Jeff Mohlenkamp

Director

Lee-Ann Easton

Administrator

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 | Fax: (775) 684-0122

MEMORANDUM HR#19-14

March 3, 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 April 3, 2014.

If no written objections are received in this office by April 3, 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 #18-14
Posting Expires: _April 3, 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	EE0-4
	NEW			11.559	Manufactured Housing Inspector III	34	С
11.560	Manufactured Housing Code Compliance Officer	32	С	11.560	Manufactured Housing Inspector II	32	С
11.561	Manufactured Housing Inspector	31	С	11.561	Manufactured Housing Inspector I	31	С

Basis for Recommendation

As a result of an Individual Study (NPD-19), and in partnership with Subject Matter Experts from the Department of Business & Industry – Manufactured Housing Division, Human Resource Management has determined that added responsibilities to the position in question makes it necessary to create an additional level for manufactured housing.

In order to maintain consistency, the Manufactured Housing Code Compliance Officer and the Manufactured Housing Inspector were combined into one class specification. Common duty statements between the two were placed in the series concept and class concepts were created to detail specific job duties at each level. A statement was also added to distinguish between these two levels. The Manufactured Housing Code Compliance Officer's title was changed to Manufactured Housing Inspector II and the Manufactured Housing Inspector's title was changed to Manufactured Housing Inspector I.

A Manufactured Housing Inspector III was added as the supervisory level in the series with additional responsibility for planning, organizing, directing and supervising Division inspection, code compliance and consumer complaint activities.

As a result of added responsibilities it is recommended that the Manufactured Housing Inspector III be allocated at a grade 34, two grades above the Manufactured Housing Inspector II, which is consistent with supervisory positions throughout State service.

Throughout the process, both the management and human resource team within the Manufactured Housing Division participated by offering recommendations and reviewing changes as the process progressed. The Manufactured Housing Division reviewed the final proposed class specifications and supports this recommendation. Also, the Recruitment Section within Human Resource Management reviewed the minimum qualifications to ensure

As a result of the addition of this new class, Position #0001 (Supervisory Compliance Investigator, 11.354, grade 34) will be reclassified to the new Manufactured Housing Inspector III, 11.559, grade 34.

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 <u>April 3, 2014</u>. 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: March 3, 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>
MANUFACTURED HOUSING INSPECTOR III	34	\boldsymbol{C}	11.559
MANUFACTURED HOUSING INSPECTOR II	32	\boldsymbol{C}	<i>11.560</i>
MANUFACTURED HOUSING INSPECTOR I	31	\boldsymbol{C}	11.561

SERIES CONCEPT

Manufactured Housing Inspectors are responsible for the Statewide inspection of manufactured homes, commercial coaches, mobile homes, mobile home parks and other manufactured buildings upon installation; the review of construction plans and specifications for manufactured buildings; the inspection and certification of the facilities, production and quality control processes of manufactured building manufacturers; the enforcement of code and regulatory compliance for projects involving manufactured structures; and the investigation of complaints against manufactured housing dealers, manufacturers, servicepersons and mobile home parks.

Investigate and resolve reported consumer complaints involving manufactured housing; determine whether the Division has jurisdiction; conduct physical inspection to identify problem and its origin; follow through with dealers and manufacturers to ensure appropriate remedial action is taken; and recommend disciplinary action against Division licensees as appropriate; when manufacturing and design flaws are detected, research their incidence and report to federal regulatory agency.

Investigate reported substandard conditions in mobile homes and mobile home parks, including inadequate sanitation or weather protection; hazardous premises or structure; faulty construction materials; unsafe wiring, plumbing, or mechanical equipment; or potential for fire or explosion. Prepare report of findings and notify owners of required remedial action; follow through to ensure that ordered upgrading or repair is carried out; recommend prosecution of owners for non-compliance.

Conduct investigations into alleged violations of statutes or Division regulations by contacting and interviewing witnesses, reviewing dealership records, making on-site inspections, assembling evidence to build cases, coordinating informal and informal hearings and presenting the case, and recommending legal action as appropriate.

Assist in and/or monitor the performance of local building departments under agreements with the Manufactured Housing Division to conduct installation inspections; participate in resolving discrepancies between federal and State codes and local jurisdictions' requirements for manufactured housing construction and installation; participate in federal monitoring program of manufactured housing plants as part of a team conducting on-site monitoring of manufacturers' inspection programs and performing production inspections.

Prepare reports detailing all facts pertaining to the consumer complaint, inspection and/or compliance investigation, the suspected violations, statements of facts, documentation of evidence, violations committed, statements obtained and findings and conclusions, recommendation for sanctions and/or criminal prosecution for review by a higher authority; may appear before a committee, commission, governing body or in a court of law to provide testimony as required.

Check plans and specifications for buildings and enclosed components built in a factory for delivery in Nevada for compliance with Uniform Building Code and Standards; arrange contracts with out-of-state building inspectors for construction inspection of manufactured buildings to be shipped to Nevada.

MANUFACTURED HOUSING INSPECTOR III	<i>34</i>	\boldsymbol{C}	11.559
MANUFACTURED HOUSING INSPECTOR II	32	\boldsymbol{C}	11.560
MANUFACTURED HOUSING INSPECTOR I	31	\boldsymbol{C}	11.561
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SERIES CONCEPT (cont'd)

Maintain logs and statistical reports as required.

Perform related duties as assigned.

CLASS CONCEPTS

Manufactured Housing Inspector III: Under general direction of the Administrator, Manufactured Housing, incumbents perform the full range of duties described in the series concept and supervise a staff of Manufactured Housing Inspectors to include performance evaluations, work performance standards, training, work assignment and review, and disciplinary actions; may supervise clerical staff as assigned; act on behalf of the Administrator as assigned. This is the supervisory level in the series.

Plan, organize, direct and supervise Division inspection, code compliance and consumer complaint activities conducted by Manufactured Housing Inspector I and II's, contracted inspectors and local jurisdictions having authority; may perform inspection, code compliance and consumer complaint investigations as necessary.

Collaborate and communicate with State, federal, and local officials, licensees and other stakeholders to ensure compliance, consistency and awareness throughout the industry; conduct seminars for Division licensees and local building officials regarding regulations and procedures; provide technical support in the areas of code compliance and inspections; provide training to licensees, internal and external inspectors, and other stakeholders as required by NRS 489; ensure compliance with NRS/NAC and all related codes where applicable.

Assist in the development of the work unit's budget; monitor expenses to ensure compliance with approved budget limitations; assist in the development and implementation of policies and procedures relating to Manufactured Housing code compliance and inspections.

Manufactured Housing Inspector II: Under general supervision, incumbents perform some or all of the functions described in the series concept and are assigned to review construction plans and specifications for manufactured buildings during construction and/or prior to installation of manufactured buildings; inspect and certify the facilities, production and quality control processes of manufactured building manufacturers and the enforcement of code and regulatory compliance for projects involving manufactured structures. This is the advanced journey level in the series.

Review manufacturers' quality control procedures and business records, and physically inspect facilities and production processes before certifying factories to ship manufactured housing into Nevada.

Enforce the standards, established by the Division, for the construction of new mobile home parks and the alteration of or addition to existing mobile home parks; review and approve or disapprove the developer's application and plans; oversee the construction and provide final division approval.

Positions in this class may serve as lead worker over Manufactured Housing Inspector I's, clerical or technical staff.

The Manufactured Housing Inspector II is distinguished from the Manufactured Housing Inspector I by having greater complexity of work, consequence of error, and broader scope of responsibilities in work assignments which involve Manufactured Housing Code Compliance for both construction and installation.

MANUFACTURED HOUSING INSPECTOR III	34	\boldsymbol{C}	11.559
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CLASS CONCEPTS (cont'd)

<u>Manufactured Housing Inspector I</u>: Under general supervision, incumbents perform some or all of the functions described in the series concept and are assigned to inspect manufactured homes, commercial coaches, mobile homes and mobile home parks and other manufactured buildings upon installation. This is the journey level in the series.

Physically inspect manufactured homes, commercial coaches, and mobile homes upon installation, rebuilding, or remodeling; issue certificates of compliance which are required before occupancy and utility service can occur. Inspections include evaluating compliance with regulations for support and tie down, including footings, piering, blocking and anchoring; and plumbing, heating, cooling, fuel burning and electrical systems connections.

Physically inspect construction of mobile home parks for conformance to plan as approved by the Manufactured Housing Inspector II, and grant final Division approval.

MINIMUM QUALIFICATIONS

SPECIAL REOUIREMENTS:

- * Pursuant to NRS 284.4066, positions at the Manufactured Housing Inspector II and Manufactured Housing Inspector I have been identified as affecting public safety. Persons offered employment at these levels must submit to a pre-employment screening test for controlled substances.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Positions in this series may be required to have additional education and/or certifications at the time of appointment or within a specified time frame. These requirements will be identified at the time of recruitment.

MANUFACTURED HOUSING INSPECTOR III

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college, university or trade school in the building trades, fire science, or closely related field and three years of experience as a general construction contractor, plans examiner or building inspector in a local governmental entity which included budget preparation and/or monitoring, policy and procedure development, and training of rules and regulations to internal and external stakeholders, one year which included supervisory experience; OR five years of experience as described above; OR one year of experience as a Manufactured Housing Inspector II, to include supervisory or lead work experience; OR an equivalent combination of education and experience.

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

Working knowledge of: federal codes regarding manufactured housing construction; common manufacturers' installation standards; legal principles and practices as applied to enforcing violations of State law regarding manufactured housing and mobile home parks; supervisory principles and practices. General knowledge of: budgetary principles and practices. Ability to: develop and apply division policies, procedures and State law to specific situations; 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: laws, policies and procedures pertaining to the Division of Manufactured Housing. Ability to: coordinate and communicate effectively with State, federal, local officials and other stakeholders; collaborate and build partnerships with manufacturers', installers and other stakeholders to ensure compliance.

MANUFACTURED HOUSING INSPECTOR III	<i>34</i>	\boldsymbol{C}	11.559
MANUFACTURED HOUSING INSPECTOR II	32	\boldsymbol{C}	11.560
MANUFACTURED HOUSING INSPECTOR I	<i>31</i>	\boldsymbol{C}	11.561
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MINIMUM QUALIFICATIONS (cont'd)

MANUFACTURED HOUSING INSPECTOR II

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college, university or trade school in the building trades, fire science or closely related field and two years of experience as a general construction contractor, a plans examiner or building inspector in a local governmental entity; <u>OR</u> four years of experience as described above; <u>OR</u> two years experience as a Manufactured Housing Inspector I; OR an equivalent combination of education and experience. (See Special Requirements)

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

Working knowledge of: accepted industry building, mechanical, electrical and plumbing codes relevant to factory-built housing; quality control principles and practices during construction and/or prior to installation. Ability to: recognize and correct code non-compliance in plans submitted; efficiently and accurately inspect manufactured housing installations for safety and compliance with federal codes; 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: legal principles and practices as applied to enforcing violations of State law regarding manufactured housing and mobile home parks; laws, policies and procedures pertaining to the Division of Manufactured Housing. Ability to: act in a supervisory and or lead work capacity.

MANUFACTURED HOUSING INSPECTOR I

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college, university or trade school in the building trades, fire science, or closely related field; <u>OR</u> two years experience as a general construction contractor, a plans examiner or building inspector in a local governmental entity, or a quality assurance inspector in a manufactured housing plant; <u>OR</u> an equivalent combination of education and experience. (See Special Requirements)

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

Working knowledge of: accepted industry building, mechanical, electrical and plumbing codes applicable to one-story residential and office buildings upon installation. General knowledge of: investigative principles and practices. Ability to: read and accurately interpret building and facility construction plans and specifications, and compare actual construction to plan; recognize conditions likely to result in failure of a building system; perform basic mathematical calculations; communicate clearly and concisely orally and in writing; enforce regulations tactfully and fairly; interview complainants, licensees, and witnesses to determine facts; investigate complaints and determine whether violations of law have occurred; review business records as part of compliance investigations; use hand tools required in the inspection of manufactured housing; physically inspect manufactured housing installations, including climbing and crawling in confined spaces.

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

Working knowledge of: federal codes regarding manufactured housing construction; common manufacturers' installation standards; laws, policies, and procedures pertaining to the Division of Manufactured Housing. Ability to: evaluate and analyze evidence which may be conflicting and reach sound conclusions; efficiently and accurately inspect manufactured housing installations for safety in compliance with federal codes; apply division policies, procedures, and State law to specific situations.

MANUFACTURED HOUSING INSPECTOR III	<i>34</i>	\boldsymbol{C}	11.559
MANUFACTURED HOUSING INSPECTOR II	32	\boldsymbol{C}	11.560
MANUFACTURED HOUSING INSPECTOR I	31	\boldsymbol{C}	11.561
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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>11.559</u>	<i>11.560</i>	<u>11.561</u>
ESTABLISHED:	1/16/14R	03/30/81R	11/18/77
REVISED:	4/3/14UC	09/11/81PAC	05/22/78-3
REVISED:		09/14/81-3	
REVISED:		10/25/85	10/25/85
REVISED:		12/19/85-12	12/19/85-12
REVISED:		11/15/91PC	11/15/91PC
REVISED:		07/1/97P	07/1/97P
		09/19/96PC	09/19/96PC
REVISED:		03/16/12RNC	03/16/12RNC
REVISED:		03/16/12PC	03/16/12PC
REVISED:		1/16/14R	1/16/14R
		4/3/14UC	4/3/14UC



STATE OF NEVADA

Department of Administration Division of Human Resource Management

CLASS SPECIFICATION

TITLE	CDADE	FFO 4	CODE
THEE	OKADL	LLO- -	CODE
MANUFACTURED HOUSING CODE COMPLIANCE OFFICED		C	11 560
	.74	•	11.500

Under general supervision of the Administrator, Manufactured Housing, this class is assigned to review construction plans and specifications for modular buildings; inspect and certify the facilities, production and quality control processes of modular construction manufacturers; and investigate consumer complaints against manufactured housing dealers, manufacturers, and mobile home parks.

Review manufacturers' quality control procedures and business records, and physically inspect facilities and production process before certifying factories to ship modular housing into Nevada.

Check plans and specifications for buildings and enclosed components built in a factory for delivery in Nevada for compliance with Uniform Building Code and Standards; arrange contracts with out-of-state building inspectors for construction inspection of modular buildings to be shipped to Nevada.

Investigate and resolve reported consumer complaints involving manufactured housing. Determine whether the Division has jurisdiction; conduct physical inspection to identify problem and its origin; follow through with dealers and manufacturers to ensure appropriate remedial action is taken; and recommend disciplinary action against Division licensees as appropriate. When manufacturing violations and design flaws are detected, research their incidence and report to federal regulatory agency.

Conduct investigations into alleged violations of statutes or Division regulations by contacting and interviewing witnesses, reviewing dealership records, making on-site inspections, assembling evidence to build cases, coordinating informal and formal hearings and presenting the case, and recommending legal action as appropriate.

Enforce the standards, established by the Division, for the construction of new mobile home parks and the alteration of or addition to existing mobile home parks. Review and approve/disapprove the developer's application and plans; oversee the construction and provide final division approval. Investigate reported substandard conditions in mobile homes and mobile home parks, including inadequate sanitation or weather protection; hazardous premises or structure; faulty construction materials; unsafe wiring, plumbing, or mechanical equipment; or potential for fire or explosion. Prepare report of findings and notify owners of required remedial action; follow through to ensure that ordered upgrading or repair is carried out; recommend prosecution of owners for non compliance.

Monitor performance of local building departments under agreements with the Manufactured Housing Division to conduct installation inspections. Participate in resolving discrepancies between federal and State codes and local jurisdictions' requirements for manufactured housing construction and installation.

Supervise clerical and technical employees; act on behalf of the Administrator as assigned; conduct seminars for Division licensees and local building officials regarding division regulations and procedures; maintain records related to Division activities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

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- * Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre employment screening test for controlled substances before hire.
 - * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Associate's degree from an accredited school in building trades or fire science, and two years of experience as a general construction contractor, a plans examiner or building inspector in a local governmental entity; **OR** four years of experience as described above; **OR** certification as an ICBO Plans Examiner or Building Inspector; **OR** an equivalent combination of education and experience. (See Special Requirements)

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

Working knowledge of: the Uniform Building Code, National Electrical Code, Uniform Plumbing Code, the Uniform Mechanical Code, and the Model Energy Code as relevant to factory built housing. Ability to: read and accurately interpret building and facility construction plans and specifications, and compare actual construction to plan; recognize and correct code non-compliance in plans submitted; recognize conditions likely to result in failure of any building system; perform basic mathematical calculations; communicate clearly and concisely orally and in writing; enforce regulations tactfully and fairly; interview complainants, licensees, and witnesses to determine facts; investigate complaints and determine whether violations of law have occurred; audit business records as part of compliance investigations; use hand tools required in the inspection of manufactured housing; physically inspect manufactured housing installations, including climbing and crawling in confined spaces.

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

Working knowledge of: federal codes regarding manufactured housing construction; legal principles and practices as applied to enforcing violations of State law regarding manufactured housing and mobile home parks; laws, policies and procedures pertaining to the Division of Manufactured Housing. Ability to: supervise coworkers; evaluate and analyze evidence which may be conflicting and reach sound conclusions; apply division policies, procedures, and State laws to specific situations.

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.

11.560

ESTABLISHED: 3/30/81R

9/11/81PAC

REVISED: 9/14/81-3
REVISED: 10/25/85
REVISED: 12/19/85-12
REVISED: 11/15/91PC
REVISED: 7/1/97P

9/19/96PC

REVISED: 3/16/12RNC

3/16/12PC]



STATE OF NEVADA

Department of Administration Division of Human Resource Management

CLASS SPECIFICATION

<u>TTTLE</u>	<u>GRADE</u>	<u>EEO-4</u>	CODE
MANUFACTURED HOUSING INSPECTOR	31	СС	11.561

Under general supervision of the Administrator, Manufactured Housing Division, this class is assigned to inspect manufactured homes, commercial coaches, mobile homes and mobile home parks upon installation; investigate consumer complaints against dealers, manufacturers, and mobile home parks; and participate in inspection of manufacturing plants for compliance with federal requirements.

Physically inspect manufactured homes, commercial coaches, and mobile homes upon installation, rebuilding, or remodeling; issue certificates of compliance which are required before occupancy and utility service can occur. Inspections include evaluating compliance with regulations for support and tie down, including footings, piering, blocking and anchoring; and plumbing, heating, cooling, fuel burning and electrical systems connections.

Investigate and resolve reported consumer complaints involving manufactured housing. Determine whether the Division has jurisdiction; conduct physical inspection to identify problem and its origin; follow through with dealers and manufacturers to ensure appropriate remedial action is taken; recommend disciplinary action against Division licensees as appropriate. When manufacturing violations and design flaws are detected, research their incidence and report to federal regulatory agency.

Conduct investigations of alleged violations of statutes or Division regulations by contacting and interviewing witnesses, reviewing dealership records, making on-site inspections, assembling evidence to build a case, coordinating informal and formal hearings and presenting the case; and recommending legal action as appropriate.

Physically inspect construction of mobile home parks for conformance to plan as approved by the Division's Code Compliance Officer, and grant final Division approval.

Investigate reported substandard conditions in mobile homes and mobile home parks, including inadequate sanitation or weather protection; hazardous premises or structure; faulty construction materials; unsafe wiring, plumbing, or mechanical equipment; or potential for fire or explosion. Prepare report of findings and notify owners of required remedial action; follow through to ensure that ordered upgrading or repair is carried out; recommend prosecution of owners for non-compliance.

Monitor performance of local building departments under agreements with the Manufactured Housing Division to conduct installation inspections.

May participate in federal monitoring program of manufactured housing plants as part of a team conducting onsite monitoring of manufacturers' inspection programs and performing production inspections.

Perform related duties as assigned.

11.561

31

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in this class must submit to a pre employment screening test for controlled substances.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Associate's degree from an accredited school in building trades or fire science; **OR** two years experience as a general construction contractor, a plans examiner or building inspector in a local governmental entity, or a quality assurance inspector in a manufactured housing plant; **OR** an equivalent combination of education and experience. (See Special Requirements)

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

Working knowledge of: accepted industry building, mechanical, electrical and plumbing codes applicable to one story residential and office buildings. Ability to: read and accurately interpret building and facility construction plans and specifications, and compare actual construction to plan; recognize conditions likely to result in failure of a building system; perform basic mathematical calculations; communicate clearly and concisely orally and in writing; enforce regulations tactfully and fairly; interview complainants, licensees, and witnesses to determine facts; investigate complaints and determine whether violations of law have occurred; review business records as part of compliance investigations; use hand tools required in the inspection of manufactured housing; physically inspect manufactured housing installations, including climbing and crawling in confined spaces.

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

Working knowledge of: federal codes regarding manufactured housing construction; common manufacturers' installation standards; laws, policies, and procedures pertaining to the Division of Manufactured Housing. Ability to: evaluate and analyze evidence which may be conflicting and reach sound conclusions; efficiently and accurately inspect manufactured housing installations for safety in compliance with federal codes; apply division policies, procedures, and State law to specific situations.

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.

11.561 **ESTABLISHED:** 11/18/77 **REVISED:** 5/22/78-3 **REVISED:** 10/25/85 **REVISED:** 12/19/85-12 11/15/91PC **REVISED: REVISED:** 7/1/97P 9/19/96PC 3/16/12RNC REVISED: 3/16/12PC]