the agency; preside over administrative appeals and make appropriate determinations; manage multiple high-profile right-of-way projects and transactions; draft proposed legislation that affects programs; supervise and evaluate the performance of subordinate managers and administrative staff.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities of the Chief, Right-of-Way)**

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

7.403

7.404

ESTABLISHED:	01/01/61	03/05/14
REVISED:	10/05/70	
REVISED:	07/01/93P	
REVISED:	09/24/92PC	
REVISED:	6/2/94R	
	1/13/95UC	
REVISED:	7/5/02UC	
REVISED:	03/05/14	