



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Room 101 | Carson City, Nevada 89701
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MEMORANDUM

HR#14-15

REVISED

April 23, 2015

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 May 22, 2015.

If no written objections are received in this office by May 22, 2015, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

LE:tp

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #14-15
Posting Expires: May 22, 2015

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
7.714	Transportation Technician IV	31	C	<i>7.714</i>	<i>Transportation Technician IV</i>	<i>31</i>	<i>C</i>
7.713	Transportation Technician III	29	C	<i>7.713</i>	<i>Transportation Technician III</i>	<i>29</i>	<i>C</i>
7.715	Transportation Technician II	27	C	<i>7.715</i>	<i>Transportation Technician II</i>	<i>27</i>	<i>C</i>
7.716	Transportation Technician I	25	C	<i>7.716</i>	<i>Transportation Technician I</i>	<i>25</i>	<i>C</i>

Basis for Recommendation

At the request of the Nevada Department of Transportation (NDOT), Human Resource Management recommends revisions to the Transportation Technician series and class concepts to better identify duties being performed by Transportation Technicians in both the Roadways Systems and Transportation/Planning sections of the department. In addition, Human Resource Management recommends deleting the reference to “accidents on State highways” from the minimum qualifications at each level as analysis of accidents is no longer a function for which Transportation Technicians in these two areas are responsible.

Also, it is being recommended that the minimum qualifications of the Transportation Technician I be increased to require, in addition to high school graduation, a year of general labor or semi-skilled experience which included the use of tools and the ability to find locations while operating a vehicle. In doing so, it is felt that the agency can better screen applicants for the requisite skills to perform the necessary duties of the position.

Furthermore, the knowledge, skills and abilities of the classes were updated to reflect those knowledge, skills and/or abilities which were always necessary to perform the requisite duties, but never stated outrightly.

The Nevada Department of Transportation supports these changes.

Note: *Changes, additions and/or deletions on the class specification are noted in red.*

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 May 22, 2015. 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: April 22, 2015



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>
TRANSPORTATION TECHNICIAN IV	31	C	7.714
TRANSPORTATION TECHNICIAN III	29	C	7.713
TRANSPORTATION TECHNICIAN II	27	C	7.715
TRANSPORTATION TECHNICIAN I	25	C	7.716

SERIES CONCEPT

Transportation Technicians perform a variety of technical duties related to traffic and *roadway characteristics* [~~accidents~~] on State highways; install traffic monitoring devices; perform minor repairs on traffic control and monitoring equipment, and compile and maintain detailed records and information.

~~[Analyze accident reports to determine location, roadway classification, accident type, contributing factors and other relevant data; code and input data into computer database.]~~

Compile and distribute reports including charts, tables, maps and summaries to management, federal and county authorities [~~and~~], Nevada Highway Patrol *and the general public*.

Collect data regarding roadways, roadway usage, traffic patterns, and motorist activities by installing and monitoring recording equipment and/or inventorying, measuring and photographing the physical existence/condition of the roadway, guardrails, highway/railroad grade crossing, fencing, and signs.

Transfer or input data into computer database for inclusion in required reports or for analysis by professional staff.

Perform maintenance and minor repairs on traffic data recording equipment, *road video equipment* and power tools to ensure safe and effective operation.

Utilize specialized traffic data equipment [~~while~~] *for* conducting traffic studies *and roadway characteristics*.

Perform related duties as assigned.

CLASS CONCEPTS

Transportation Technician IV: Under general supervision, incumbents perform the full range of duties in the series concept and, in addition, supervise at least four subordinate Transportation Technician III's and/or II's to include performance evaluations, work performance standards, scheduling, assigning and reviewing work, disciplinary actions and training. Incumbents coordinate, communicate and provide technical assistance as required to State, county/city agencies, consultants and private contract personnel; review construction plan sheets; visit site locations; and make alternate site recommendations to ensure correct physical locations of traffic data collection sensors. They also conduct passing sight distance studies; compile all traffic and GPS data for assigned region; and prepare reports as mandated.

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CLASS CONCEPTS (cont'd)

Transportation Technician III: Under general supervision, incumbents, ~~[in addition to]~~ perform ~~[ing]~~ the ~~[full range of]~~ duties described in the series concept~~[;]~~. *Incumbents* perform the higher level and more complex duties such as ~~[tracking new technologies used in the department, reporting their effectiveness and making recommendations for future use. They identify market made technologies and innovations from publications and develop work plans to facilitate their implementation in the department; monitor project funding expenditures and design/publish research newsletters]~~ *operating equipment associated with highway data collection including specialty areas such as video and lidar collection, complex Automatic Vehicle Classification (AVC) data collection, and minor electrical repair on continuous traffic data collection devices; observing and verifying the proficiency of written procedures* and/or serve as leadworkers for lower level technicians.

Transportation Technician II: Under general supervision, incumbents perform the full range of duties described in the series concept at the journey level.

Transportation Technician I: Under close supervision, incumbents receive training in performing the duties described in the series concept and may progress to the journey level upon meeting the minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

TRANSPORTATION TECHNICIAN IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent and four years of progressively responsible technical experience in collecting and recording data related to traffic and/or ~~[accidents on State highways]~~ *roadways*; **OR** one year of experience as a Transportation Technician III; **OR** an equivalent combination of education and experience. (See Special Requirement)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: traffic control methods and procedures ~~[; State NDOT rules, regulations, policies and procedures]~~. **General knowledge of:** supervisory practices and procedures, *and organizing and delegating work assignments for staff. Skill in: operating equipment associated with highway data collection including specialty areas such as video and lidar collection, complex Automatic Vehicle Classification (AVC) data collection, and minor electrical repair on continuous traffic data collection devices. Ability to:* communicate effectively both verbally and in writing, *and to instruct and train others in the proper procedures for assigned area;* review and comprehend construction plan sheets; generate reports; *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: proper data collection techniques for various traffic-related studies. **Ability to:** facilitate and coordinate communications between consultants, contractors, management and other parties in

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MINIMUM QUALIFICATIONS (cont'd)

TRANSPORTATION TECHNICIAN IV (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

the contract process; serve as a technical expert and provide testimony in court related to division activities; negotiate and apply reason to resolve employee relations issues.

TRANSPORTATION TECHNICIAN III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of technical experience in collecting and recording data related to traffic and/or ~~[accidents on State highways]~~ **roadways**; **OR** one year of experience as a Transportation Technician II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

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

Working knowledge of: traffic control methods in order to properly sign traffic control areas; basic ~~[research]~~ methods ~~[including]~~ **for** data collection [-]; **policies and procedures related to assigned areas of responsibilities; computer hardware and software used in the course of work including traffic monitoring devices.** **Ability to:** create and manage complex databases using spreadsheets to analyze raw data and generate tables, charts and graphs; *and all knowledge, skills and abilities required at the lower levels.*

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

~~[Skill in: organizing and delegating work assignments for staff; oral communication sufficient to instruct and train others in the proper procedures as defined in the department's procedural manual.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Technician IV.)*

TRANSPORTATION TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of technical experience in collecting and recording data related to traffic and/or ~~[accidents on State highways]~~ **roadways**; **OR** one year of experience as a Transportation Technician I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

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

~~[Working knowledge of: recordkeeping techniques.]~~ **Ability to:** compose summary reports; enter data and produce technical reports using a personal computer and appropriate word processing, spreadsheet and/or database management software ~~[-; communicate effectively both orally and in writing].~~ **Skill in:** mathematical computations required to tabulate numeric data; operating power tools sufficient to install recording equipment in roadways; operating recording equipment; compiling, organizing and formatting data to produce effective charts, graphs and other visual displays; *and all knowledge, skills and abilities required at the lower level.*

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

~~[Working knowledge of: agency policies and procedures related to assigned areas of responsibilities; computer hardware and software used in the course of work including traffic monitoring devices.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Technician III.)*

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MINIMUM QUALIFICATIONS (cont'd)

TRANSPORTATION TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education *and one year of general labor or semi-skilled experience which included the operation of tools and equipment and/or responsibility for a delivery route requiring the operation of a vehicle and determining locations of delivery sites.* (See Special Requirement)

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

Working knowledge of: hand and power tools. Ability to: utilize maps or GPS equipment to locate sections of roadways; read, understand and follow oral and written instructions including instructions for vehicle operation, vehicle maintenance, and work procedures; basic math sufficient to add, subtract, divide [;] and multiply [; and tabulate whole numbers, fractions and percentages to calculate numeric data; read and write]; communicate effectively both orally and in writing [and-]; work cooperatively with co-workers and others; operate a personal computer to enter and retrieve data; operate a vehicle; work under adverse conditions such as extreme heat or extreme cold, in or near the path of moving vehicles, or on difficult or steep terrain.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Technician II).

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>7.714</u>	<u>7.713</u>	<u>7.715</u>	<u>7.716</u>
ESTABLISHED:	4/4/12R 3/20/13UC	4/04/75	4/04/75	4/04/75
REVISED:		7/01/93P 9/24/92PC	7/01/93P 9/24/92PC	7/01/93P 9/24/92PC
REVISED:		3/25/05PC	3/25/05PC	3/25/05PC
REVISED:		3/20/13UC	3/20/13UC	3/20/13UC
REVISED:	5/22/15UC	5/22/15UC	5/22/15UC	5/22/15UC