



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
209 E. Musser Street, Room 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | [www.hr.nv.gov](http://www.hr.nv.gov) | Fax: (775) 684-0122

**MEMORANDUM**  
**HR#15-14**

February 11, 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

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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 March 17, 2014.

If no written objections are received in this office by March 17, 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 #14-14**  
Posting Expires: **March 17, 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
	<i>NEW</i>		<i>7.629</i>	<i>Special Advisor to the DCNR Director</i>	<i>45 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 Conservation and Natural Resources, Director's Office, Human Resource Management has recommended establishing a new class titled Special Advisor to the Director.

The Special Advisor to the DCNR Director establishes organizational structures and provides programmatic direction and guidance, and develops and implements long-term strategies for programs. Additionally, the position provides oversight and direction to the Sagebrush Ecosystem effort; participates in planning and developing budgets and policy related issues; drafts legislation; serves as a representative on the Tahoe Regional Planning Association Governing Board. It also assists with, and develops and provides testimony on behalf of the department.

It is recommended that the Special Advisor to the Director be allocated at grade 45, and placed within the Fiscal Management & Staff Services Occupational Group, Administrative & Budget Analysis subgroup. This recommendation is being made due to the scope of responsibility and knowledge, skills and abilities required to ensure programmatic responsibilities including bond oversight and duties related to special initiatives from the Governor, budget office or other agencies.

It is the intention of the agency to convert this position to the unclassified service during the next Legislative session; at which time, this class will be recommended to be abolished.

During this review, Human Resource Management worked closely with staff from the Department of Conservation who assisted in developing the class specification.

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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 17, 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: February 11, 2014**



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<i>SPECIAL ADVISOR TO THE DCNR DIRECTOR</i>	45	A	7.629

**CLASS CONCEPTS**

*Under administrative direction, the Special Advisor to the Department of Conservation and Natural Resources (DCNR) Director plans, organizes, and directs resource programs as assigned, and acts on behalf of the Department Director in matters related to department operations, activities and personnel as directed.*

*Develop, implement and establish goals, objectives, schedules, policies and procedures compatible with statutory, regulatory, and departmental requirements.*

*Establish organizational structures and provide programmatic direction and guidance for the Sagebrush Ecosystem Program and Lake Tahoe Basin efforts to most effectively achieve objectives; develop and implement long-term strategies for these assigned programs; and provide programmatic direction and advice to resource program supervisors in the execution of strategies to attain goals and objectives.*

*Confer with legislators, executives, officials and regulatory representatives to negotiate solutions to controversial issues having policy implications; plan, organize and direct major, complex statewide resource protection programs to ensure compliance with State laws, rules, regulations and department policies.*

*Participate in budget planning and development for assigned areas of responsibility by recommending operational needs, revenue sources, and other pertinent budget factors; ensure in implementation of administrative directives, policies and guidelines.*

*Represent the department at meetings and hearings; represent the State and department position in assigned areas of responsibility; and serve on Tahoe-related committees and boards at the request of the Director; provide direction and assistance to inter-related DCNR agencies.*

*Assist with the development of, or response to, proposed legislation affecting the department including fiscal notes and bill draft requests; develop and provide testimony on behalf of the department.*

*Perform related duties as assigned.*

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* *A valid driver's license is required at the time of appointment and as a condition of continuing employment.*
- \* *Travel of up to 50% of the time is required.*

**EDUCATION AND EXPERIENCE:** *A Master's degree in urban or regional planning, natural resource management, natural science or related field and two years of professional experience as an agency Administrator managing an interagency program; developing and presenting agency budgets; and drafting*

**MINIMUM QUALIFICATIONS (cont'd)****EDUCATION AND EXPERIENCE (cont'd)**

*legislation; OR Bachelor's degree in urban or regional planning, resource management, natural science or related field and three years of professional experience as detailed above; OR an equivalent combination of education and experience.*

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

*Detailed knowledge of: State government and agency functions; departmental policies, administrative guidelines and applicable laws and regulations; legislative processes related to the department's budget development, organizational structure, expenditure of funds and business operations; principles of budget development and control. Working knowledge of: functions, operations, and activities of all divisions within the department; personnel management; government funding sources and fiscal policies and procedures; federal, State and local governmental relationships and interaction regarding programs; organizational planning and budgeting; principles and practices applicable to oversight of governmental programs, staff and activities. Ability to: negotiate solutions to problems where competing interests and conflicting opinions exist; direct operations and activities related to an agency's budget, fiscal control and business operations; participate in planning, developing, justifying and defending the department's budget; assist the Director in administration of programmatic activities; make public presentations before a variety of groups; represent the department and act on behalf of the Director as requested; communicate effectively both orally and in writing; negotiate contracts and agreements; provide the highest level of technical advisement to management in critical program areas; develop and implement long-range plans and develop innovative solutions to complex problems; plan, organize and coordinate multiple programs and activities. Skill in: planning, organizing and managing broad and complex programs.*

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

*Ability to: exercise managerial control in determining organizational structure, budget development, staffing, and expenditure of funds to further the department's mission and program success.*

*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 these classes.*

7.629

**ESTABLISHED:**

3/17/14