



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#01-19 Revised

January 4, 2019

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – DRIVER - SHUTTLE
BUS & DRIVER - VAN/AUTOMOBILE SERIES

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 Beverly Ghan at bghan@admin.nv.gov no later than February 5, 2019.

If no written objections are received in this office by February 5, 2019, 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 #18-19
Posting Expires: February 05, 2019

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
	<i>New</i>			<i>3.504</i>	<i>Driver – Shuttle Bus II</i>	<i>25</i>	<i>H</i>
3.505	Driver – Shuttle Bus	24	H	<i>3.505</i>	<i>Driver – Shuttle Bus I</i>	<i>24</i>	<i>H</i>
3.506	Driver – Van/Automobile	22	H	<i>3.506</i>	<i>Driver – Van/Automobile</i>	<i>22</i>	<i>H</i>

Basis for Recommendation

The Nevada System of Higher Education (NSHE), Business Center North (BCN), has requested that an additional level be added to the class specification for the Driver – Shuttle Bus to account for lead-worker responsibilities.

Upon completion of the review, it was determined that a new level be created titled Driver – Shuttle Bus II and that the existing Driver – Shuttle Bus be retitled to Driver – Shuttle Bus I. The Driver – Shuttle Bus II, in addition to performing the full range of duties described in the series concept, will also function as a lead-worker for lower level Driver – Shuttle Bus I positions on a regular continuing basis by providing training and technical assistance, assigning and reviewing work, and providing input for performance evaluations.

In reviewing the job duties and responsibilities, it was determined that a grade 25 was warranted as the duties between the Driver – Shuttle Bus I and Driver – Shuttle Bus II are differentiated only by the lead-worker responsibilities. In addition, it is recommended that the new class be placed in the same 3.000 Domestic Services Occupational Group, Personal & Protective Services Sub-Group as the existing series. As this new level performs duties of a similar nature to the existing series, this class will be assigned to the EEO-4 category: H – Service Maintenance, which are occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property.

Minor modifications were made to the class concepts for the Driver – Shuttle Bus I and Driver – Van/Automobile to account for the addition of a new level to the series. Furthermore, minor changes were made to the series concept to account for additional duties and responsibilities. Additional changes were made to the Special Requirements and Informational Note to account for the two levels now titled as Driver – Shuttle Bus I and Driver – Shuttle Bus II. Lastly, minor changes were made to the Minimum Qualifications to maintain consistency with formatting and structure.

Throughout the review, management staff within NSHE – BCN and analysts within Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Note: Changes to the class specifications are noted as follows: additions in blue and deletions 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, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by February 05, 2019. Objections should be addressed to Beverly Ghan, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: January 4, 2019



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-</u> <u>4</u>	<u>CODE</u>
<i>DRIVER – SHUTTLE BUS II</i>	<i>25</i>	<i>H</i>	<i>3.504</i>
DRIVER – SHUTTLE BUS I	24	H	3.505
DRIVER – VAN/AUTOMOBILE	22	H	3.506

SERIES CONCEPT

Drivers operate various types of motor vehicles such as shuttle buses, automobiles, vans, or light trucks ~~in order~~ to transport people and/or materials to and from specified locations in accordance with established agency policies and safe driving practices.

Pick up and transport individuals to and from university events, *classes and/or meetings*, laboratory appointments, x-ray facilities and/or doctor appointments; ~~provide~~ assist ~~ance to~~ individuals with disabilities in getting in and out of the vehicle.

Provide courier services by picking up and/or delivering a variety of materials such as pharmacy supplies, x-rays, lab specimens and results, mail, reports, legal documents, bank deposits, and other items.

Clean exterior and interior of assigned vehicles by washing, vacuuming, and sweeping out as required.

Perform basic vehicle maintenance by checking *and adding* oil, gas, radiator coolant and windshield cleaning chemicals as needed; *may change headlights/taillights*; may perform pre-trip inspection of vehicle according to established procedures; report vehicle malfunctions and needed repairs according to established procedures.

Maintain records related to trip mileage, passengers transported, and other data for various reports.

Perform related duties as assigned.

CLASS CONCEPTS

***Driver – Shuttle Bus II:** Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, drive shuttle buses that transport sixteen or more occupants, including the driver. Positions at this level function as a lead-worker for lower level Driver - Shuttle Bus I's on a regular and continuing basis by providing training and technical assistance, assigning and reviewing work, and providing input for performance evaluations.*

Driver – Shuttle Bus I: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, drive shuttle buses that transport sixteen or more occupants, including the driver. ~~[This is the advanced journey level for the series.]~~

Driver – Van/Automobile: Under general supervision, incumbents perform the full range of duties described in the series concept. ~~[This is the journey level for the series.]~~

DRIVER – SHUTTLE BUS II
DRIVER – SHUTTLE BUS I
DRIVER – VAN/AUTOMOBILE

25 **H** **3.504**
24 **H** **3.505**
22 **H** **3.506**

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, 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 for controlled substances.
- * A valid commercial driver's license with a passenger endorsement is required at the time of appointment and as a condition of continuing employment for Driver - Shuttle Bus ***I and II*** positions.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment for Driver - Van/Automobile positions.

INFORMATIONAL NOTE:

- * Driver - Shuttle Bus ***I and II*** positions are subject to random testing for drugs and alcohol per Code of Federal Regulations, Title 49, Chapter III, Part 382.

DRIVER – SHUTTLE BUS II

EDUCATION AND EXPERIENCE: Two years of experience driving vehicles that require a commercial driver's license. (See Special Requirements and Informational Note)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): Working knowledge of: policies and procedures related to driving and transporting passengers and materials. Ability to: set priorities of job assignments; prepare documentation related to work performed; coordinate the work of others. Skill in: troubleshooting issues related to vehicle mechanics; 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: State and agency policies and procedures pertaining to work unit operations and personnel. Ability to: provide technical guidance to staff including training, assigning and reviewing work, and evaluating performance; prepare reports pertaining to operations.

DRIVER – SHUTTLE BUS I

EDUCATION AND EXPERIENCE: One year of experience driving vehicles that require a commercial driver's license. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: defensive driving techniques; State traffic laws and rules of the road; and safe and proper operation of a motor vehicle including required pre-trip inspections. **Ability to:** operate vehicles such as shuttle buses, vans, and light trucks; maintain schedules and time lines; provide assistance and directions to passengers; *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 driving and transporting passengers and materials.]**~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities for Driver-Shuttle Bus II.)*

DRIVER – SHUTTLE BUS II
DRIVER – SHUTTLE BUS I
DRIVER – VAN/AUTOMOBILE

25	H	3.504
24	H	3.505
22	H	3.506

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MINIMUM QUALIFICATIONS (cont'd)

DRIVER – VAN/AUTOMOBILE

EDUCATION AND EXPERIENCE: Two years of motor vehicle driving experience. (*See Special Requirements and Informational Note*)

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

General knowledge of: defensive driving techniques; State traffic laws and rules of the road; and safe and proper operation of a motor vehicle. **Ability to:** operate vehicles such as vans and light trucks; maintain simple clerical records; perform basic vehicle maintenance; and read, understand, and follow city, county, and State maps.

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

Working knowledge of: agency policies and procedures related to driving and transporting passengers and materials.

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 series.

	<u>3.504</u>	<u>3.505</u>	<u>3.506</u>
ESTABLISHED:	2/5/19UC	7/1/99P 10/2/98PC	1/1/61
REVISED:			9/18/80-3
REVISED:			1/15/81-3
REVISED:			7/1/89P 5/20/88PC
REVISED:			10/19/90-3
REVISED:			7/1/99P 10/2/98PC
REVISED:		2/2/07PC	2/2/07PC
REVISED:		9/14/12PC	9/14/12PC
REVISED:		2/5/19UC	2/5/19UC