



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM
HR#42-18

August 16, 2018

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – PARK AIDS 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 September 14, 2018.

If no written objections are received in this office by September 14, 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 #8-19
Posting Expires: September 14, 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	EEO-4
1.955	Park Aid II (Seasonal)	21	H	<i>1.955</i>	<i>Park Aid II</i>	<i>21</i>	<i>H</i>
1.920	Park Aid I (Seasonal)	20	H	<i>1.920</i>	<i>Park Aid I</i>	<i>20</i>	<i>H</i>

Basis for Recommendation

The Parks Division requested a review of the Class Title, as “Permanent” employees would be allocated to this series in addition to “Seasonal” staff. In consultation with Subject Matter Experts from the Parks Division and analysts within the Division of Human Resource Management (DHRM), it was determined that the term “Seasonal” be removed from the series title.

In addition, an Informational Note was added to the Minimum Qualifications to clarify that positions may be allocated as either “Permanent” or “Seasonal” and accordingly would adhere to all applicable rules, regulations, policies and procedures as outlined in Nevada Revised Statutes and Nevada Administrative Code for the appropriate allocation.

This change requires no modification to the Education & Experience; Entry Level Knowledge, Skills and Abilities; or Full Performance Knowledge, Skills and Abilities.

Throughout the review, management staff within the Parks Division 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. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by September 14, 2018. 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: August 16, 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>
PARK AID II [(SEASONAL)]	21	H	1.955
PARK AID I [(SEASONAL)]	20	H	1.920

SERIES CONCEPT

Park Aids perform routine custodial and general facility and equipment maintenance duties, assist visitors, collect fees and assist in the operation of a State park.

Assist in cleaning park grounds, structures and facilities; remove debris from campgrounds, picnic areas and other park locations; sanitize restrooms; and empty trash receptacles.

Participate in grounds and facility maintenance projects; pick up papers, debris and litter; weed and rake park areas; prune trees and shrubs; paint structures; remove potential health and safety hazards.

Furnish park visitors with information concerning park facilities, recreational areas, policies, rules and fees; assist with interpretive programs and displays; and give historic tours.

Collect park user fees and make change as necessary; issue entrance tickets or permits; prepare routine reports and maintain records as assigned.

Organize and store cleaning supplies; prepare and monitor inventory lists; record supplies used and report shortages to supervisor to ensure adequate inventory.

Perform routine preventive maintenance on park vehicles and equipment; check fluid levels; clean and wax vehicles as needed; and report malfunctions and problems.

Perform related duties as assigned.

CLASS CONCEPTS

Park Aid II [(Seasonal)]: Positions allocated to this class work under the supervision of higher level Parks staff and perform the full range of duties outlined in the series concept. This is the journey level for the series.

Park Aid I [(Seasonal)]: Positions allocated to this class work under the direct supervision of higher level Parks staff and receive training in performing all or part of the duties outlined in the series concept. This is the trainee level for the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

PARK AID II [(SEASONAL)]
PARK AID I [(SEASONAL)]

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20 H 1.920

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MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTE:

- * *Positions may be allocated as either Permanent or Seasonal and accordingly will adhere to all applicable rules, regulations, policies and procedures as outlined in Nevada Revised Statutes and Nevada Administrative Codes for the appropriate allocation.*

PARK AID II [(SEASONAL)]

EDUCATION AND EXPERIENCE: Graduation from high school or the equivalent education and six months of experience in a park, zoo, museum, interpretive visitor center or closely related setting; **OR** six months experience as a Park Aid I in Nevada State service. (*See Special Requirement and Informational Note*)

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

General knowledge of: methods and procedures used to perform custodial services; painting techniques used to paint structures; health and safety practices in a park environment necessary to eliminate potential hazards; policies, procedures, rules and laws as applied to the Park System; Parks System fee collection policies and procedures. **Ability to:** perform a variety of grounds, facility and equipment maintenance duties to assist in park operation; follow specific instructions and work with minimal supervision; *and all knowledge, skills and abilities required at the lower level.*

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

Working knowledge of: park operations, services, policies and procedures; fee collection procedures.

PARK AID I [(SEASONAL)]

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education. (*See Special Requirement and Informational Note*)

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

General knowledge of: general methods and procedures used in cleaning and maintaining facilities; basic math; operation of standard hand and power tools. **Ability to:** assist in cleaning and maintenance of park grounds and facilities; collect fees and make change; operate basic power tools used in grounds and facility maintenance; maintain routine records and complete forms; move and transport trash containers and other objects weighing up to 50 pounds; perform physical labor for extended periods of time; and follow oral and written directions.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Park Aid II [(Seasonal)].)

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>1.955</u>	<u>1.920</u>
ESTABLISHED:	5/19/77	3/8/65
REVISED:		2/1/68
REVISED:		6/1/71
REVISED:		8/23/71
REVISED:		6/29/73
REVISED:		5/19/77

PARK AID II [(SEASONAL)]
PARK AID I [(SEASONAL)]

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REVISED:

9/20/77

REVISED:

7/1/87-12P

7/1/87-12P

10/17/86PC

10/17/86PC

REVISED:

5/20/88-3

5/20/88-3

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4/20/89-12

4/20/89-12

REVISED:

7/1/97P

7/1/97P

6/4/96PC

6/4/96PC

REVISED:

6/25/08UC

REVISED:

5/18/12RNC

5/18/12RNC

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9/14/18UC

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