



**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#44-15**

August 13, 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 September 15, 2015.

If no written objections are received in this office by September 15, 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 #5-16**  
Posting Expires: **September 15, 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
9.137	Highway Construction Aid	20	H	<i>9.137</i>	<i>Highway Construction Aid</i>	<i>20</i>	<i>H</i>

## ***Basis for Recommendation***

At the request of the Department of Transportation, HR Division, Human Resource Management recommends the addition of an “Informational Note” to outline that Highway Construction Aids underfilling a Highway Maintenance Worker I position may, after one year and upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority, be progressed to the Highway Maintenance Worker I. The Department feels this revision will assist in broadening their applicant pool and supports the change.

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

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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 September 15, 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: August 13, 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>
<b>HIGHWAY CONSTRUCTION AID</b>	<b>20</b>	<b>H</b>	<b>9.137</b>

Highway Construction Aids work under close supervision and perform unskilled tasks associated with highway maintenance, construction, testing labs and equipment shops.

Perform traffic control tasks during roadway maintenance; set up and remove traffic control devices; act as flagger and operate a pilot vehicle; pick up debris and empty litter barrels; control vegetation near highways, bridges, fences, signs and buildings; remove weeds and mow turf; assist maintenance crews during routine maintenance tasks such as fence, sign and guardrail repair and minor surface patching using common hand and power tools.

Prepare and set survey stakes, chains, rods or serve as a flagger on a survey crew; assist inspectors with minor inspection duties such as constructing fences, drainage structures, or weighing trucks; assist field testers performing sieve analysis, compaction tests or any other tests required in a field lab; assist office personnel with required documentation for construction projects.

Assist staff in testing materials that must meet highway construction and maintenance specifications; investigate gravel sources, perform soil surveys; prepare records and reports, and maintain tools and equipment.

Clean shop areas by sweeping, mopping and picking up debris; assist mechanics by cleaning parts; assist stockroom personnel by picking up parts from local vendors and organizing stock; and clean vehicles.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must first submit to a pre-employment screening test for controlled substances. In addition, federal law requires random testing for controlled substances during employment.
- \* A valid driver's license is required at the time of appointment and as a condition for continuing employment.
- \* Some positions require a valid class A or B driver's license at the time of appointment and as a condition for continuing employment.

**INFORMATIONAL NOTE:**

- \* *If underfilling, one year of experience as a Highway Construction Aid in Nevada State service may provide for progression to Highway Maintenance Worker I upon meeting the minimum qualifications, with satisfactory performance and with the approval of the appointing authority.*

**EDUCATION AND EXPERIENCE:** Ability to follow oral and written instructions and perform physical tasks requiring moderate strength. (*See Special Requirements*)

**MINIMUM QUALIFICATIONS (cont'd)**

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

**Ability to:** understand and follow simple verbal and written instructions; work cooperatively with others; perform moderate physical labor for extended periods of time; use common hand and power tools.

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

**General knowledge of:** methods, equipment and materials associated with routine highway maintenance and construction tasks. **Ability to:** perform a wide variety of tasks associated with highway maintenance and construction; prepare simple records and reports; enter and retrieve data using computers.

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.

9.137

ESTABLISHED: 1/1/61  
REVISED: 10/5/70  
REVISED: 7/1/91P  
11/29/90PC  
REVISED: 7/1/07P  
8/11/06PC  
**REVISED: 9/15/15UC**