



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**  
**HR#16-15**

April 22, 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

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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](mailto: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 #16-15**  
**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
1.810	Conservation Staff Specialist II	36	B	<i>1.810</i>	<i>Conservation Staff Specialist II Option A: Natural Resources B: Fleet Management</i>	36	<i>B</i>
1.809	Conservation Staff Specialist I	35	B	<i>1.809</i>	<i>Conservation Staff Specialist I</i>	35	<i>B</i>

***Basis for Recommendation***

At the request of the Nevada Division of Forestry (NDF) and in conjunction with Subject Matter Experts, the Division of Human Resource Management recommends revising the series and class concept of the Conservation Staff Specialist II to separate functions performed into options. Positions performing natural resources-related functions are described in Option A, and the Statewide-duties assigned to the NDF Fleet Services Manager are described in Option B. It is felt that by doing this, the function of the position assigned to manage NDF’s Statewide Fleet program will be better described; as well, the agency will be able to hire and maintain a qualified individual.

Under general supervision, the NDF Fleet Services Manager develops, formulates, and coordinates the Nevada Division of Forestry Statewide fleet program, writes and updates policies and procedures related to vehicle and equipment use within the agency. The incumbent oversees the management, inspection, maintenance, and repair of the division’s light, medium, and heavy vehicles and equipment. They also perform complex diagnoses and troubleshooting, repairs as needed, rebuilds as needed, and oversee modifications of agency vehicles and equipment, and recommend action; place unsafe vehicles and equipment out-of-service until repairs are completed; organize, coordinate and oversee specialized programs and activities for statewide implementation. Examples of these programs and activities include management of the statewide preventive maintenance program; preparation and administration of bid specifications for automobiles, trucks and equipment, including parts and repairs, for fleet maintenance operations; preparation of new vehicles and equipment for distribution to Fire and Camp programs; manage the statewide specialty equipment; manage and provide oversight for the Federal Excess Property Program (FEPP), to include acquisition, build-up, and disposal of the FEPP property; conduct/manage annual inventory of all agency Capital Equipment and submit results to Department of Administration; and ensure the four equipment/maintenance shops are maintaining inventory control of all shop supplies and materials utilizing FLEETMATE database.

In addition, Human Resource Management recommends adding the word “or” to the minimum qualifications in order to expand on the type of relevant and acceptable experience.

During this review, Human Resource Management worked closely with staff from Nevada Division of Forestry who assisted in making the revisions to the class specification.

***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**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CONSERVATION STAFF SPECIALIST II</b> <i><b>OPTIONS A. NATURAL RESOURCES</b></i> <i><b>B. FLEET MANAGEMENT</b></i>	<b>36</b>	<b>B</b>	<b>1.810</b>
<b>CONSERVATION STAFF SPECIALIST I</b>	<b>35</b>	<b>B</b>	<b>1.809</b>

**SERIES CONCEPT**

Conservation Staff Specialists assist in developing, formulating, and coordinating programs, policies and procedures related to areas such as resource management, safety and training, *fleet and inventory management*, fire management and policy management pertinent to the assigned area of natural resource management, preservation, conservation and protection.

Assist in the formulation and development of policies and programs; compile technical data; consult with field personnel; assess needs; develop goals, objectives, and timeframes; write specifications; design and plan activities; evaluate budget provisions; analyze, evaluate and develop grant proposals; coordinate resources available; and formulate annual work plans for implementation.

Manage contracts, concessions, leases and agreements; develop, evaluate, monitor and mediate procurement and implementation of services contracts; oversee statewide concession activities; audit concessionaires and inspect premises to ensure compliance with contract terms; maintain appropriate records and prepare reports.

~~[Manage resource management programs; review and develop resource plans, assist in grant development for resource projects and monitor resource actions statewide to ensure compliance with State and federal requirements for resource management.]~~

~~Coordinate special grant programs; organize and develop program proposals; distribute grant or application forms to entities; negotiate cooperative agreements; review and evaluate completed applications; analyze program objectives; submit applications for final approval; cooperate with other agencies; and maintain records concerning use of funds and program criteria in order to protect, enhance, and conserve natural resources.]~~

Review, evaluate and oversee program operations; review reports and statistics; analyze information regarding new technology and methods available; conduct field inspections; assess program quality and results; develop and recommend alternative approaches; develop and revise emergency procedures as needed; prepare summary reports; assess contract provisions, successes and the need for future modifications; study and research programs in other areas; and monitor budget and cost effectiveness in order to meet program objectives and increase efficiency.

Coordinate and implement training programs; evaluate requirements; assess needs; incorporate new equipment and procedures; organize training resources; develop written plans; compile training materials; secure funds; coordinate instructors; maintain records of employee training needs and training completed; and coordinate with related agencies in sharing resources to provide for staff development.

Gather and evaluate information for budget review and requests; summarize program descriptions; prepare justifications; coordinate and organize information on monies generated through program activities; assess requests in terms of statutory requirements; and prepare justifications for new personnel and equipment.

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**SERIES CONCEPT (cont'd)**

~~[Manage volunteer programs; recruit volunteers and perform background checks; prepare contracts describing work to be done; write job descriptions and train volunteers.]~~

~~Coordinate division activities with other State and federal agencies, special interest groups and the public; represent the division and provide information to the public and governmental entities; make presentations; appear before governmental and regulatory bodies; prepare press releases and interact with the media.]~~

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Conservation Staff Specialist II:**

***OPTION A: Natural Resources:*** Under general supervision, ~~[Conservation Staff Specialist II's]~~ ***incumbents***, on a statewide basis, develop, formulate, and coordinate Statewide programs, policies and procedures related to areas such as resource management, safety and training, fire management and policy management pertinent to the assigned area of natural resource management, preservation, conservation and protection. This class is distinguished from the Conservation Staff Specialist I by the broader scope of responsibility and additional experience required to coordinate the assigned statewide programs.

***Manage resource management programs; review and develop resource plans, assist in grant development for resource projects and monitor resource actions statewide to ensure compliance with State and federal requirements for resource management.***

***Coordinate special grant programs; organize and develop program proposals; distribute grant or application forms to entities; negotiate cooperative agreements; review and evaluate completed applications; analyze program objectives; submit applications for final approval; cooperate with other agencies; and maintain records concerning use of funds and program criteria in order to protect, enhance, and conserve natural resources.***

***Manage volunteer programs; recruit volunteers and perform background checks; prepare contracts describing work to be done; write job descriptions and train volunteers.***

***Coordinate division activities with other State and federal agencies, special interest groups and the public; represent the division and provide information to the public and governmental entities; make presentations; appear before governmental and regulatory bodies; prepare press releases and interact with the media.***

***OPTION B: Fleet Manager:*** Under general supervision, the incumbent develops, formulates, and coordinates the Nevada Division of Forestry (NDF) Statewide fleet program, writes and updates policies and procedures related to vehicle and equipment use within the agency. The incumbent oversees the management, inspection, maintenance, and repair of the division's light, medium, and heavy vehicles and equipment.

***Perform complex diagnoses and troubleshooting, repairs as needed, rebuilds as needed, and oversee modifications of agency vehicles and equipment, and recommend actions; ensure quality control on both agency and outside vendor repairs and services; document and track all inspections, repairs, and services performed on agency vehicles and equipment; perform mechanical and safety inspections of vehicles and equipment for agency, county, and federal cooperators.***

CLASS CONCEPTS (cont'd)

**Conservation Staff Specialist II – Option B. Fleet Manager (cont'd)**

*Place unsafe vehicles and equipment out-of-service until repairs are completed; schedule vehicles and equipment for repairs by reviewing the vehicle condition reports prepared by drivers; consult with Fire Management Officers (FMO's) and Conservation Camp Area Supervisors in the three regions; periodically review equipment in the fleet.*

*Organize, coordinate and oversee specialized programs and activities for statewide implementation. Examples of these programs and activities include management of the statewide preventive maintenance program; preparation and administration of bid specifications for automobiles, trucks and equipment, including parts and repairs, for fleet maintenance operations; preparation of new vehicles and equipment for distribution to Fire and Camp programs; manage the statewide specialty equipment.*

*Manage and provide oversight for the Federal Excess Property Program (FEPP), to include acquisition, build-up, and disposal of the FEPP property; establish and maintain current records for all Division's vehicles and equipment. Records will include type, license or property number, assigned location and budget account, plus mileage and type services performed. Prepare equipment property transfers and excess property forms and submit to the Forestry Program Manager or the State Office for approval.*

*Conduct/manage annual inventory of all agency Capital Equipment and submit results to Department of Administration; maintain an accurate inventory of the Division's assets using the state database, ADVANTAGE-DAWN. Ensure the four equipment/maintenance shops are maintaining inventory control of all shop supplies and materials utilizing FLEETMATE database; prepare purchase orders for tools, manuals, supplies and services as needed.*

**Conservation Staff Specialist I:** Under general supervision, [~~Conservation Staff Specialist I's~~] *incumbents*, on a regional basis, develop, formulate, and coordinate programs, policies and procedures related to the assigned area of natural resource management, preservation, conservation and protection.

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MINIMUM QUALIFICATIONS

**SPECIAL REQUIREMENTS:**

- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- \* Applicants may be required to pass a thorough medical examination and physical agility test prior to appointment.
- \* Applicants may be required to undergo a background investigation prior to being considered for employment.
- \* *Some positions require a valid Nevada Class A or B driver's license at the time of appointment and as a condition of continuing employment.*

**INFORMATIONAL NOTES:**

- \* Incumbents may be required to obtain and maintain certification as an Agency Certified Contract Monitor.
- \* Some positions require specialized skills and experience in grant management, policy development, equipment and property management, fire and/or resource management, or other natural resource field and will be identified at the time of recruitment.

MINIMUM QUALIFICATIONS (cont'd)

**CONSERVATION STAFF SPECIALIST II**

**OPTION A: Natural Resources**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in biology, ecology, natural resource management, forestry, parks management, fire management or related field and three years of journey level professional experience in a relevant resource management field that included assisting in developing, formulating, and coordinating programs, policies and procedures; coordinating special grant programs and/or contracts; and/or coordinating training programs; **OR** an equivalent combination of education and experience. (See *Special Requirements and Informational Notes*)

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

**Working knowledge of:** practices and procedures applicable to obtaining and distributing grant funds; wildland and structural fire

prevention and suppression; current best practices in natural resource conservation and management; safety practices and principles. **Ability to:** plan, organize, and coordinate one or more statewide programs; establish goals, objectives and timetables consistent with the division's mission; analyze problems and develop and recommend effective solutions; develop and justify budgetary requests; perform statistical and cost management analysis; coordinate and implement training and resource management programs; negotiate contracts, leases and agreements; read, interpret and explain technical documents applicable to assigned programs; communicate effectively both orally and in writing; establish and maintain cooperative working relationships with federal, State and local entities, private contractors, boards and commissions involved in natural resource management and conservation; *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:** division goals and objectives; appropriate Nevada statutory authorities mandating the conservation of State resources; State Purchasing policies and procedures relating to contract management.

**Ability to:** speak effectively and persuasively before groups of people; analyze information, problems, situations, practices and procedures to define problem areas and formulate logical and objective solutions; create and manipulate spreadsheets.

**OPTION B: Fleet Manager**

**EDUCATION AND EXPERIENCE:** *Bachelor's degree from a accredited college or university in business administration or related and three years of journey level experience which included repairing and rebuilding a variety of automotive vehicles and equipment components including engines, cooling systems, transmissions and converters, drive trains, differentials, brake systems and steering systems; OR completion of a National Automotive Technicians Education Foundation (NATEF) certified program and five years of journey level experience which included repairing and rebuilding a variety of equipment components including engines, cooling systems, transmissions and converters, drive trains, differentials, brake systems and steering systems; OR three years of experience equivalent to Equipment Mechanic III in Nevada State service; OR an equivalent combination of education and experience. (See Special Requirements and Informational Notes)*

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

*Detailed knowledge of: equipment systems and operation characteristics of light, medium, heavy and specialized equipment used in firefighting from a variety of manufacturers; methods, materials, tools and*

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

*equipment used in the constructions, assembly, overhaul, repair, and adjustment of automotive and firefighting apparatuses; electrical and mechanical theories of design; safe working procedures and the proper use, storage, and disposal of hazardous materials. Ability to: plan, organize and coordinate one or more statewide maintenance facilities; establish goals, objectives and timetables consistent with the*



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### MINIMUM QUALIFICATIONS (cont'd)

#### **OPTION B: Fleet Manager (cont'd)**

*division's mission; analyze problems and develop and recommend effective solutions; develop and justify budgetary requests; perform statistical and cost management analysis; coordinate and implement training of staff located at all statewide maintenance facilities, negotiate contracts, leases and agreements; read, interpret and explain technical documents applicable to assigned programs; communicate effectively both orally and in writing; establish and maintain cooperative working relationships with federal, State and local entities, and private contractors. Skill in: performing complex diagnoses, repair, rebuilding, and modifications of firefighting equipment; basic arc and acetylene welding and cutting and basic machining; repairing, rebuilding and modifying all components of firefighting equipment including diesel and gas engines, automatic and manual transmissions, and hydraulic equipment.*

***FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):** Working knowledge of: division goals principles and practices of State budgeting and purchasing; State and agency administrative rules, policies and procedures; federal and State laws, rules and regulations pertaining to the Divisions operations; and principles and practices of supervision. Ability to: prepare and monitor an annual budget; supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline and evaluation performance.*

#### **CONSERVATION STAFF SPECIALIST I**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in biology, ecology, natural resource management, forestry, parks management, fire management or related field and two years of professional experience in a relevant resource management field that included assisting in developing, formulating, and coordinating programs, policies and procedures; coordinating special grant programs and/or contracts; and coordinating training programs; **OR** an equivalent combination of education and experience. (See *Special Requirements and Informational Notes*)

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

**Working knowledge of:** natural resources and conservation; ecological concepts; environmental laws, policies and practices; basic fire suppression techniques as applied to grass, brush and forest areas; methods and techniques used in natural resource conservation and management. **Ability to:** plan, organize, and coordinate regional programs; research, secure and administer grants; establish project objectives and timetables; develop and recommend effective solutions to problems in an assigned region; prepare budgetary requests; coordinate and implement resource management programs; develop and manage contracts, leases and agreements; read, interpret and explain technical documents; write grant applications and reports; establish and maintain cooperative working relationships with federal, State and local entities, private contractors, citizens and others involved in natural resource management and conservation; preserve, restore and enhance natural resources; make oral presentations to groups to provide information; promote resource management services to the community; plan and provide resource protection education programs in the community.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):**  
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Conservation Staff Specialist 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.



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