

Steve Sisolak
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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#30-19

May 29, 2019

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – CONSERVATION CREW SUPERVISOR 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 June 27, 2019.

If no written objections are received in this office by June 27, 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 #28-19
Posting Expires: June 27, 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
1.817	Conservation Crew Supervisor III Option A: Natural Resource Option B: Fire Suppression	33*	D	<i>1.817</i>	<i>Conservation Crew Supervisor III Option A: Natural Resource Option B: Fire Suppression</i>	<i>33*</i>	<i>D</i>
1.820	Conservation Crew Supervisor II	31*	D	<i>1.820</i>	<i>Conservation Crew Supervisor II Option A: Natural Resource Option B: Fire Suppression</i>	<i>31*</i>	<i>D</i>
1.825	Conservation Crew Supervisor I	29*	D	<i>1.825</i>	<i>Conservation Crew Supervisor I Option A: Natural Resource Option B: Fire Suppression</i>	<i>29*</i>	<i>D</i>

Basis for Recommendation

At the request of the Nevada Division of Forestry a review of the Conservation Crew Supervisor series was completed.

In consultation with subject matter experts from the Division of Forestry and analysts within the Division of Human Resource Management (DHRM) it is recommended that the Option A and Option B be carried through the series in order to clarify to both applicants and incumbents their career path options upon hire and during their tenure with the State.

It is also recommended that the Special Requirements and Informational Notes be amended to clarify the time frames for completion of requisite task books and/or certifications in order to progress to the next level in the series.

Furthermore, the series and class concepts were amended to clarify duties and responsibilities and to account for the addition of Option A and Option B qualifiers at every level in the series.

Lastly, the Education & Experience, Entry Level and Full Performance Knowledge, Skills and Abilities of the Minimum Qualifications were amended to reflect these changes, clarify education and experience required and to maintain consistency with formatting and structure.

Throughout the review, management and human resource staff within the Division of Forestry and analysts within DHRM 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. You may also view the recommendations and specifications online at hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/. For additional information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by June 27, 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: May 29, 2019



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>
CONSERVATION CREW SUPERVISOR III OPTION A: NATURAL RESOURCE B: FIRE SUPPRESSION	33*	D	1.817
CONSERVATION CREW SUPERVISOR II OPTION A: NATURAL RESOURCE B: FIRE SUPPRESSION	31*	D	1.820
CONSERVATION CREW SUPERVISOR I OPTION A: NATURAL RESOURCE B: FIRE SUPPRESSION	29*	D	1.825

SERIES CONCEPT

Conservation Crew Supervisors supervise ~~[inmate]~~ crews *of Nevada Department of Corrections (NDOC) inmates and/or Nevada Division of Forestry (NDF) staff*, maintain security, and provide training in equipment use and safety in completing projects in resource conservation *and/or* fire management. ~~[and community service.]~~

Supervise and direct ~~[inmate]~~ crews assigned to emergency services ~~[projects]~~ in response to floods, fires, earthquakes, search and rescue, and other natural disasters and emergency situations; ~~[fill and place sandbags; clear roads and remove debris;]~~

Supervise and direct ~~[inmate]~~ crews assigned to resource conservation projects such as timber stand[-] improvement, timber harvest, insect and disease abatement, vegetative fuels reduction, ~~[tree]~~ *vegetation* planting, reclamation of damaged lands, riparian enhancement, watershed and range improvement, wildlife habitat enhancement, park maintenance, prescribed fire, fuel reduction, ~~[projects;]~~ *seed collection*, and application of herbicide and pesticide for noxious weed and insect control.

Transport ~~[inmates]~~ *crews* to job sites; ~~[take head counts at established intervals and]~~ maintain related records *for projects and fire assignments; complete project and fire evaluations on staff; [explain rules, limits, boundaries, work expectations and good time credits;] and communicate with dispatch using [operate]* a two-way radio ~~(mobile/handheld) [to communicate with dispatch; and ensure the custody and security of [inmates].~~

Supervise and evaluate ~~[inmate]~~ crew skill levels; plan, assign and review work; brief crew regarding project requirements and work processes; direct projects to ensure timely completion; identify problems and take corrective action; *and* monitor ~~[inmate]~~ *crew* behavior. ~~[and recommend penal discipline as appropriate.]~~

Train ~~[inmates]~~ *crews* in the technical aspects of work projects, operation and maintenance of tools and equipment, and safety regulations and procedures; monitor and assess hazards and correct unsafe conditions; provide and maintain a "safety first" work environment; react quickly and appropriately in emergency situations and render medical assistance as needed.

Organize and oversee ~~[heli-tac crew]~~ *Helitack, helicopter, Helibase and other emergency aviation* operations as assigned; select, train, and evaluate ~~[inmate]~~ crew members; maintain current knowledge of agency policies, operational guidelines and interagency agreements related to helicopter operations.

Maintain assigned vehicles, tools and equipment; perform routine maintenance and repair; report vehicle or equipment failures.

* Reflects a 2-grade special salary adjustment granted by the 2015 Legislature to improve recruitment and retention.

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SERIES CONCEPT (cont'd)

Compile data and prepare records and reports related to ~~[inmate]~~ crew evaluations, equipment usage, maintenance and repair, project expenditures and billing; assist with ~~[camp]~~ budgets; coordinate projects; write project narrative reports.

Perform related duties as assigned.

CLASS CONCEPTS

Conservation Crew Supervisor III – Both Options: Under general supervision of the Conservation Camp Supervisor, all positions in this class supervise ~~[inmate]~~ crews performing a variety of projects to maintain, preserve, enhance and/or restore the State’s *watersheds*, forests, ~~[wildlands]~~ *rangelands* and communities; train lower level Conservation Crew Supervisors; assist in coordinating projects; and may perform Conservation Camp Supervisor duties in absence of the Camp Supervisor. The primary purpose of positions in the Natural Resource option is to supervise and direct ~~[inmate]~~ crews assigned to ~~[community service projects,]~~ resource management projects and emergency services. ~~[Although] Positions in the Fire Suppression option [also work on such projects, the primary purpose of these positions is to] perform firefighting and prescribed fire implementation duties in addition to working on resource management projects. [Incumbents are trained to a minimum of Crew Boss (CRWB) outlined in the Wildland Fire Qualification System Guide, PMS 310-1 as developed by the National Wildland Coordinating Group (NWCG). This training enables them to control wildland fires; build hand lines, fall trees, lay hose lines and direct nozzles; lead dozers; set backfires; direct aerial drops; provide structural protection; operate fire pumps; mop up and patrol fire areas to safeguard life, natural resources and structures; and participate in fire aviation operations as assigned.]~~ This is the journey level in the series.

Conservation Crew Supervisor II – Both Options: Under supervision of the Conservation Camp Supervisor, incumbents continue to receive training in performing the duties outlined in the series concept and in specialized areas ~~[of natural resource conservation]~~ *in either Natural Resource or Fire Suppression. This is the continuing trainee level and progression to the next level in the series may occur upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority.*

Conservation Crew Supervisor I – Both Options: Under immediate supervision, incumbents receive training in performing all or part of the duties outlined in the series concept *and in specialized areas in either Natural Resource or Fire Suppression. This is the trainee level in the series and progression to the next level in the series may occur upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Possession of a valid driver’s license is required at the time of application and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.
- * Applicants are required to undergo a Nevada Department of Corrections (NDOC) background investigation prior to being considered for employment.

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MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

- * Positions are required to work weekends and/or holidays and must be available for emergency assignments up to 14 days in duration.
- * Positions must complete a 40-hour pre-service training in supervision of ~~[inmates]~~ *NDOC crews* after hire.
- * ~~[In order to be allocated to the Conservation Crew Supervisor III level, incumbents must meet Crew Boss (CRWB) training requirements as outlines in the Wildland Fire Qualification System Guide, PMS 310-1 as developed by the National Wildland Coordinating Group (NWCG) and complete the Nevada Division of Forestry (NDF) Resource Task Book. Note: A Bachelor's degree from an accredited college or university in biology, ecology, natural resource management, forestry, parks management, fire management or related field can be substituted for the NDF Resource Task Book.]~~
- * ~~In order to be allocated to the Conservation Crew Supervisor II level, incumbents must be NWCG Firefighter I qualified as outlined in the Wildland Fire Qualification System Guide, PMS 310-1 as developed by the NWCG.]~~
- * ~~[In order to be allocated to the Conservation Crew Supervisor II level incumbents must be NWCS Firefighter I qualified as outlined in the Wildland Fire Qualification System Guide, PMS 310-1 as developed by the NWCG.]~~
- * *Applicants must attach verification of successful completion of required trainings/task books at the time of application.*
- * *Incumbents employed at the Conservation Crew Supervisor I and II – Both Options, must initiate and successfully complete the required NDF or National Wildland Coordinating Group (NWCG) task books within three years of appointment, and as a condition of continuing employment, in order to progress to the next level in the series.*

INFORMATIONAL NOTES:

- * Applicants *for Option B: Fire Suppression*, are required to pass a physical agility test prior to appointment and as a condition for continuing employment.
- * Possession of a Class B driver's license with air brake endorsement is required within one year *of appointment* and as a condition of continuing employment.
- * A Bachelor's degree from an accredited college or university in biology, ecology, natural resource management, forestry, ~~[parks management, fire management]~~ or *closely* related field can be substituted for the NDF Resource Task Book.
- * *NWCG Task Books for Faller 3 (FAL3), Faller 2 (FAL2), Helicopter Manager (HMGB), or Crew Boss (CRWB) will be granted reciprocity for equivalent qualifications for the requirements of Option A: Natural Resource.*
- * *Positions must obtain and maintain required qualifications within agency defined time frames as a condition of continuing employment.*
- * Positions *within Option B: Fire Suppression*, must pass a strict annual physical examination according to agency standards and to meet requirements of the provisions of the Heart/Lung Bills.
- * All positions must obtain Basic Life Support for Health Care Providers (CPR & AED) American Heart Association certification *and a qualification of First Aid or higher certification* during the probationary period and *must* maintain certification as a condition of continuing employment.

CONSERVATION CREW SUPERVISOR III

~~[EDUCATION AND EXPERIENCE: NWCG Crew Boss qualified, completion of the NDF Resource Task Book, and graduation from high school or equivalent education and four years of logging, construction, ranching, wildland firefighting, natural resource related and/or physically active conservation related experience, two years of which must have been supervising staff and/or inmate crews; OR an equivalent~~

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MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION CREW SUPERVISOR III (cont'd)

~~[EDUCATION AND EXPERIENCE: (cont'd)~~

~~combination of education and experience as described above. (See Special Requirements and Informational Notes)]~~

EDUCATION AND EXPERIENCE:

OPTION A: NATURAL RESOURCE: Successful completion of the following NDF Task Books: NDF Resource, NDF Crew Supervisor, and NDF Intermediate Faller (FALB) and graduation from high school or equivalent education and three years of relevant work experience in conservation/natural resource, two years of which must have included the supervision of staff and/or inmate crews; OR one year as a Conservation Crew Supervisor II – Option A, to include successful completion of the NDF Resource, NDF Crew Supervisor and NDF FALB Task Books; OR an equivalent combination of education and experience as described above to include successful completion of the NDF Resource, NDF Crew Supervisor and NDF FALB Task Books. (See Special Requirements and Informational Notes)

OPTION B: FIRE SUPPRESSION: NWCG Crew Boss (CRWB) and/or Helicopter Manager (HMGB) qualification, successful completion of the NDF Resource Task Book, and graduation from high school or equivalent education and three years of relevant work experience in fire suppression, two years of which must have included the supervision of staff and/or inmate crews; OR one year as a Conservation Crew Supervisor II – Option B to include either CRWB or HMGB certification and successful completion of the NDF Resource Task Book; OR an equivalent combination of education and experience as described above to include either CRWB or HMGB certification and successful completion of the NDF Resource Task Book. (See Special Requirements and Informational Notes)

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

BOTH OPTIONS:

Working knowledge of: forest harvest practices; *fuels reduction practices*; forest insects and diseases; land reclamation procedures including *the use of plant materials and erosion control devices*; [~~grasses, trees and shrubs; carpentry, plumbing, electrical and~~] automotive maintenance; repair and maintenance of fences [~~;~~ ~~buildings and other facilities~~]; vegetation management including shrubs, trees and grass; supervisory techniques and security practices related to staff and/or inmates; basic purchasing policies and procedures; operation of computers including word processing, spreadsheet and database management software; recordkeeping methods; inventory control procedures. **Ability to:** direct staff and/or inmates in performing conservation-related projects in forest silviculture, land reclamation, fire suppression, riparian enhancement, and management of watershed, vegetation, range and wildlife *habitat*; train and provide work direction to others; *and all knowledge, skills and abilities required at the lower levels.*

OPTION B: FIRE SUPPRESSION

Working knowledge of: fire behavior in various weather conditions; *wildland* fire suppression tactics; [~~applicable to structural, wildland, vehicle and hazardous materials fires; characteristics and application of chemical fire retardants; facility and~~] equipment maintenance. **Ability to:** supervise staff and/or inmate crews assigned to emergency service projects such as wildland fire suppression and mitigation and other natural disasters; function effectively in potentially dangerous and life-threatening situations for extended periods of time.

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

BOTH OPTIONS:

Working knowledge of: labor and equipment requirements for various natural resource projects in forestry, range, watershed, wildland fire suppression, flood control and other natural resource emergencies; project budgets; identification of native trees, shrubs and grasses; forest insect and disease abatement practices;

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MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION CREW SUPERVISOR III (cont'd)

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

BOTH OPTIONS: (cont'd)

wildland reclamation techniques including reseeded, planting seedlings and construction of erosion control structures; wildland fire behavior and suppression techniques including the use of *hand* tools and *chainsaws*; equipment *use and management*; division rules, regulations, policies and procedures; Department of Corrections regulations and cooperative agreements regarding inmate labor. **Ability to:** determine the probable effects of vegetation *and fuels* in advancing or retarding wildland fires; *understand and be able to effectively implement basic natural resource management techniques, purposes and principles*; [~~manage heli-tac crew operations and~~] maintain current knowledge of applicable policies and guidelines as assigned; utilize a handheld compass *and/or other devices* to determine locations, elevations, aspects, acreage and percent of slopes.

CONSERVATION CREW SUPERVISOR II

EDUCATION AND EXPERIENCE:

OPTION A: NATURAL RESOURCE: *Successful completion of the NDF Basic Faller (FALA) Task Book and graduation from high school or equivalent education and two years of general work experience, one year of which included experience in conservation/natural resource and supervision of staff and/or inmate crews; OR one year as a Conservation Crew Supervisor I – Option A to include successful completion of the NDF FALA Task Book; OR an equivalent combination of education and experience as described above to include successful completion of the NDF FALA Task Book. (See Special Requirements and Informational Notes)*

OPTION B: FIRE SUPPRESSION: *NWCG Firefighter I qualified and graduation from high school or equivalent education and [~~three~~] two years of [~~logging, construction, ranching, wildland firefighting, natural resource related and/or physically active conservation related~~] general work experience, one year of which included experience in fire suppression and [~~one year of which must have been~~] supervision [~~supervising~~] of staff and/or inmate crews; OR one year as a Conservation Crew Supervisor – Option B to include NWCG Firefighter I qualification; OR an equivalent combination of education and experience as described above to include NWCG Firefighter I qualification. (See Special Requirements and Informational Notes)*

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

BOTH OPTIONS:

General knowledge of: safety procedures used in wildland fire suppression [~~and~~] *or* resource conservation; [~~and community service projects;~~] area topography, environment, fuel loads, structures and resources; Division rules, regulations, policies and procedures; conservation policies and procedures; Nevada Revised Statutes related to division operations and preservation of Nevada resources; Department rules, regulations and cooperative agreements with the Division governing outside work assignments; fire suppression techniques used in wildland fires. **Ability to:** train and supervise staff and/or inmate crews; implement established safety policies and procedures; oversee projects in resource conservation [~~, community service and~~] *or* fire suppression; maintain records and prepare reports; *and all knowledge, skills and abilities required at the lower level.*

CONSERVATION CREW SUPERVISOR II

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Conservation Crew Supervisor III – Both Options.)

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MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION CREW SUPERVISOR I

EDUCATION AND EXPERIENCE:

BOTH OPTIONS: Graduation from high school or equivalent education and two years of ~~[logging, construction, ranching, or physically active conservation-related]~~ **general work** experience ~~[such as tree trimming, planting, fire suppression or related activity;]~~ **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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

BOTH OPTIONS:

~~[General knowledge of: wood cutting and brush clearing practices; forest insects and diseases; basic tree and shrub identification; carpentry, plumbing, electrical and automotive maintenance; repair, maintenance and construction of fences, buildings and related facilities; operation of tools and equipment including chain saws, electrical winches, pruning equipment, pumps and power tools; wildland fire behavior, suppression and fireline safety.]~~ **Ability to:** use carpentry, plumbing, electrical and automotive tools to perform minor repair and construction work; use a compass and read maps; recognize unsafe work practices and take necessary precautions to reduce possible injury; communicate effectively both orally and in writing; maintain routine records; **lead and train staff and/or inmates in accomplishing objectives.**

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Conservation Crew Supervisor II – Both Options.)

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>1.817</u>	<u>1.820</u>	<u>1.825</u>
ESTABLISHED:	7/1/74	9/1/64	9/1/64
REVISED:		9/9/69	9/1/69
REVISED:			9/16/71
REVISED:			10/21/71
REVISED:		7/1/74	7/1/74
REVISED:	10/14/76		
REVISED:			12/3/76
REVISED:	2/22/77		
REVISED:	1/7/83	1/7/83	1/7/83
REVISED:	10/28/83-3		
REVISED:	7/1/85R	7/1/85R	
	7/22/85PC	7/22/85PC	
REVISED:	10/25/85-3	10/25/85-3	10/25/85-3
REVISED:	12/19/85-12	12/19/85-12	12/19/85-12
REVISED:	7/1/87-19P	7/1/87-19P	7/1/87-19P
	10/17/86PC	10/17/86PC	10/17/86PC
REVISED:	11/13/87-3	11/13/87-3	11/13/87-3
REVISED:	5/24/91-3	5/24/91-3	5/24/91-3
REVISED:	7/1/91LG	7/1/91LG	7/1/91LG
REVISED:	8/31/92PC	8/31/92PC	8/31/92PC
REVISED:	7/1/97P	7/1/97P	7/1/97P
	6/4/96PC	6/4/96PC	6/4/96PC
REVISED:	3/23/99UC	3/23/99UC	3/23/99UC

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REVISED:	12/12/06UC	12/12/06UC	12/12/06UC
REVISED:	11/3/11UC	11/3/11UC	11/3/11UC
REVISED:	7/6/12UC	7/6/12UC	7/6/12UC
REVISED:	7/1/16P	7/1/16P	7/1/16P
	4/13/16UC	4/13/16UC	4/13/16UC
REVISED:	6/27/19UC	6/27/19UC	6/27/19UC