



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov | Fax: (775) 684-0124

MEMORANDUM
HR#42-14

July 2, 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 change, please send your written notification to Peter Long at plong@admin.nv.gov no later than **August 5, 2014**.

If no written objections are received in this office by **August 5, 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 #2-15
Posting Expires: August 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	EE0-4
11.470	Assistant, Highway Safety Coordinator (Department of Motor Vehicles)	35	A	11.470	<i>Deputy Division Administrator – Office of Traffic Safety (Department of Public Safety)</i>	39	A

Basis for Recommendation

As a result of an Individual Study (NPD-19), and in partnership with Subject Matter Experts from the Department of Public Safety, Office of Traffic Safety it has been determined that a previously abolished class specification be reestablished and amended to address the needs of the Office of Traffic Safety, as well as, addressing the duties and responsibilities of the position.

The Office of Traffic Safety is the federally recognized highway safety office in the State of Nevada and is responsible for the preparation and administration of the annual comprehensive Highway Safety Plan. This position will act in the capacity of Deputy Division Administrator in planning, organizing, and developing the Statewide Highway Safety Plan (HSP), Strategic Highway Safety Plan (SHSP), Highway Safety Communications Plan (HSCP) and other statewide highway safety programs and/or projects; and will provide direct oversight of the Division's sub-grant projects and programs as assigned.

The previously abolished class specification, for the Assistant, Highway Safety Coordinator, 11.470, grade 35, was responsible for planning, organizing and developing a statewide highway safety program. These class specifications were extensively modified to include additional job duties and responsibilities for the development and oversight of multiple highway safety plans and/or projects, as well as, oversight of sub-grant programs and projects.

The experience required was increased from three to five years and expanded to include experience in the development, implementation and management of programs and/or projects on a Statewide and/or federal level which included budgeting; and contract management and/or grant development and oversight. The entry level knowledge, skills and abilities were also amended to address the changes in the job duties and responsibilities.

The job title was changed from Assistant, Highway Safety Coordinator to Deputy, Division Administrator-Office of Traffic Safety and the grade was increased from 35 to 39. The increase in the job duties and responsibilities, experience required, and entry level knowledge, skills and abilities support the increase in grade.

Throughout the process, management within the Department of Public Safety, Office of Traffic Safety and Personnel Analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed. The Department of Public Safety, Office of Traffic Safety reviewed the final proposed class specifications and supports 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 August 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: July 2, 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>
DEPUTY DIVISION ADMINISTRATOR – OFFICE OF TRAFFIC SAFETY DEPARTMENT OF PUBLIC SAFETY	39	A	11.470
[ASSISTANT, HIGHWAY SAFETY COORDINATOR [(DEPARTMENT OF MOTOR VEHICLES)]	35	A	11.470

SERIES CONCEPT

Under general direction of the Division Administrator, Office of Traffic Safety (OTS), act in the capacity of Deputy Division Administrator in planning, organizing and developing the Statewide Highway Safety Plan (HSP), Strategic Highway Safety Plan (SHSP), Highway Safety Communications Plan (HSCP) and other statewide highway safety programs and/or projects; provide direct oversight of the Division's sub-grant projects and programs as assigned.

Oversee the development, implementation and evaluation of the HSP in accordance with federal requirements of the US Department of Transportation, National Highway Traffic Safety Administration (NHTSA); establish and supervise the implementation of planning and monitoring procedures to ensure federal guidelines are followed and deadlines are met; oversee development of problem identification strategies; set performance goals; develop, implement and monitor programs to accomplish technical details and ensure alignment with HSP; develop and conduct evaluation procedures.

Develop criteria to evaluate political subdivisions requests for State and federal assistance on highway safety projects; exercise immediate supervision of fiscal aspects of sub-grant projects; provide information on the progress of the safety program planning to stakeholders: individuals, agencies, political subdivisions, councils and committees.

Coordinate the development and update of the OTS portion of the State's SHSP; liaison with State and local agency members and other partners; coordinate implementation of State Highway Safety Office (SHSO) traffic safety projects with strategies identified in the SHSP and in NHTSA's Countermeasures that Work; monitor federal regulations for changes in requirements to SHSP and HSP.

Develop the HSCP to disseminate informational, educational and promotional materials regarding the Division's priority traffic problems as identified in the HSP; coordinate activities to ensure the maximum exposure of traffic safety messages to the identified target audience; present and approve concepts for special public events; direct research activities and evaluate impact of SHSP awareness campaigns to determine public attitudes and awareness of programs and adjust programs based on survey findings.

Identify the need for appropriate outside contractual services to assist with research, marketing, public relations, design and execution of high-profile traffic safety campaigns; develop well-defined goals, objectives and deliverables for each campaign; direct activities of contractors and monitor invoices with stated pricing and available budget; oversee the expenditure of funds for public information activity, materials, purchasing and related grant-funded activities to ensure State and federal policies are met.

Coordinate with State, federal, and local agencies and other stakeholders regarding HSP, SHSP, HSCP, and other statewide highway safety programs and projects; represent the division at meetings and conferences as assigned; serve as program liaison with the NHTSA Regional Administrator; provide oversight of management reviews conducted by the NHTSA.

DEPUTY, DIVISION ADMINISTRATOR – OFFICE OF TRAFFIC SAFETY	39	A	11.470
DEPARTMENT OF PUBLIC SAFETY			
[ASSISTANT, HIGHWAY SAFETY COORDINATOR	35	A	11.470
DEPARTMENT OF MOTOR VEHICLES			

Page 2 of 3

Develop and implement business rules and procedures to ensure compliance with State/federal requirements and improve overall efficiency, performance and productivity of the office’s grant funds administration for both primary and secondary recipients; participate in the development of Division policies and procedures; monitor program activities, programs and projects to ensure they are operating efficiently and effectively; recommend and implement alternative strategies, procedures, or projects as needed.

Supervision of professional and administrative staff to include the evaluation of performance, development of work performance standards, coordinating and directing work activities, reviewing staff assignments, training, guidance and mentoring, and discipline.

Compile statistics and prepare reports regarding the work unit’s activities; oversee public and private requests for traffic data and other traffic safety information.

Perform Division Administration functions, special projects and other duties assigned by the Division Administrator; serve as acting Division Administrator in their absence.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: *Bachelor’s degree from an accredited college or university in business administration, public administration or closely related field and five years professional experience in developing, implementing, and managing programs and/or projects on a Statewide and/or federal level which included budgeting; and contract management and/or grant development and oversight experience, one year of which included supervisory responsibility over professional and administrative staff; OR Associate’s degree from an accredited college or university in business administration, public administration or closely related field and six years experience as described above; OR an equivalent combination of education and experience.*

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

Working knowledge of: organizational structure and management principles and practices; supervisory and training techniques. General knowledge of: contract preparation and management; budgeting; grant application and sub-project development and oversight; program/project development and oversight; accounting/fiscal principles and practices. Ability to: communicate effectively both verbally and in writing; write reports; plan, develop and monitor programs; plan, organize and oversee the work of professional and support staff; train, supervise and evaluate the performance of employees working in a wide range of functional areas; identify and prioritize program needs; advise and direct management; develop, implement, and monitor policies and procedures; develop effective relationships with State, federal and local agencies, public officials, media and the motoring public.

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

Working knowledge of: the agency mission, programs, operations, policies and objectives; State, federal and local highway safety plans, programs, projects, and associated regulations; fiscal proceedings. General knowledge of: 2 CFR Part 225 – Cost Principles for State, local and Indian Tribal Governments (OMB Circular A-87); State administrative and procurement rules, statutes and guidelines; State Administrative Manual (SAM). Ability to: speak and write effectively; establish and maintain effective relationships with legislator’s, the press, the motoring public, and other officials; develop planning studies; analyze and develop sound procedures; negotiate solutions to problems where competing interests and conflicting opinions exist; prioritize and direct operations and activities; make independent decisions requiring advanced knowledge of program areas; provide high level technical advisement to management; plan, develop, coordinate, and administer State and federal grant programs and activities in an effective and efficient manner.

DEFINITION OF THE CLASS

~~Under general direction serves as full assistant to the Highway Safety Coordinator, in planning, organizing and developing a statewide highway safety program; and does related work as required.~~

DEPUTY, DIVISION ADMINISTRATOR – OFFICE OF TRAFFIC SAFETY	39	A	11.470
DEPARTMENT OF PUBLIC SAFETY			
[ASSISTANT, HIGHWAY SAFETY COORDINATOR	35	A	11.470
DEPARTMENT OF MOTOR VEHICLES			

Page 3 of 3

MINIMUM QUALIFICATIONS:

Education and Experience:

I

Graduation from high school or equivalent education and five years progressively responsible administrative managerial or supervisory experience in government or industry; OR

II

Graduation from an accredited college or university and three years of progressively responsible administrative managerial or supervisory experience in government or industry; OR

III

An equivalent combination of education above the high school level and qualifying experience.

Knowledge, Skills and Abilities:

Ability to assist in the planning, organizing and directing a statewide program; good knowledge of organization and management principles and procedures; ability to speak and write effectively; ability to establish and maintain effective relationships with legislators, the press, the motoring public, and other officials; ability to write reports, develop planning studies, analyze and develop sound procedures; good knowledge of fiscal proceedings; ability to supervise state agencies in administering a statewide program; willingness to travel extensively throughout the State.

EXAMPLES OF DUTIES: (The following is used as a partial description and is not restrictive as to duties required.)

In the capacity of a full assistant, is responsible for the application and implementation of a highway safety program; for the review and coordination of the highway safety activities of several State agencies and the political subdivisions; for statewide planning studies and analyses to support development of sound State highway safety programs, for submission to the National Highway Safety Bureau; for statewide public information traffic safety education efforts; is responsible for detailing how Nevada proposes to achieve compliance with the program standards promulgated pursuant to the Highway Safety Act of 1966. Coordinates the compilation of information requested by appropriate federal agencies as it involves State and political subdivisions; exercises immediate supervision over and is responsible for the development of a traffic safety program directly involving State agencies; is responsible for the development of criteria to evaluate political subdivisions requests for State and Federal assistance on highway safety projects; exercises immediate supervision of fiscal aspects of the program; provides information on the progress of the safety program planning to appropriate individuals, agencies, and political subdivision, councils and committees; is responsible for the preparation of individual highway safety projects for submission to the national Highway Safety Bureau]

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.

ESTABLISHED:	<u>11.470</u> 10/1/67
REVISED:	07/18/86-3
REVISED:	07/1/91P
REVISED:	10/19/90PC
ABOLISHED:	7/1/95
REVISED:	3/19/14R
	8/5/14UC