



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#64-15

November 3, 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 December 7, 2015.

If no written objections are received in this office by December 7, 2015, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #15-16
Posting Expires: December 7, 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
7.411	Deputy Administrator, Forestry	44	A	<i>7.411</i>	<i>Deputy Administrator, Forestry</i>	<i>44</i>	<i>A</i>

Basis for Recommendation

As a result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Division of Forestry and the Division of Human Resource Management, it was determined that the class specifications for the Deputy Administrator, Forestry should be amended to account for differing specialty areas of Fiscal Management and Operations Management.

As a result of these changes, the class concept for the Deputy Administrator Forestry was modified to add representative duties specific to a singular Fiscal Management position and singular Operations Management position. The position assigned to Fiscal Management will function as the Division's Chief Financial Officer and the position assigned to Operations Management will provide administrative oversight to ensure continuity and coordination of fire and resource management.

The Education & Experience and the Knowledge, Skills and Abilities were modified to reflect specific minimum requirements for each specialty area. Also, an Informational Note was added to indicate the position assigned to perform either Fiscal or Operations Management duties would be identified at the time of recruitment and applicants would be required to meet the minimum qualifications of the identified assignment.

Both management and agency human resource personnel within the division participated by offering recommendations and reviewing changes as the process progressed and they support the recommended 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 December 7, 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: November 3, 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>
DEPUTY ADMINISTRATOR, FORESTRY <i>OPTION A: FISCAL MANAGEMENT</i> <i>OPTION B: OPERATIONS MANAGEMENT</i>	44	A	7.411

Under general administrative direction of the State Forester, provide leadership and guidance in directing the day-to-day programs, operations, services, activities and staff of the Division of Forestry; assist the State Forester in strategic planning, fiscal management, program evaluation and personnel management; act on behalf of the State Forester in all matters related to division activities as directed or in his/her absence.

Provide administrative and fiscal oversight and coordination of the major division programs including fire suppression/prevention, resource management, conservation camps, regional staff and offices, support services, air operations and dispatch centers, safety and training, personnel and payroll, and fiscal services.

~~[Serve as the agency's chief financial officer; plan, organize and direct preparation of the biennial budget for all division accounts; review and approve line item narratives, justifications, expenditure forecasts, applicable schedules; oversee entry into the State's budget system and final submittal; prepare and coordinate responses to questions from the Budget Office and legislative fiscal staff; review and approve all budget revisions and justification for submission to the Budget Office.]~~

Assist the State Forester with various administrative functions and activities within the division; provide guidance concerning fiscal matters and operational projects; conduct research and special projects and make recommendations for program improvements and increased efficiencies.

~~[Direct and oversee the pursuit of external funding sources; review and coordinate preparation and submittal of grant proposals to federal agencies for approval; notify regional staff of budget allocations; review, consolidate and submit federal reporting documents and data; ensure program expenditures and activities are in conformance with established grant criteria; negotiate agreements and contracts related to funding, reimbursement or exchange of services.]~~

Train, supervise and evaluate the performance of program managers, regional managers, fiscal and personnel staff, and other staff as assigned; assign and review work; coordinate program activities in **[aH] assigned** functional areas; counsel and discipline staff in accordance with State and federal laws and regulations.

Lead and/or participate in strategic planning processes to ensure fulfillment of the agency mission and objectives of protecting natural resources from wildland fires; oversee and coordinate the preparation of drafts and revisions of division policies, procedures and regulations.

Make presentations before legislative committees and other entities to justify funding requests and explain agency needs and priorities; represent the State Forester and the agency at meetings, conferences; establish and maintain positive working relationships with representatives of federal, State, county and local jurisdictions and fire districts.

Perform related duties as assigned.

CLASS CONCEPTS

In addition to performing the full range of duties as described, incumbents may be assigned to perform either Fiscal or Operations Management duties as described below.

OPTION A: Fiscal Management: Serve as the agency’s Chief Financial Officer; plan, organize and direct preparation of the biennial budget for all division accounts; review and approve line item narratives, justifications, expenditure forecasts, and applicable schedules; oversee entry into the State’s budget system and final submittal; prepare and coordinate responses to questions from the Budget Office and legislative fiscal staff; review and approve all budget revisions and justification for submission to the Budget Office.

Direct and oversee the pursuit of external funding sources; review and coordinate preparation and submittal of grant proposals to federal agencies for approval; notify regional staff of budget allocations; review, consolidate and submit federal reporting documents and data; ensure program expenditures and activities are in conformance with established grant criteria; negotiate agreements and contracts related to funding, reimbursement or exchange of services.

OPTION B: Operations Management: Provide administrative oversight to ensure continuity of fire management administration within the regions in conformance with division policies; ensure adequate fire management support between regions for fire suppression and back-up; oversee intra- and inter-agency training and coordination; provide oversight to liaison with National Guard, Division of Emergency Management and other divisions within the department to coordinate activities and resources.

Provide administrative oversight to ensure the continuity of resource management within the regions; ensure the cooperation and coordination of program plans to facilitate and promote sharing of funding, labor and equipment whenever possible.

Provide for statewide coordination of fire and resource programs through efforts of regional and central office staff; provide uniform delivery of statewide forestry programs within the regions while balancing the needs of the public and private landowners with sound resource management practices.

Coordinate resource fire management programs with federal, State and local entities; represent the division at meetings including city councils, county commissions, State agencies, national groups and civic organizations as required.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver’s license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTES:

- * Work requires travel throughout the State and occasional work on weekends and evenings.
- * ***Positions will be assigned to perform either Fiscal Management or Operations Management duties which will be identified at the time of recruitment. Applicants must meet the minimum qualifications of the identified assignment.***

OPTION A: FISCAL MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor’s degree in business or public administration, forestry, natural resource management, natural science or related field and six years of professional experience in budget preparation and management[~~—supervision of professional staff,~~] and the development, implementation and evaluation of program(s) and activities, ***including two years of experience supervising professional staff; OR two years of experience as an Administrative Services Officer III in Nevada State service; [~~—[Two years of the above experience must have been in a natural resource or natural science~~***

~~related field;~~ **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirement and Informational Notes*)

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

Working knowledge of: principles of budget development and control; principles, *practices and methods* of *effective* management and supervision; ~~[government funding sources and]~~ fiscal policies and procedures; ~~[forest management plans and practices; fire suppression techniques and equipment;]~~ program planning, development and evaluation; ~~[federal, State and local governmental relationships and interaction regarding forestry programs; principles and practices applicable to oversight of governmental programs, staff and activities; grants management techniques].~~ **Ability to:** assist the State Forester in administration of ~~[both programmatic activities and]~~ fiscal management; plan, develop, justify and defend the agency's biennial budget; ~~[plan, develop and implement best practices in forest management;]~~ supervise and evaluate the performance of managerial, supervisory and professional staff; establish and maintain cooperative working relationships with federal, State and local officials and the general public; make public presentations before a variety of groups; represent the division and act on behalf of the State Forester as requested; communicate effectively both orally and in writing; *prepare statistical and analytical reports regarding program activities; and* negotiate contracts and agreements.

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

Detailed knowledge of: State budgetary practices, procedures and requirements; policies and procedures related to division programs and fiscal management. **Working knowledge of:** State rules for human resource management and applicable sections of State regulations; State government organization and functions; legislative processes; *government funding sources; principles and practices applicable to oversight of governmental programs, staff and programmatic activities; grants management techniques; federal, State and local governmental relationships and interaction regarding forestry programs; forest management plans and practices; fire suppression techniques and equipment.* **Ability to:** exercise managerial control in determining organizational structure, budget development, staffing, and expenditure of funds to further the division's mission and program success.

OPTION B: OPERATIONS MANAGEMENT

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in forest, range or resource management or closely related field and six years of professional program management experience involving resource management and fire suppression, including two years of experience supervising professional staff; OR two years of experience as a Forestry Program Manager in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirement and Informational Notes)*

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

Working knowledge of: *principles, practices and methods of effective management; forest and resource management plans and practices; fire suppression techniques and equipment; federal, State and local governmental relationships and interaction regarding forestry, fire suppression and resource programs.* **General knowledge of:** *supervisory principles and practices.* **Ability to:** *assist the State Forester in administration of programmatic activities; plan, organize, direct and control statewide programs related to the conservation and protection of forest, range and watershed resources; establish and maintain effective working relationships with federal, State, local, private agencies and individuals; represent the division and act on behalf of the State Forester; communicate effectively both orally and in writing; prepare statistical and analytical reports regarding program activities; interpret and explain complex and sometimes conflicting policies, procedures, laws and regulations; understand and balance the diverse demands of users with natural resource stewardship; supervise and evaluate the performance of assigned personnel including management, professional, technical and support staff.*

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

Working knowledge of: State, county and municipal laws and regulations governing Nevada forestry management; Nevada State personnel, budget and purchasing rules and regulations; Nevada forest, range and resource management practices. Ability to: direct and deploy division resources within authorized staffing and budgetary limitations.

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.

7.411

ESTABLISHED: 4/12/12UC

REVISED: 12/7/15UC