



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 37-14

June 6, 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 July 9, 2014

If no written objections are received in this office by July 9, 2014, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

LE:lf/kh/tp

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #24-14
Posting Expires: July 9, 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
	<i>NEW</i>			<i>1.835</i>	<i>Helitack Supervisor</i>	<i>37</i>	<i>B</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, Division of Forestry, Human Resource Management has recommended establishing a new class titled Helitack Supervisor.

During fire season, the Helitack Supervisor prepares helicopters for mission response; coordinates and directs Helitack crews in support of initial fire suppression activities, natural disasters, search and rescue, and other emergencies; and supervises helicopter managers, helicopter crewmembers/firefighters within the Forestry Division and firefighters from cooperator agencies, to provide rapid initial response for wildland fires, large fire support, fire use projects and resource management projects. Additionally, the incumbent conducts preflight and post-flight briefings; directs and monitors initial incident activities; orders personnel, supplies and equipment; maintains and tracks equipment inventory and costs. Furthermore, the incumbent develops, formulates and coordinates the statewide Helitack program; develops strategic program plans; and coordinates and implements training for Helitack courses and workshops. In the off season, the incumbent conducts formal adult training in conservation and natural resources activities.

It is recommended that the Helitack Supervisor be allocated at grade 37 and placed in the Agricultural & Related Occupational Group, Conservation/Forestry subgroup. It is further recommended that the class align with the Fire Management Officer II, also grade 37. Incumbents in both classes develop and administer respective programs, develop and maintain a budget, perform wildland fire suppression activities and supervise professional, technical and support staff. Additionally the Helitack Supervisor must be knowledgeable of the technical and administrative requirements of US Department of Interior (USDI), Bureau of Land Management (BLM), Office of Aviation Services (OAS) and Forest Services (FS) regarding aviation operations, aircraft usage, pilot hours limitations, aircraft maintenance standards, duty and standby hours, and flight planning procedures; interagency carding/helicopter and pilot inspections; as well as air operations pertinent to Federal Aviation Administration (FAA) regulations and air safety.

During this review, Human Resource Management worked closely with staff from Forestry who assisted in developing 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 July 9, 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: June 6, 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>
HELITACK SUPERVISOR	37	B	1.835

Under general supervision, incumbent is a specialist in helicopter operations and supervises helicopter managers, helicopter crewmembers/firefighters within the Nevada Division of Forestry, and firefighters from cooperator agencies, to provide rapid initial response for wildland fires, large fire support, fire use projects and resource management projects. Incumbent may serve as incident commander including managing resources as assigned.

During the fire season, incumbents perform the following duties: prepare helicopters for mission response; coordinate and direct helitack crews in support of initial fire suppression activities, natural disasters, search and rescue, and other emergencies; conduct preflight and post-flight briefings to verify that the aircraft and pilot are approved and authorized for the type of operation to be conducted; perform aerial reconnaissance; ensure suppression operations remain within scope and capability of existing resources; determine incident needs; direct and monitor initial incident activities.

Order personnel, supplies and equipment; maintain and track equipment inventory and costs; evaluate new aviation accessories and equipment; complete daily flight invoices and maintain reports and records related to helicopter use; review aircraft logbooks to ensure scheduled maintenance inspections are completed at required intervals.

Develop, formulate and coordinate the statewide helitack program; develop strategic program plans; assist in developing and monitoring budgets; draft policies and procedures; make recommendations regarding future uses and modifications for improvement; coordinate activities consistent with division, State and federal policies and objectives.

Provide leadership and direction while implementing tactics such as: direct and indirect fire line construction, hot-spotting, backfiring, burnout operations, water delivery systems, tree felling, brush removal and mop-up operations.

Coordinate and implement training for helitack courses and workshops; provide technical expertise of helicopter projects within the state; train, supervise and evaluate the performance of subordinate professionals and seasonal firefighters; ensure safety and welfare of all assigned personnel in adverse and/or remote working conditions.

In the off season, incumbents conduct formal adult training in conservation and natural resources activities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

* Pursuant NRS 284.4066, all position in this class have been identified as affecting public safety. Persons offered employment in this class, must submit to a pre-employment screening for controlled substances.

MINIMUM QUALIFICATIONS (cont'd)**SPECIAL REQUIREMENTS (cont'd)**

- * *Applicants are required to pass a thorough medical examination and physical agility test prior to appointment and for continuing employment.*
- * *All positions in this series must have certifications as identified by the agency at the time of application.*

INFORMATIONAL NOTES:

- * *Positions are required to obtain and maintain a Nevada commercial driver's license with hazardous materials and tanker endorsements within one year of appointment.*
- * *Applicants may be required to undergo a background investigation prior to be considered for employment.*

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in forestry, fire or natural resource management, business administration, or closely related field, and four years of professional experience as a certified wildland firefighter and helicopter crew member, two years of which included experience with formal adult training. Additionally, this experience must have included conservation and natural resource management activities and supervision of professional, technical and/or support staff; OR Associate's degree from an accredited college or university in forestry, fire or natural resource management, business administration, or closely related field, and five years of professional experience as a certified wildland firefighter and helicopter crew member, two years of which included experience with formal adult training. Additionally, this experience must have included conservation and natural resource management activities and supervision of professional, technical and/or support staff; OR graduation from high school or equivalent and six years of professional experience as a certified wildland firefighter and helicopter crew member, two years of which included experience with formal adult training. Additionally, this experience must have included conservation and natural resource management activities and supervision of professional, technical and/or support staff; OR six years as a Conservation Crew Supervisor III, two years of which included experience with formal adult training; OR an equivalent combination of education and experience. (See Special Requirements and Informational Notes)*

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

Detailed knowledge of: fire behavior including causes, influence of wind, slope, topography and fuel moisture on fire; firefighting methods, tactics and procedures under various weather conditions, terrain and wildland fuels. Working knowledge of: helicopter limitations, flight characteristics, aerodynamics and mountain flying techniques to safely and efficiently coordinate helicopter operations (i.e. mission planning, revising and signing aircraft load calculations, completing helicopter load capability planning summaries per the Interagency Helicopter Operations Guide (IHOG)) for remote fire missions and non-fire projects; helicopter accessory equipment capabilities and use to safely and efficiently perform duties; accepted safety practices on the fireline and around aircraft; technical and administrative requirements of US Department of Interior (USDI), Bureau of Land Management (BLM), Office of Aviation Services (OAS) and Forest Services (FS) regarding aviation operations, aircraft usage, pilot hours limitations, aircraft maintenance standards, duty and standby hours, and flight planning procedures; interagency carding/helicopter and pilot inspections; oral and written communication methods sufficient to conduct operational briefings and formal and informal training, provide oral presentations, and complete written plans, reports and documentation; contract inspector methods and procedures; contract specifications; record keeping procedures for aircraft contracts; supervisory techniques and practices; wildland management; principles of natural resource conservation; wildland reclamation techniques including reseeding, planting seedlings and construction of erosion control structures. Skill in: use of hand and power tools to build and/or train crewmembers to build fireline and control wildfire; sizing up and determining tactics and procedures to be used in safely and economically suppressing larger fires. Ability to: plan, organize and coordinate the work of assigned personnel; train, supervise and evaluate the performance of assigned personnel; establish and maintain cooperative working relationships with federal, State, and local agencies; coordinate and implement

MINIMUM QUALIFICATIONS (cont'd)

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

training; train and direct others on requirements for various natural resource projects in forestry, range, watershed, wildland fire suppression, flood control and other natural resource emergencies.

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

Working knowledge of: division policies and procedures; applicable State Administrative Code sections; Nevada National Guard's Annual Operating Plan (AOP) for deploying aviation assets in fire suppression role; aviation management practices as it relates to firefighting; State and federal contracts; the Incident Command System (ICS); principles of loading and weight distribution and the effect on aircraft operations; State budgetary, accounting and purchasing policies and procedures; plan, develop and manage program budgets.

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.

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ESTABLISHED: **11/22/13 R**
 7/09/14UC