



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#07-18

February 7, 2018

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – TRANSPORTATION & SAFETY ATTENDANT 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 Cassie Moir at cmoir@admin.nv.gov no later than March 12, 2018.

If no written objections are received in this office by March 12, 2018, 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 #15-18
Posting Expires: March 12, 2018

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
	<i>New</i>			3.530	<i>Transportation & Safety Attendant III</i>	28	<i>H</i>
	<i>New</i>			3.535	<i>Transportation & Safety Attendant II</i>	26	<i>H</i>
	<i>New</i>			3.540	<i>Transportation & Safety Attendant I</i>	24	<i>H</i>

Basis for Recommendation

As a result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Veterans Services and the Division of Human Resource Management (DHRM), it was determined there was a need for a new series to be created to account for duties and responsibilities not currently identified in a singular series.

Transportation & Safety Attendants, within the Nevada State Veterans Home, operate various types of motor vehicles such as shuttle buses, automobiles, vans, light trucks or golf carts in order to transport Veterans who have physical, intellectual, psychiatric and/or advanced cognitive impairment to medical appointments and community outings to include parks, restaurants, movie theaters, church and other leisure and recreational activities; and conduct both interior and exterior fire and life safety patrols to ensure compliance with State and federal rules, regulations, policies and procedures.

As the primary purpose of this series is to function as a driver with secondary responsibility for performing fire and life safety patrols, it is recommended that the series be placed in the 3.000 Domestic Services Occupational Group, Personal & Protective Services sub group. Furthermore, it is recommended that the Transportation & Safety Attendant III be allocated at grade 28 to recognize supervisory responsibility and the oversight of transportation and fire and life safety patrol activities. It is further recommended that the Transportation & Safety Attendant II and I be allocated at grades 26 and 24 respectively to account for journey level and trainee level duties and responsibilities. The EEO-4 job category for the Transportation & Safety Attendant has been determined as follows: category “H – Service Maintenance” which are occupations where 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. The Facility Attendant (9.637, grade 21), Maintenance Repair Aid II (9.483, grade 22), Custodial Worker II (9.631, grade 23), Driver –Van/Automobile (3.506, grade 22), Driver Warehouse Worker I (9.210, grade 26), and Security Officer (11.260, grade 27) were used as comparisons in assisting with determining the appropriate grade levels.

Throughout the review, management staff within the Department of Veterans Services and analysts within the DHRM 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 March 12, 2018. Objections should be addressed to Cassie Moir, 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: February 7, 2018



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>
TRANSPORATION & SAFETY ATTENDANT III	28	H	3.530
TRANSPORATION & SAFETY ATTENDANT II	26	H	3.535
TRANSPORATION & SAFETY ATTENDANT I	24	H	3.540

SERIES CONCEPT

Transportation & Safety Attendants, within the Nevada State Veterans Home (NSVH), operate various types of motor vehicles such as shuttle buses, automobiles, vans, light trucks, or golf carts in order to transport Veterans who have physical, intellectual, psychiatric and/or advanced cognitive impairment to medical appointments and community outings to include parks, restaurants, movie theaters, church and other leisure and recreational activities; conduct both interior and exterior fire and life safety patrols to ensure compliance with State and federal rules, regulations, policies and procedures.

Transport residents to and from medical appointments, events, leisure and recreational activities in accordance with established policies; provide assistance to residents with physical, intellectual and/or cognitive disabilities with getting in and out of the vehicle and to and from the location destination; safely load and secure wheelchairs, walkers and equipment in vehicles; ensure documentation is completed by both NSVH nursing staff and physicians' office staff as required; provide additional assistance to residents as required.

Provide courier services by picking up and/or delivering a variety of materials such as supplies, equipment, medical documents, mail, reports, legal documents, bank deposits, and other items as required.

Conduct pre- and post-trip vehicle inspections; inspect on-board oxygen tanks to ensure proper operation; perform basic vehicle maintenance by checking oil, gas, radiator coolant, windshield cleaning chemicals and tire pressure; clean exterior and interior of assigned vehicles as required; report vehicle malfunctions and needed repairs in accordance with established policies; complete logs and maintain records related to pre- and post-trip vehicle inspections, mileage, passengers transported and other data for various reports.

Perform scheduled interior and exterior facility fire and life safety patrols to ensure resident, employee and visitor safety and compliance with applicable State and federal laws, rules, regulations, policies and procedures; check windows, locks, doors and alarm systems to ensure proper operation and report violations as they occur; ensure hallways, handrails, doors, common areas and patios are free of obstructions; ensure ceiling tiles are free of leakages; complete all required documentation to include forms, logs and/or reports.

Assist with disaster and fire drills and ensure disaster kits are fully stocked and are up-to-date; perform fire watch patrols as required; assist in resident searches; ensure fire magnets are not missing; verify fire extinguishers are pressurized to correct level; perform monthly inspection of sprinklers and smoke detectors to ensure they are in proper working condition; clean fire sprinklers and smoke detectors as required; perform inspection of fire-rated doors for functionality; inspect Automated External Defibrillators to ensure proper function; complete all required documentation to include forms, logs and/or reports.

Monitor physical condition of facilities to include electrical, structural, mechanical and life safety systems and report failures and deficiencies as required; monitor the fire alarm panel, bulk oxygen tank annunciation panel, master medical gas alarm, medical vacuum panel, and emergency generator annunciation panel; respond to panel alarms and report incidents to appropriate staff; complete all required documentation to include forms, logs and/or reports.

TRANSPORATION & SAFETY ATTENDANT III	28	H	3.530
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SERIES CONCEPT (cont'd)

Monitor and observe individuals accessing the property and/or entering the facility as required; enforce laws, rules and regulations by verbally warning trespassers and contacting local law enforcement for assistance if trespassers refuse to leave; interact with other State and local law enforcement agencies and other personnel to maintain the safety of the facilities, property, staff and general public; monitor and/or retrieve camera surveillance as required; complete all required documentation to include forms, logs and/or reports.

Maintain proper use, control, accountability and issuance of keys, electronic access, identification cards, lockers, lost and found, etc., by following established procedures; ensure logs and reports are accurate, up-to-date and completed in a timely manner.

Provide emergency responses and/or assistance regarding safety matters; relay emergency communications; administer first aid as required; conduct initial incident review and coordinate efforts with agency staff, State and/or local law enforcement agencies for additional investigation; complete required forms, logs and/or reports.

Assist facility staff with routine operations as required and in accordance with established policies and procedures; perform weekly checks of water temperatures in resident care, dietary and laundry facilities; document water temperatures; clean wheelchairs as needed; clean-up trash, debris and ashtrays; report landscape repairs as required; complete required forms, logs and/or reports.

Provide administrative support to the facility with routine duties as required and in accordance with established policies and procedures; answer telephone and forward calls to appropriate staff; staff the information desk and have visitors sign in/out; assist the public by giving directions, answering questions, explaining rules, referring public to appropriate staff or providing necessary forms; deliver daily newspaper to residents; monitor music system; dim interior lights in the evening; escort mortuary staff as required.

Perform related duties as assigned.

CLASS CONCEPTS

Transportation & Safety Attendant III: Under limited supervision, the incumbent is expected to perform the full range of duties as described in the series concept and, in addition, act as a first-line supervisor over a staff of lower level Transportation & Safety Attendants to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline and may supervise lower level administrative staff as required. This is the supervisor level in the series.

The incumbent will coordinate and oversee the NSVH resident transportation activities to include, but not limited to: develop and modify transportation schedules based on the needs of the residents and the nursing and activities staff; develop, implement and maintain a preventative vehicle maintenance schedule; assist in the development, review, and implementation of transportation policies and procedures; assist in the development of the transportation budget; and develop and submit detailed analytical, narrative and/or statistical reports of transportation activities as required.

The incumbent will assist facility management with safety compliance activities to include, but not limited to: oversight of the NSVH exterior/interior facility safety inspection activities to ensure the facility and grounds are free of hazards; monitor the issuance of NSVH badges and keys for residents, staff and visitors; and ensure logs and forms are properly completed and maintained.

Transportation & Safety Attendant II: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

TRANSPORTATION & SAFETY ATTENDANT III	28	H	3.530
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CLASS CONCEPTS (cont'd)

Transportation & Safety Attendant I: Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series and progression to the journey level may occur upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Positions require a valid driver's license at the time of appointment and as a condition of continuing employment.
- * Transportation & Safety Attendant II and III positions require CPR certification and basic first aid certification at the time of appointment and as a condition of continuing employment.
- * Transportation & Safety Attendant I positions require CPR certification and basic first aid certification within 30 days of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * Some positions are required to work nights, weekends, and holidays.

TRANSPORTATION & SAFETY ATTENDANT III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of combined experience performing fire and life safety patrols and transporting, coordinating and scheduling the transportation of individuals and/or multiple passengers; **OR** one year of experience as a Transportation & Safety Attendant II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See Special Requirements and Informational Note)

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

Working knowledge of: State and federal fire and life safety requirements applicable to the Department. **General knowledge of:** transportation scheduling; motor vehicle preventative maintenance; control and accountability of keys and/or electronic access. **Skill in:** computer applications to include Microsoft Excel, Word, Outlook, scheduling and database software. **Ability to:** create and implement forms, logs and reports; effectively and efficiently coordinate, implement and manage transportation scheduling; develop policies and procedures for the assigned program area; assist in the development of the transportation budget; identify problems and make effective recommendations to resolve problems; supervise assigned staff; *and all knowledge, skills and abilities required at the lower level.*

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

Detailed knowledge of: applicable State and federal laws, rules and regulations. **Working knowledge of:** supervisory principles and practices. **General knowledge of:** State budgetary practices; agency policies and procedures related to the assigned program areas. **Ability to:** train, supervise and evaluate the performance of assigned staff; establish and maintain cooperative working relationships; analyze information, problems, situations, practices, policies and procedures to organize work flow and accomplish established objectives; evaluate the effectiveness of the assigned program area and offer suggestions to improve operations.

TRANSPORTATION & SAFETY ATTENDANT III	28	H	3.530
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Page 4 of 4

MINIMUM QUALIFICATIONS (cont'd)

TRANSPORTATION & SAFETY ATTENDANT II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience one year of which included performing fire and life safety patrols and one year of which included the transportation of multiple passengers; **OR** one year of experience as a Transportation & Safety Attendant I within Nevada State service; **OR** an equivalent combination of education and experience as described above. (See Special Requirements and Informational Note)

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

Working knowledge of: State of Nevada traffic laws and rules of the road; safe and proper operation of motor vehicles to include shuttle buses, automobiles, vans, light trucks and golf carts. **General knowledge of:** State and federal fire and life safety requirements. **Ability to:** conduct fire and life safety patrols; read, understand and implement fire and life safety rules and regulations; complete and maintain standard forms, logs and records applicable to the program area; write routine business correspondence to include both general and incident reports; communicate and work cooperatively with others including co-workers, program clientele and the public; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for the Transportation & Safety Attendant III.)

TRANSPORTATION & SAFETY ATTENDANT I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of general work experience and one year of valid 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 of Nevada traffic laws and rules of the road; safe and proper operation of a motor vehicle. **Skill in:** basic computer applications to include spreadsheet, word processing, database and e-mail software. **Ability to:** use computers, telephones, copiers, facsimile machines and other related office equipment to perform assigned duties; operate motor vehicles to include shuttle buses, automobiles, vans, light trucks, or golf carts; complete forms and logs; perform basic vehicle maintenance; read, understand, and follow city, county and State maps; understand and follow oral and written directions; communicate effectively both verbally and in writing; interact effectively and in a caring and professional manner with individuals who have a myriad of physical, psychological, intellectual and/or cognitive disabilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for the Transportation & Safety Attendant 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.

	<u>3.530</u>	<u>3.535</u>	<u>3.540</u>
ESTABLISHED:	3/12/18UC	3/12/18UC	3/12/18UC