



**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#53-15**

September 18, 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 October 20, 2015.

If no written objections are received in this office by October 20, 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 #10-16  
Posting Expires: October 20, 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	EEO-4
9.560	Prison Milker	23	H	<i>9.560</i>	<i>Prison Milker</i>	<i>23</i>	<i>H</i>
	<i>New</i>			<i>9.561</i>	<i>Prison Milker Trainee</i>	<i>21</i>	<i>H</i>

## ***Basis for Recommendation***

At the request of the Department of Corrections, the Division of Human Resource Management has conducted a review of the Prison Milker series. Analysts within the Division of Human Resource Management worked with a subject matter expert from the Department of Corrections, and as a result of this review, it is recommended that a trainee level be added to the series.

Currently, the Prison Milker, 9.560, requires one year experience milking cows on a milk production line using mechanized milking equipment; however, due to the scarcity of this type of experience, as well as the scarcity of specific high school, trade school or equivalent education courses, it was determined that a trainee level added to the series is the most appropriate avenue to address current and future recruitment needs.

In reviewing the job duties and responsibilities, it is recommended that the Prison Milker Trainee be allocated at grade 21, two grades below the Prison Milker, which is consistent with other trainee positions throughout State service.

Also, modifications to the series concept and the entry level knowledge, skills and abilities of the Prison Milker were made to account for the series being no longer responsible for conducting pregnancy tests.

Throughout the process, management and staff within the Department of Corrections and Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed.

Management supports this recommendation.

***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 October 20, 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: September 18, 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>PRISON MILKER</b>	<b>23</b>	<b>H</b>	<b>9.560</b>
<i><b>PRISON MILKER TRAINEE</b></i>	<i><b>21</b></i>	<i><b>H</b></i>	<i><b>9.561</b></i>

***SERIES CONCEPT***

Under general supervision of the Prison Industries Supervisor or Dairy Supervisor, milk cows, clean milking and milk handling equipment, oversee and instruct inmates; and does related work as required at a prison dairy.

Milk cows twice daily using mechanical milking equipment to collect milk for the prison dairy processing plant; oversee and instruct inmates in milking procedures and animal care in accordance with the prison industries work program.

Identify and treat common health problems such as mastitis in the milking string; treat illness or inflammation with salves and antibiotics and administer routine vaccinations to maintain health and production of the dairy herd; remove medicated cows from the production line to prevent medication from entering the milk tank in accordance with State and federal health regulations.

Sanitize milking equipment by using accepted methods and chemicals to flush and soak milking machines, tanks and lines; repair milking equipment by repairing leaks in the lines, replacing gaskets, etc.

Assist in the breeding program by detecting heat signs [~~-, conducting pregnancy tests~~] and tracking pregnancies so the cow can be removed from the milk line at the appropriate time; assist with cow birthing.

Other duties may include related chores common to the operation of a dairy and crop farm such as feeding livestock, cleaning corrals, operating equipment and repairing buildings, fixtures, fences and equipment.

Perform related duties as assigned.

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***CLASS CONCEPT***

***Prison Milker:** Under general supervision, incumbents perform the full range of duties as described in the series concept. This is the journey level in the series.*

***Prison Milker Trainee:** Under immediate supervision, incumbents receive training in the performance of duties outlined in the series concept. This is the trainee level in the series, and provides for progression to the next level upon meeting minimum qualifications, satisfactory performance and with the recommendation and approval of the appointing authority.*

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**MINIMUM QUALIFICATIONS**

**PRISON MILKER**

**EDUCATION AND EXPERIENCE:** One year of experience milking cows on a milk production line using mechanized milking equipment.

**MINIMUM QUALIFICATIONS (cont'd)**

**PRISON MILKER (cont'd)**

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

**Working knowledge of:** the use and care of mechanical milking equipment; modern methods of sanitation on a milk production line. **General knowledge of:** bovine health care, disease prevention and treatment. **Ability to:** detect heat signs, [~~perform pregnancy tests,~~] calculate gestation times and assist with cow birthing; perform general maintenance associated with a dairy or crop farm.

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

**General knowledge of:** the State and federal regulations applicable to sanitation on a milking line; inmate custody and security procedures. **Ability to:** administer medication to livestock.

**PRISON MILKER TRAINEE**

***EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and six months general work experience.***

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

***Ability to: follow oral and written instruction and perform physical tasks requiring moderate physical strength.***

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

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.

ESTABLISHED:	<u>9.560</u> 1/1/61	<u>9.561</u> <b>10/20/15UC</b>
REVISED:	7/1/91P	
	11/29/90PC	
REVISED:	5/18/12RNC	
REVISED:	<b>10/20/15UC</b>	