



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#24-14

March 17, 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 16, 2014.

If no written objections are received in this office by April 16, 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 #19-14
Posting Expires: April 16, 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 |
| 11.537 | Safety Specialist, Boiler – DIR | 37 B | 11.537 | Safety Specialist, Boiler – DIR | 37 B |
| | | | <i>11.549</i> | <i>Safety Representative, Boiler – DIR</i> | <i>34 B</i> |

Basis for Recommendation

The Nevada Department of Business & Industry, Division of Industrial Relations -Mechanical Unit has requested modification to the Safety Specialist, Boiler - DIR series in order to recognize the need for a trainee level within the series.

In consultation with Subject Matter Experts from the specified agency it was determined to add a Safety Representative, Boiler – DIR level to the existing series. The creation of this trainee level is consistent with other Safety Representative classes located within the Division of Industrial Relations. A class concept was added to the class specification for each level in the series and an informational note was included to ensure the Safety Representative, Boiler – DIR received the appropriate certifications within twelve months of appointment and as a condition of continuing employment.

Also, minimum qualifications were created for the Safety Representative, Boiler – DIR and the minimum qualifications for the Safety Specialist, Boiler – DIR were modified to reflect a new level in the series. The Recruitment Division of Human Resource Management reviewed these modifications to ensure consistency and adherence to recruitment principles and practices.

Throughout the process, management within the division participated in the process by offering recommendations and reviewing changes as the process progressed and they support this recommendation.

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 April 16, 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: March 17, 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> |
|---|--------------|--------------|---------------|
| SAFETY SPECIALIST, BOILER - DIR | 37* | B | 11.537 |
| <i>SAFETY REPRESENTATIVE, BOILER – DIR</i> | 34 | B | 11.549 |

SERIES CONCEPT

Safety Specialists promote recognized safety practices among businesses covered by State and federal safety and health laws and regulations. Incumbents identify or train others to identify safety and health hazards and violations, and recommend reasonable and feasible means of abatement; research specific technology and industry applications using technical references and applicable codes and standards; prepare written reports and/or training materials; make public presentations to promote knowledge of safety issues among the public and industry groups; maintain current knowledge of new technologies, standards, codes, rules and regulations.

Conduct inspections of boilers, pressure vessels, and related equipment; provide technical assistance to a variety of professionals; and perform related investigations as needed; conduct shutdown and operating inspections of assigned equipment to ensure compliance with regulations and adopted industry codes in effect at the time of the equipment's installation; conduct opening and closing conferences with company management as needed; exercise appropriate safety precautions when working in close proximity to operating boilers and pressure vessels.

Evaluate whether appropriate preventive maintenance is being performed by company personnel; issue notices of violation with time period for abatement; recommend fines when violations are not corrected in specified time period; submit inspection reports which determine whether operating permits are issued, withheld, or revoked; and order changes to the authorized operating pressure of boilers when warranted by the condition of the boiler.

Investigate industrial accidents and employer/employee complaints concerning boilers and related equipment to include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction; issue citations or permits suspensions as appropriate; prepare investigation reports.

Provide technical assistance in response to inquiries from builders, constructors, architects, owners, users, service and repair organizations regarding the interpretation of code requirements, maintenance or operational problems with equipment.

Perform related duties as assigned.

***Reflects a two grade, special salary adjustment granted by the 2013 Legislature to improve recruitment and retention for the Division of Industrial Relations.**

CLASS CONCEPTS

Safety Specialist, Boiler – DIR: Under general supervision, incumbents perform the full range of duties outlined in the series concept. Incumbents regularly receive complex assignments requiring a broad knowledge of a variety of industries, or specialized expertise in a particular industry or process. Incumbents orient and train new Safety Specialists and/or Safety Representatives, may serve as lead capacity on functional or team assignments, and may be assigned to focus on special projects. This is the journey level in the series.

CLASS CONCEPTS (cont'd)

Safety Representative, Boiler –DIR: *Under close supervision, incumbents receive training in performing some or all of the inspection duties described in the series concept. This is the entry level in the series. Progression to the next level may occur upon meeting minimum qualifications, satisfactory job performance and with the approval of the appointing authority*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * ***For the Safety Specialist,*** Commission as a National Board of Boiler and Pressure Vessel Inspector is required at the time of application and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * ***For the Safety Specialist,*** incumbents must obtain and maintain a State of Nevada Boiler Inspector's Certificate of Competency within six months of appointment and as a condition of continuing employment.
- * ***For the Safety Representative, incumbents must obtain and maintain both a State of Nevada Boiler Inspector's Certificate of Competency and Commission as a National Board of Boiler and Pressure Vessel Inspector within twelve months of appointment and as a condition of continuing employment.***

SAFETY SPECIALIST, BOILER - DIR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering or a closely related curriculum and two years of experience in the design, construction, repair, or operation of high-pressure boilers and pressure vessels; **OR** Associate's degree in one of the mechanical technologies from an accredited college and three years of experience as described above; **OR** graduation from high school or equivalent education and four years of experience as described above; **OR an equivalent combination of education and experience.** (See Special Requirements and Informational Note)

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

Working knowledge of: the operation of high-pressure boilers and pressure vessels; safety codes for boilers by the American Society of Mechanical Engineers (ASME) and American National Standards Institute (ANSI), and National Board Boiler and Pressure Vessel Codes; the design, construction, operation, maintenance and welding repair of boilers; non-destructive testing; electrical and mechanical controls; safety precautions necessary regarding boilers. **Ability to:** ~~[read and interpret mechanical and electrical codes, standards, drawings and specifications related to the installation and operation of boilers and pressure vessels; inspect boilers and related equipment to detect deviations from prescribed standards; use hand tools such as light meters; perform standard mathematical calculations; write clear and concise reports; maintain equanimity in the face of resistance or hostility]~~ ***research and understand applied technical information; observe accident scenes to determine cause and/or contributing factors; properly document an inspection and/or investigation; make effective oral and/or written presentations to defend findings and recommendations; work in extreme environs; make oral presentations at conferences with management[; physically inspect boilers and boiler rooms in a safe manner]; and all knowledge, skills and abilities required at the lower level.***

MINIMUM QUALIFICATIONS (cont'd)

SAFETY SPECIALIST, BOILER - DIR (cont'd)

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

Working knowledge of: [~~Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code~~] *Boiler codes, standards and regulations; building/mechanical codes* as related to boilers, *pressure valves* and [~~related~~] *associated* equipment. **Ability to:** *comprehend the design, construction, maintenance and repair of boilers, pressure vessels and associated equipment; maintain safety precautions necessary around high pressure steam boilers; research code applications for nonstandard designs; maintain cooperative working relationships; communicate effectively both verbally and in writing.*

SAFETY REPRESENTATIVE, BOILER – DIR

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in engineering or a closely related curriculum and one year experience in the design, construction, repair or operation of high-pressure boilers and pressure vessels; OR Associate's degree in one of the mechanical technologies from an accredited college, university or trade school and two years of experience as described above; OR an equivalent combination of education and experience; OR graduation from high school or equivalent and three years of experience as described above; OR an equivalent combination of education or experience. (See Special Requirements and Informational Notes)*

SAFETY REPRESENTATIVE, BOILER – DIR

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

Working knowledge of: *high pressure vessels; electrical and mechanical controls. Ability to: physically inspect boilers and boiler rooms in a safe manner; read and interpret mechanical and electrical codes, standards, drawings and specifications related to the installation and operation of boilers; use hand tools required of the position; perform standard mathematical calculations; make effective verbal and written presentations; write clear and concise reports; communicate effectively.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for the Safety Specialist, Boiler – DIR)

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.

11.537 11.549

ESTABLISHED: 12/10/10PC 04/16/14UC
REVISED: 07/01/13LG
REVISED: 04/16/14UC