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Deonne Contine
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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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MEMORANDUM
HR#16-19

March 8, 2019

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – ENVIRONMENTAL SCIENTIST 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 April 8, 2019.

If no written objections are received in this office by April 8, 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 #21-19
Posting Expires: April 08, 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**
10.545	Environmental Scientist IV	38	B	***10.545***	***Environmental Scientist IV***	***38***	***B***
10.525	Environmental Scientist III	36	B	***10.525***	***Environmental Scientist III***	***36***	***B***
10.536	Environmental Scientist II	35	B	***10.536***	***Environmental Scientist II***	***35***	***B***
10.548	Environmental Scientist I	32	B	***10.548***	***Environmental Scientist I***	***32***	***B***

Basis for Recommendation

As a result of Individual Classification Studies (NPD-19) and at the request of the Department of Conservation and Natural Resources (DCNR), the Division of Human Resource Management (DHRM) conducted a review of the Environmental Scientist series. Analysts within the DHRM partnered with subject matter experts from DCNR, and as a result of this review, it is recommended that an additional option be added to the Environmental Scientist IV level to account for non-supervisory positions that perform duties above those of an advanced journey level and which function as a singular technical scientific expert for an assigned bureau.

As such, the secondary option for the Environmental Scientist IV, under general direction of the Bureau Chief, will perform the full range of duties described in the series concept; serve as the technical scientific expert for a bureau within the Department of Conservation and Natural Resources; assist and support bureau staff as technical advisor and subject matter expert; develop, organize and implement complex programs related to the control of biological and chemical agents, radioactive and/or hazardous waste and/or pollutants discharged into the environment; analyze information, technical data, problems, risks, situations, practices and procedures and define the problem or objective; make comprehensive recommendations on environmental problems; draft legislation; develop complex technical regulations, guidance, plans and procedures; develop and make formal presentations to the public, regulatory boards, commissions, natural resource agencies, scientific community and the legislature; negotiate with other federal, State and local entities concerning cases, incidents and other multi-jurisdictional issues; organize and/or participate in statewide, regional and national conferences and meetings; make decisions and judgments independently; and interpret and implement appropriate federal and State statutes and regulations. Incumbents may serve as lead worker and work is reviewed through progress reports and meetings. This is the non-supervisory, subject matter expert level class in the series and only one position per bureau may be allocated at this level.

In addition, minor revisions were made to the series concept to update verbiage and clarify representative duty statements. Furthermore, changes were made to the class concepts and minimum qualifications, at every level, to maintain consistency with formatting and structure.

The agency believes that the recommended changes will improve recruitment and retention efforts without reducing the quality of candidates.

Throughout the process, management and staff within DCNR and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support this recommendation.

Note: Changes, additions and/or deletions on the class specification are noted in blue and 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 April 08, 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: March 08, 2019

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ENVIRONMENTAL SCIENTIST IV	**38**	**B**	**10.545**
ENVIRONMENTAL SCIENTIST III	**36**	**B**	**10.525**
ENVIRONMENTAL SCIENTIST II	**35**	**B**	**10.536**
ENVIRONMENTAL SCIENTIST I	**32**	**B**	**10.548**

SERIES CONCEPT

Environmental Scientists perform program research, planning and development, permitting, compliance monitoring, inspections/enforcement, and technical support services in relation to air, water, federal facilities, corrective action, mining, biology[,] and waste environmental programs.

Develop program documents such as the annual program plan, quarterly activities report, environmental assessments, technical reports[,] and environmental impact statements in accordance with federal and [~~s~~]***S***tate requirements; review existing program standards; research, compile and verify available data; analyze data and trends including the projected impact of federal, [~~s~~]***S***tate and local regulations; propose new or revised standards; develop regulations, procedures and protocols and draft legislation; provide information and technical assistance to the general public and regulated community; develop and provide training to staff and the regulated community; prepare various reports as required for planning or in response to requests from the legislature, general public, regulated community, ***U.S. Environmental Protection Agency (***EPA***)***, or ***Division of Environmental Protection (***DEP***)*** administration; conduct public hearings; justify with fact sheets and discussion as required.

Conduct research through the use of technical, scientific and historical data to provide a tool for administrative and resource planning and decision making; coordinate with other agencies involved in the implementation of environmental programs; represent the [~~D~~]***d***ivision or agency at various meetings involving [~~other~~] ***federal, State and*** local[~~, state, federal~~] regulatory and resource agencies, the public***, non-governmental organizations*** and the regulated community; participate in ***federal, State and local*** policy and regulation development[~~at the local, state and national level~~].

Develop grant applications, proposals for performance, grant workplans, budgets and applications using [~~state and~~] federal ***and State*** policies and procedures; negotiate commitments with [~~the Environmental Protection Agency, U.S. Fish and Wildlife, Army Corps of Engineers and other~~] ***federal,*** [s]***S***tate and local agencies; solicit project proposals; negotiate workplans and draft contract documents and required amendments; monitor grant performance, expenditures[,] and contracts.

Develop and draft permits for industry and governmental entities; compile facility data; examine and adapt the permit to applicable standards; establish limitations; review permits for regulatory compliance; perform public permit notification and final permit issuance.

Perform compliance monitoring; analyze submitted environmental reports in relation to technical, scientific[,] and legal criteria and make recommendations to ensure compliance; take periodic samples according to established protocol and transport to appropriate laboratories; operate various monitoring equipment; evaluate new and existing sample sites for usefulness.

Respond to environmental complaints through investigation, determination of complaint validity and determination of appropriate action to be taken.

Conduct inspections to ensure compliance with federal, [~~s~~]***S***tate and local regulations; inspect pollution control

SERIES CONCEPT (cont'd)

equipment; take or observe others taking samples; determine whether violations are occurring; make a detailed report and recommendation to the appropriate entity; determine appropriate enforcement action to be initiated; prepare notices of violation; meet with the regulated community, potentially responsible parties and attorneys to present findings and negotiate resolutions, administrative settlements and civil penalties; give depositions, testify in court as required and serve as the [~~s~~]*S*tate's expert witness in lawsuits and other court matters.

Perform various technical services required to carry out any of the above-mentioned duties, including calculating pollutant concentrations, calibrating a variety of sampling equipment and preparing monitoring sites.

Input and access data to and from a national data system maintained by the [~~Environmental Protection Agency~~] ***EPA*** in accordance with federal grant requirements; perform[~~s~~] computer modeling using computer programs to manipulate data; evaluate environmental data and make decisions based on this information.

Perform related duties as assigned.

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CLASS CONCEPTS

Environmental Scientist IV: ***Under general direction of the Bureau Chief, incumbents perform the full range of duties described in the series concept and either:***

1. [~~Positions allocated to this class plan, o~~]***O***rganize and supervise the work of lower level Environmental Scientists, Engineers, Interns, [~~F~~]***f***ederal ***Intergovernmental Personnel Act (***IPA[~~'s~~]***) staff*** and other contractors for one or more components of the air, water, federal facilities, mining, biology, corrective action[~~,~~] or waste programs. Incumbents develop, implement and manage new or existing programs; develop and make formal presentations to regulatory boards, commissions, natural resource agencies and the legislature; draft legislation and develop [~~rules and~~] regulations ***and rules***; develop budgets, approve purchases and monitor expenditures; [~~and~~] negotiate with other [~~State,~~] federal***, State*** and local entities concerning contracts, grants, cases, incidents and other multi-jurisdictional issues***; and interpret and implement appropriate federal and State statutes and regulations***. [~~In addition, they perform the range of duties described in the series concept.~~ ~~Incumbents receive general supervision, and w~~]***W***ork is reviewed through progress reports and meetings. [~~Federal and state statutes and regulations are available for reference, however, original problem solving is required~~] ***This is the first-line supervisor level class in the series; or***

2. ***Serve as the technical scientific expert for a bureau within the Department of Conservation and Natural Resources; assist and support bureau staff as technical advisor and subject matter expert; develop, organize and implement complex programs related to the control of biological and chemical agents, radioactive and/or hazardous waste and/or pollutants discharged into the environment; analyze information, technical data, problems, risks, situations, practices and procedures and define the problem or objective; make comprehensive recommendations on environmental problems; draft legislation; develop complex technical regulations, guidance, plans and procedures; develop and make formal presentations to the public, regulatory boards, commissions, natural resource agencies, scientific community and the legislature; negotiate with other federal, State and local entities concerning cases, incidents and other multi-jurisdictional issues; organize and/or participate in statewide, regional and national conferences and meetings; make decisions and judgments independently; and interpret and implement appropriate federal and State statutes and regulations. Incumbents may serve as lead worker and work is reviewed through progress reports and meetings. This is the non-supervisory, subject matter expert level class in the series and only one position per bureau may be allocated at this level***.

Environmental Scientist III: [~~Positions allocated to this class are assigned primary responsibility~~]***Under limited supervision, incumbents are primarily responsible*** for the complex planning, enforcement, contract coordination,

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CLASS CONCEPTS (cont'd)

Environmental Scientist III: (cont'd) pollution prevention, monitoring[,] and/or permitting functions within a program area (e.g.**,** air pollution) and may provide work direction to lower level staff. Incumbents perform work assignments independently and are accountable for the final work product[. Incumbents receive general supervision, and]***;*** work is reviewed through progress reports and meetings and as the need arises when unusual circumstances occur. This is the advanced journey level class in the series.

Environmental Scientist II: [Positions allocated to this class]***Incumbents, under general supervision,*** perform the range of duties described in the series concept under the direction of a higher level Environmental Scientist or Engineer, and work is reviewed on a regular basis. This is the journey level class in the series.

Environmental Scientist I: [Positions allocated to this class]***Incumbents, under close supervision of a higher level Environmental Scientist or Engineer,*** receive training in the performance of the duties described in the series concept [under the direct supervision of a higher level Environmental Scientist or Engineer] ***and may progress to the next level upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority***. This is the entry level class in the series.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- ***** Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

INFORMATIONAL NOTE*S*:

- ***** Some positions may require specialized ***education and/or*** experience which will be identified at the time of recruitment.
- **** Some positions may require a valid driver's license or evidence of equivalent mobility at the time of appointment and as a condition of continuing employment.***

ENVIRONMENTAL SCIENTIST IV

EDUCATION AND EXPERIENCE: Bachelor's degree ***from an accredited college or university*** in the physical, natural resource or life sciences, engineering or closely related field and four years of professional environmental experience which involved environmental program research[,] ***and*** planning[, and technical support]; ***OR graduation from high school or equivalent and six years of professional environmental experience as described above; OR one year of experience as an Environmental Scientist III in Nevada State service;*** **OR** an equivalent combination of education and experience ***as described above***[; **OR** 18 months of experience as an Environmental Scientist III in Nevada State service]. *(See Special Requirement and Informational Note*s*)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): ***Detailed*** [**K**]***k*nowledge of:** federal, State and [D]***d***ivision contract, grant, procurement[,] and budgeting policies and procedures; personnel policies and procedures; [evolving] ***federal,*** Nevada and other state [and federal] statutes and regulations and programs related to pollution control[;]. ***Working knowledge of:*** the scientific principles and current technology associated with pollution control and related environmental terminology; the environmental impact associated with the release of [toxic] ***hazardous*** chemicals [and]**,** biological agents ***and radioactive and/or hazardous waste***. **Ability to:** evaluate program needs and plan and implement one or multiple program elements; evaluate and monitor program performance; prepare and administer contracts, grants and budgets and ensure

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MINIMUM QUALIFICATIONS (cont'd)

ENVIRONMENTAL SCIENTIST IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd) tracking of expenditures in order to make contract, grant and budget adjustments during the fiscal year; develop program documents with or without [~~F~~]***f***ederal and State guidelines; develop and draft permits for industry and governmental entities; interpret environmental [~~laws~~] ***statutes*** and regulations and apply them to varying situations; apply environmental science knowledge and technical data obtained in written form and/or through hearings and/or field investigations to a variety of complex situations and formulate logical and objective conclusions; write clear and concise legal agreements; interpret complex regulations in the broader context of its impact on other programs within the agency; apply conflict resolution and related skills to issues involving other governmental agencies, the regulated community, potentially responsible parties, ***other interested stakeholders*** and staff[~~,~~] and work objectively towards resolution; review and evaluate the work of others; *and all knowledge, skills and abilities required at the lower levels*.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): ***Detailed*** [~~K~~]***k*nowledge of:** legal procedures such as open meeting [~~laws~~] ***statutes***, criminal enforcement[~~,~~] and administrative proceedings; diverse programs and regulations being implemented by other [~~state,~~] federal***, State*** and local agencies which relate to the program areas being managed[~~;~~]**.** ***Working knowledge of:*** the socio-economic and environmental impact of decisions and proposed regulations on the regulated community, the public and the agency. **Ability to:** set and revise priorities, track and manage multiple projects and output, reassign tasks, direct individuals and teams, manage and motivate professional employees[~~,~~] and improve production to compensate for anticipated and unanticipated changes due to internal or external forces in order to reach organization goals and objectives; develop and make presentations to regulatory boards, natural resource agencies and groups[~~,~~] and commissions; develop State regulations, standards, guidelines and procedures; maintain an awareness of, understand and work within complex interactions and recognize implications of any decision making at the federal, [~~s~~]***S***tate and local level which may impact programs; determine that staff decisions are based on sound environmental protection principles and that they are consistent with applicable division or agency policies and [~~s~~]***S***tate and federal statutes and regulations; organize statewide, regional and national conferences and meetings that bring together individuals from other agencies, non-governmental organizations, the regulated community and the public to negotiate solutions to major or controversial issues; estimate the cost of a project; identify more effective methods of work operation; analyze information, technical data, problems, situations, practices and procedures and define the problem or objective; identify relevant concerns or factors, patterns of operation, tendencies and relationships and recognize their implications to resolve conflicts; make comprehensive recommendations on environmental problems; organize and manage complex programs related to the control of ***hazardous chemicals,*** biological [~~and chemical~~] agents***, radioactive and/or hazardous waste*** and/or pollutants discharged into the environment.

ENVIRONMENTAL SCIENTIST III

EDUCATION AND EXPERIENCE: Bachelor's degree ***from an accredited college or university*** in the physical, natural resource or life sciences, engineering or closely related field and three years of professional environmental experience which involved environmental program research[~~,~~] ***and*** planning[~~, and technical support~~]; ***OR graduation from high school or equivalent and five years of professional environmental experience as described above; OR one year of experience as an Environmental Scientist II in Nevada State service;*** **OR** an equivalent combination of education and experience as described above[~~; OR one year of experience as an Environmental Scientist II in Nevada State service~~]. (See Special Requirement and Informational Note***s***)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): ***Working*** [~~K~~]***k*nowledge of:** legal procedures related to the enforcement of pollution control, if applicable to the position; EPA ***and other federal and State*** grant requirements. **Ability to:** effectively communicate technical, scientific, environmental, regulatory and legal information verbally and in writing to subordinates, individuals and groups

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MINIMUM QUALIFICATIONS (cont'd)

ENVIRONMENTAL SCIENTIST III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd) with varying backgrounds; evaluate potential radiological, chemical and/or biological hazards and determine proper actions to safeguard individual and public safety; recognize existing or potential problems which require communication to higher level management; act as a lead worker to organize, oversee and delegate work responsibilities; independently establish priorities which accurately reflect the relative importance of job responsibilities; interpret and enforce department and [~~D~~]*d*ivision policies and rules; draft complete, accurate[~~,~~] ***and*** legally defensible enforcement/mitigation action and programmatic documents and effectively implement enforcement/mitigation action procedures; negotiate with the regulated and natural resource community to ensure compliance and resolve issues; analyze complex data and apply concepts to difficult problems; *and all knowledge, skills and abilities required at the lower levels.*

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

ENVIRONMENTAL SCIENTIST II

EDUCATION AND EXPERIENCE: Bachelor's degree ***from an accredited college or university*** in the physical, natural resource or life sciences, engineering or closely related field and 18 months of professional environmental experience which involved environmental program research[~~,~~] ***and*** planning[~~,and technical support~~]; ***OR graduation from high school or equivalent and three and a half years of professional environmental experience as described above; OR 18 months of experience as an Environmental Scientist I in Nevada State service;*** **OR** an equivalent combination of education and experience ***as described above***[~~; OR 18 months of experience as an Environmental Scientist I in Nevada State service~~]. *(See Special Requirement and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): ***General*** [~~K~~]***k*nowledge of:** [~~state and~~] federal ***and State*** regulations pertaining to pollution control; environmentally sustainable practices; safety measures as applied to investigation and survey of a regulated industry; laboratory test methods and equipment; computer data input and retrieval; computer modeling using computer programs to manipulate data; available sources within the agency to obtain needed information. **Ability to:** take samples according to established sampling protocol and preservation methods; write technical reports, memoranda[~~,~~] and letters regarding pollution control which contain clear and concise information and analysis; communicate effectively with peers, office staff, the regulated community, other agencies, attorneys, technicians and the general public; evaluate environmental, economic, legal, health and safety variables, reach proper conclusions and make correct decisions; calibrate and operate a variety of technical equipment; work independently to complete assignments with minimal direction and within established time frames; work with frequent interruptions; organize multiple assignments; respond to resistant, indifferent[~~,~~] or hostile people and resolve problems; establish and maintain a good working rapport with the regulated community; *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 required for Environmental Scientist III.)*

ENVIRONMENTAL SCIENTIST I

EDUCATION AND EXPERIENCE: Bachelor's degree ***from an accredited college or university*** in the physical***, natural resource*** or life sciences, engineering or closely related field***; OR graduation from high school or equivalent and two years of technical environmental experience which involved assisting in environmental program research and planning***; **OR** an equivalent combination of education and experience ***as described above***. *(See Special Requirement and Informational Notes)*

ENVIRONMENTAL SCIENTIST IV	**38**	**B**	**10.545**
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MINIMUM QUALIFICATIONS (cont'd)

ENVIRONMENTAL SCIENTIST I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): ***General*** [~~**K**~~]***k*nowledge of:** the physical and biological aspects of the environment including zoology, biology, hydrology, bioclimatology, ecology, geology, physics[~~,~~] and organic/inorganic chemistry; environmental terminology. **Ability to:** read and comprehend technical and legal documents including[~~:~~] scientific papers, regulations, statutes, engineering plans and specifications, legal agreements and EPA ***and other federal and State*** technical guidance manuals ***and policies***; prepare and present written reports; apply mathematical concepts and principles including: algebra, trigonometry, geometry[~~,~~] and statistics; operate personal computers and corresponding software.

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

	10.545	10.525	10.536	10.548
ESTABLISHED:	7/1/87P	7/18/80 1/30/87PC	5/18/78	12/15/78
REVISED:		7/1/87-12P 1/30/87PC	7/1/87-12P 1/30/87PC	7/1/87P 1/30/87PC
REVISED:		11/13/87-3		
REVISED:		3/13/90-3		
REVISED:	7/1/97P 9/19/96PC	7/1/97P 9/19/96PC	7/1/97P 9/19/96PC	7/1/97P 9/19/96PC
REVISED:	9/7/12UC	9/7/12UC	9/7/12UC	9/7/12UC
REVISED:	6/19/15PC	6/1915/PC	6/19/15PC	6/19/15PC
REVISED:	***4/8/19UC***	***4/8/19UC***	***4/8/19UC***	***4/8/19UC***