



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#42-17

August 10, 2017

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – CULTURAL/NATURAL
RESOURCE SPECIALIST 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 September 8, 2017.

If no written objections are received in this office by September 8, 2017, 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 #6-18
Posting Expires: September 8, 2017

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
7.856	Cultural/Natural Resource Specialist III	35	B	7.856	<i>Cultural/Natural Resource Specialist III</i>	35	<i>B</i>
7.857	Cultural/Natural Resource Specialist II	33	B	7.857	<i>Cultural/Natural Resource Specialist II</i>	33	<i>B</i>
7.858	Cultural/Natural Resource Specialist I	31	B	7.858	<i>Cultural/Natural Resource Specialist I</i>	31	<i>B</i>

Basis for Recommendation

At the request of the Department of Tourism and Cultural Affairs (DTCA), Nevada Arts Council, the Division of Human Resource Management (DHRM) has conducted a review of the Cultural/Natural Resource Specialist (CNRS) series. Analysts within DHRM partnered with subject matter experts from DTCA and the Nevada Department of Transportation (NDOT) and as a result of this review, it is recommended that revisions be made to the CNRS III, Option A and CNRS I class concepts and the minimum qualifications of Option A for CNRS III, II and I and Option B for CNRS II.

The changes include the revision of the CNRS I classification concept to allow both the Nevada Arts Council and Nevada Department of Transportation to permanently classify a position at the one level to perform the duties in a more limited capacity. It is also recommended that minor revisions be made to the series concept, class concept and minimum qualifications to maintain consistency with verbiage, spelling, formatting and structure.

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

Throughout the process, management staff within DTCA, NDOT and analysts within 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 September 8, 2017. 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: August 10, 2017



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>
CULTURAL/NATURAL RESOURCE SPECIALIST III OPTIONS A: Department of Transportation B: Nevada Arts Council	35	B	7.856
CULTURAL/NATURAL RESOURCE SPECIALIST II OPTIONS A: Department of Transportation B: Nevada Arts Council	33	B	7.857
CULTURAL/NATURAL RESOURCE SPECIALIST I	31	B	7.858

SERIES CONCEPT

This class series encompasses positions that perform a broad range of professional and technical work involving but not limited to: cultural/natural resource assessment, programming, funding, evaluation, survey, inventory, preservation, research, education, planning, mitigation[5] and recovery. Incumbents apply a variety of professional and advanced technical knowledge, skills, methods and practices in performing duties of a specialized nature. Positions in this series are typically located in the Nevada Department of Transportation (Option A) or the Nevada Arts Council (Option B) and duties will vary depending upon the agency to which assigned.

Conduct research and reference work by investigating, researching and acquiring relevant field survey reports, historical source documents, publications, library research, conducting interviews with cultural representatives[5] and consulting with other professionals. Research material is organized and written reports or responses are prepared and data compiled for use in federal and State regulatory compliance, educational programs, interpretation of collections, published reports[5] and/or research projects.

Collect, arrange, record[5] and/or conserve historical and cultural material, artifacts, manuscripts, art work, photographs, flora and fauna. New or potential acquisitions are evaluated, registered, cataloged and processed into collections based on relevance of object or document, collection development guidelines, future research work or exhibit purposes. Conservation and preservation techniques are applied prior to storage.

Perform public outreach services, produce presentations, public programming, develop databases and organize research material for use by constituencies, researchers, the public and grant applicants. Manage, develop and/or coordinate a variety of statewide arts programs to serve the needs of communities, nonprofit arts and non-arts organizations, public institutions, artists, educators and schools. Conduct or coordinate lectures or workshops for schools, clubs, organizations, community groups or institutions regarding various cultural/natural resource topics and research material.

Prepare grant applications and/or secure private funding sources for State and/or State sponsored programs, including the writing/amending of program descriptions and compiling required financial data; research, develop, recommend and implement long range plans and projects within grant guidelines to maximize and enhance services provided; develop reports regarding program activities, statistics and effectiveness and submit to funding sources as required.

Conduct field surveys of cultural/natural resource sites, document and interpret results of completed surveys, interview cultural representatives[5] and perform field evaluations and site excavations. Specific sites are located, identified and recorded. Recovered artifacts are cataloged and plotted. Information is used in report preparation, scientific research, exhibits, performances, educational programming, program planning[5] and/or to determine impact to cultural/natural resources.

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Perform related duties as assigned.

CLASS CONCEPTS

Cultural/Natural Resource Specialist III: Under general direction, incumbents perform the duties in the series concept and in addition, manage a specialized cultural/natural resource program for an assigned agency. This is the supervisory level in the series. Supervisory duties include establishment of performance standards, evaluation of personnel, assignment and review of work[;] and recommendations in the hiring, firing and disciplinary actions of assigned employees.

The Cultural/Natural Resource Specialist III is distinguished from the Cultural/Natural Resource Specialist II by having both administrative and technical responsibility for a specialized cultural/natural resource program and directly supervising lower level Cultural/Natural Resource Specialist II's & I's, professionals, technicians and support staff.

OPTION A: Department of Transportation: Incumbents directly supervise Cultural/Natural Resource Specialist II's and I's performing archaeological *and/or architectural history* field survey work to ensure compliance with federal and State guidelines; oversee field work of assigned staff and conduct preliminary review of completed surveys, testing[;] and comprehensive archaeological *and/or architectural history* research reports involving large and complex site testing and analysis; assist the Chief Cultural Resource Manager in coordinating archaeological testing, mitigation[;] and excavation; and conduct field inventories of equipment and artifacts. Develop and make formal presentations to boards, commissions, State, federal and tribal agencies and the legislature; draft legislation and develop rules and regulations; develop budgets and monitor expenditures; and negotiate with other State, federal and local entities concerning contracts, grants, cases, incidents and other multi-jurisdictional issues.

OPTION B: Nevada Arts Council: Incumbents are responsible for coordination of a statewide arts program and supervision of Cultural/Natural Resource Specialist II's and I's. Incumbents develop and manage program budgets, monitor funding levels for programs and services provided, track program income and costs[;] and maintain records; prepare grant applications and/or secure private funding sources; oversee a sub-grants review and awards process; develop reports regarding program activities, statistics[;] and effectiveness and submit to funding sources. This level is distinguished from the Cultural/Natural Resource Specialist II by budget responsibility, supervision of lower level professional staff and overall program management.

Cultural/Natural Resource Specialist II: Under direction, incumbents act as a staff specialist for an assigned project or program areas and function independently and are accountable for the final work product. This is the journey level in the series. Assignments regularly require the ability to perform a variety of duties including research, interpretation, preservation, conservation, field work, education, collections management, report writing and preparation[;] and/or the development of professional publications.

OPTION A: Department of Transportation: Incumbents perform the full range of applicable duties in the series concept. Additionally, this level is distinguished from the Cultural/Natural Resource Specialist I by responsibility for on-site supervision of archaeological projects, including responsibility for the quality of field operations and data gathering, development of proposals including resource evaluations and recommendations[;] and preparing comprehensive field records and detailed reports. Positions allocated to this level prepare comprehensive archaeological research reports involving site testing and analysis to meet federal and State requirements. Duties may involve lead work over other Cultural/Natural Resource Specialist and/or supervision of lower level technicians, support staff, temporary or contract employees.

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CLASS CONCEPTS (cont'd)

OPTION B: Nevada Arts Council: Incumbents are responsible for arts and cultural program development by coordinating and creating programs, projects and initiatives; writing grant applications and providing technical assistance to constituents; and by promoting public and private awareness and interest in the arts and art education.

Cultural/Natural Resource Specialist I: ~~[Under general supervision, incumbents perform the duties described in the series concept under direction of a higher level Cultural/Natural Resource Specialist. This is the trainee level in the series. Progression to the next level may occur upon meeting minimum qualifications, satisfactory performance, and with the approval of the appointing authority.]~~ *Incumbents either:*

~~**OPTION A: Department of Transportation:** Under supervision, incumbents prepare field records and detailed reports, and assist in project planning, data gathering and evaluation.~~

~~**OPTION B: Nevada Arts Council:** Under supervision, incumbents receive training in performing duties related to promotion of the arts and art education.]~~

- 1) Under general supervision of a higher level Cultural/Natural Resource Specialist, or other supervisor as identified by the agency, perform some of the duties described in the series concept on a more limited basis. Positions are permanently allocated at this level, and there is no progression to the next level; or*
- 2) Under immediate supervision of a higher level Cultural/Natural Resource Specialist, or other supervisor as identified by the agency, receive training in performing the duties described in the series concept and may progress to the next level upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Options within this series will be designated at the time positions are classified.
- * Positions in this series may require specialized education and experience which will be identified at the time of recruitment.
- * ~~[Some-p]~~ Positions at the Cultural Natural Resource Specialist II and III levels in the Department of Transportation are required to hold Principle Investigator status at the time of appointment.

INFORMATIONAL NOTE:

- * Applicants' professional qualifications must meet federal and State requirement to manage cultural/natural resource programs and/or to receive the Principal Investigator designation.

CULTURAL/NATURAL RESOURCE SPECIALIST III

OPTION A: Department of Transportation

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university with major coursework in history, architectural history, historical preservation, art history, archaeology, anthropology[;] or closely related field[;] and three years of experience performing professional archaeological *and/or architectural history* field studies which involved [~~Archaeological~~] *cultural resource* program research

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST III (cont'd)

OPTION A: Department of Transportation (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

planning, compliance, enforcement and technical support, of which one year involved on-site supervision with responsibility for quality of field operations and data gathering; **OR** Bachelor's degree from an accredited college or university with major coursework in history, architectural history, historical preservation, art history, archaeology, anthropology[§] or closely related field[§] and four years of experience as described above; **OR** an equivalent combination of education and experience *above the bachelor's degree*; **OR** one year of experience as a Cultural/Natural Resource Specialist II in Nevada State service. (See *Special Requirements and Informational Note*)

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

Detailed knowledge of: the National Historic Preservation Act of 1966, section 106 compliance process and other related federal regulations to supervise cultural/natural resource projects in compliance with historic preservation law. **General knowledge of:** the functions of external regulatory agencies and the general time frame involved in the cultural/natural resources process. **Ability to:** meet State and federal permit requirements for project field supervision; prepare and administer contracts, grants and budgets; develop and draft permits for industry and governmental entities; write clear and concise legal agreements; *and all knowledge, skills and abilities required at the lower levels.*

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

Detailed knowledge of: *architectural history and/or [archeological] archaeological* theories and methods to evaluate and make recommendations regarding survey sampling designs, techniques of data recovery and preservation, and research designs for data recovery programs. **General knowledge of:** current Native American interests and concerns in the Great Basin to effectively mitigate projects as required by federal law. **Ability to:** supervise and direct all phases of large site excavation projects; track and manage multiple projects and output; develop and make presentations to regulatory boards, natural resource agencies and groups[§] and commissions; develop State regulations, standards, guidelines and procedures.

OPTION B: NEVADA ARTS COUNCIL

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in studio art, dance, theater, photography, folk-life, communications, architecture, English, creative writing[§] or related field and three years of professional experience [~~relevant~~] *related* to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency[§] or comparable experience in a public or non-profit setting *which included managing and administering arts programs and grants*; **OR** graduation from high school or equivalent education and five years of professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency[§] or comparable experience in a public or non-profit setting *which included managing and administering arts programs and grants*; **OR** an equivalent combination of education and experience [~~above the bachelor's degree level~~]; **OR** one year of experience as a Cultural/Natural Resource Specialist II in Nevada State service. (See *Special Requirements and Informational Note*)

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

Detailed knowledge of: arts policy, program management[§] and administration; *the Arts Council's and federal grant guidelines and the National Endowment for the Arts rules and regulations on grants*. **General knowledge of:** supervisory principles and practices. **Ability to:** create and implement new arts programs to fulfill agency goals and objectives; develop and implement focus groups, workshops[§] and

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST III (cont'd)

OPTION B: NEVADA ARTS COUNCIL (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
conferences which may include field work to obtain information; *present information about the arts in general, and the arts field applicable to the position in particular, to interested groups; establish rapport and maintain cooperative working relationships with colleagues and peers, artists, and supporters of the arts; assess program and future project needs; and collect and interpret data for program development, budgeting and other pertinent activities; and all other knowledge, skills[5] and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: agency and federal grant guidelines and the National Endowment for the Arts rules and regulations on grants; State and federal agencies and specific requirements pertaining to cultural resources/arts management in Nevada. **Ability to:** assess program and future project needs; develop and manage program budgets; motivate others to effective action in a diplomatic manner; plan, coordinate[5] and implement grant panel meetings and other publicly noticed meetings.

CULTURAL/NATURAL RESOURCE SPECIALIST II

OPTION A: Department of Transportation

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university with major coursework in history, architectural history, historical preservation, art history, archaeology, anthropology[5] or a closely related field[5] and one year experience performing professional archaeological work in research, field studies work which involved archaeological program research planning, compliance, enforcement and technical support collection, cataloging, analysis and preservation of artifacts and other data; **OR** Bachelor's degree from an accredited college or university in history, architectural history, historical preservation, art history, archaeology, anthropology[5] or a closely related field[5] and two years of experience as described above; **OR** an equivalent combination of education and experience above the Bachelor's degree level; **OR** two years of experience as a Cultural/Natural Resource Specialist I in Nevada State service.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: the National Historic Preservation Act of 1966, section 106 compliance process and other related regulations to ensure compliance with historic preservation law; functions of regulatory agencies and the general time frame involved in the cultural resources regulatory process; a variety of tools and equipment used to perform data collection and interpretation. **Working knowledge of:** environmental impact statements and related documents to fulfill related cultural resources management requirements; *preservation and conservation technology to assess the condition of cultural/natural resources and recommend appropriate action.* **General knowledge of:** statistics; *current Native American interests and concerns in the Great Basin to effectively mitigate projects as required by federal law; State and federal agencies and specific requirements pertaining to site importance, making survey recommendations and conducting archaeological surveys on federal property.* **Ability to:** research and classify artifacts; *describe Great Basin biota and land forms for archaeological documents and site reports; read and interpret design plans, specifications and pit descriptions; conduct primary and secondary research on cultural resource sites; and all other knowledge, skills and abilities required at the lower level.*

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST II (cont'd)

OPTION A: Department of Transportation (cont'd)

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

~~[**Knowledge of:** current Native American interests and concerns in the Great Basin to effectively mitigate projects as required by federal law; State and federal agencies and specific requirements pertaining to site importance, making survey recommendations, and conducting archaeological surveys on federal property.]~~
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Cultural/Natural Resource Specialist III, option A.)

OPTION B: Nevada Arts Council

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in studio art, dance, theater, photography, folklife, communications, architecture, English, creative writing or related field and one year of professional level experience which involved general arts administration, management of an arts program, folklore studies[;] or comparable experience in a public or non-profit setting **which included managing and administering arts programs and grants**; **OR** graduation from high school or equivalent education and ~~[two]~~ **three** years of professional experience ~~[relevant to the position]~~ which involved working with a non-profit arts or cultural organization, a public arts or cultural agency[;] or comparable experience in a public or non-profit setting[;] **which included** managing and administering arts programs and grants; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Cultural/Natural Resource Specialist I in Nevada State service.

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

Detailed knowledge of: an arts field applicable to the position; arts policy; arts program development and administration; grants and funds development; and research methodologies and techniques. **Working knowledge of: grants and fund development; Nevada Arts Council and the National Endowment for the Arts purposes, goals and responsibilities.** **Ability to:** prepare material for use in the media; locate, document and interpret research materials as necessary.

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

~~[**Detailed knowledge of:** the Arts Council's and federal grant guidelines and the National Endowment for the Arts rules and regulations on grants. **Ability to:** present information about the arts in general, and the arts field applicable to the position in particular, to interested groups and to the media; establish rapport and maintain cooperative working relationships with colleagues and peers, artists, the media, and supporters of the arts; assess program and future project needs; and collect and interpret data for program development, budgeting and other pertinent activities.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Cultural/Natural Resource Specialist III, option B.)*

CULTURAL/NATURAL RESOURCE SPECIALIST I

OPTION A: Department of Transportation

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in history, architectural history, historical preservation, art history, archaeology, anthropology[;] or closely related field; **OR** an equivalent combination of education and experience above the Bachelor's degree level.

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST I

OPTION A: Department of Transportation

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

Working knowledge of: archaeological terminology; ~~[archeological]~~ *archaeological* field methods including excavation procedures, feature identification, collection methods, soil descriptions and the use of survey equipment; basic archive research methods for the preparation of cultural background data, historic and prehistoric feature descriptions, mitigation proposals and technical reports; *Intermountain Antiquities System Users Guide in the processing of archaeological sites*; basic drafting and illustrative graphic techniques; soil horizons and structures in describing stratigraphy; a variety of tools and equipment used to perform data collection and interpretation. **General knowledge of:** mathematics and statistics; the National Historic Preservation Act of 1966, section 106 compliance process to supervise cultural/natural resource projects in compliance with historic preservation law. **Ability to:** locate and correctly interpret geomorphological features.

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

~~[Detailed knowledge of: the functions of regulatory agencies and the general time frame involved in the cultural resource regulatory process.—Working knowledge of: Intermountain Antiquities System Users Guide in the processing of archaeological sites and encoding forms; preservation and conservation technology to assess the condition of cultural/natural resources and recommend appropriate action.—Ability to: describe Great Basin biota and land forms for archaeological documents and site reports; read and interpret design plans, specifications and pit descriptions; conduct primary and secondary research on cultural resource sites.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Cultural/Natural Resource Specialist II, option A.)*

OPTION B: Nevada Arts Council

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in studio art, dance, theater, photography, folklife, communications, architecture, English, creative writing or related field; **OR** graduation from high school or equivalent education and two years of para[-]professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency[;] or comparable experience in a public or non-profit setting; **OR** an equivalent combination of education and experience.

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

Working knowledge of: computer hardware and software including general office applications. **General knowledge of:** an arts field applicable to the position; arts program management and administration; grants and funds development; research methodologies and techniques. **Ability to:** communicate effectively both orally and in writing; develop written materials such as newsletters, guidelines, reports and speeches; establish rapport and maintain cooperative working relationships with colleagues and peers, artists and arts administrators, the media, profit and non-profit sectors, State and federal agencies and the general public; exchange ideas to arrive at decisions, conclusions and solutions to arts and cultural challenges and/or problems; respond effectively and diplomatically to interruptions, distractions, changing deadlines[;] and requests for information.

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

~~[Working knowledge of: grants and fund development; Nevada Arts Council and the National Endowment for the Arts purposes, goals and responsibilities.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Cultural/Natural Resource Specialist II, option B.)*

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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>7.856</u>	<u>7.857</u>	<u>7.858</u>
ESTABLISHED:	9/23/75	6/29/73	9/23/75
REVISED:		9/23/75	
REVISED:	7/1/93P	7/1/93P	7/1/93P
	8/31/92PC	8/31/92PC	8/31/92PC
REVISED:	7/1/95P	7/1/95P	7/1/95P
	9/16/94PC	9/16/94PC	9/16/94PC
REVISED:	03/05/14UC	03/05/14UC	03/05/14UC
REVISED:	9/8/17UC	9/8/17UC	9/8/17UC