



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
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**PERSONNEL COMMISSION**

**Meeting Notice**

**DATE:** Friday, June 09, 2023

**TIME:** 9:00 a.m.

**LOCATION:** State Library and Archives Building  
100 N. Stewart Street  
Room 110  
Carson City, Nevada 89701

Grant Sawyer Building  
555 E. Washington Avenue  
Room 1400  
Las Vegas, Nevada 89101

The sites will be connected by videoconference. The public is invited to attend at either location. As video conferencing gives the Commission, staff, and others flexibility to attend meetings in either northern or southern Nevada, handouts to the Commission on the day of the meeting may not be transmitted to the distant locations.

**Notice:** The Personnel Commission may address agenda items out of sequence to accommodate persons appearing before the Commission or to aid the efficiency or effectiveness of the meeting at the Chair's discretion. The Commission may combine two or more agenda items for consideration, and the Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.

**Agenda**

- I. Discussion and approval of DHRM Administrator as meeting facilitator in lieu of member Chair due to vacancy for this meeting.**
- II. Call To Order, Welcome, Roll Call, Announcements**
- III. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

**FOR POSSIBLE ACTION**

**IV. Approval of Minutes of Previous Meetings:**

- A. June 24, 2022
- B. August 09, 2022
- C. August 26, 2022

**FOR POSSIBLE ACTION**

**V. Discussion and Approval of Addition of Classes or Positions for Pre-Employment Screening for Controlled Substances and Revision to Class Specifications**

A. The Nevada System of Higher Education, Business Center North requests the addition of the following positions to the list approved for pre-employment screening for controlled substances:

- a. 5.181 Early Childhood Educator IV: All Business Center North PCNs
- b. 5.182 Early Childhood Educator III: All Business Center North PCNs
- c. 5.183 Early Childhood Educator II: All Business Center North PCNs
- d. 5.184 Early Childhood Educator I: All Business Center North PCNs

B. The Nevada System of Higher Education, Business Center North, requests approval of a class specification change to include the requirement of pre-employment screening for controlled substances for positions in the following class codes:

- a. 5.181 Early Childhood Educator IV
- b. 5.182 Early Childhood Educator III
- c. 5.183 Early Childhood Educator II
- d. 5.184 Early Childhood Educator I

**FOR POSSIBLE ACTION**

**VI. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions and Abolishment**

- A. Domestic Services
  - 1. Subgroup: Personal & Protective Services
    - a. 3.520 Family Support Worker Series
- B. Mental & Health & Related Services
  - 1. Veterinary Services
    - a. 10.290 Wildlife Health Specialist

**INFORMATIONAL ITEM**

**VII. Report of Uncontested Classification Changes Not Requiring Personnel Commission Approval per NRS 284.160**

- Posting: #07-23
  - 10.133 Developmental Specialist Series
- Posting: #08-23
  - 10.540 Cannabis Program Inspector Series
- Posting: #09-23
  - 11.260 Security Officer Series
- Posting: #10-23
  - 5.181 Early Childhood Educator Series
- Posting: #11-23

9.438 (Computer) Facility Mechanical Technician Class  
Posting: #12-23  
9.475 Water Systems Manager/Operator/Worker Series  
Posting: #13-23  
7.758 Energy Program Manager  
Posting: #14-23  
9.630 Grounds Maintenance Worker Series

- INFORMATIONAL ITEM**
- VIII. 2023 Legislation Affecting State Employees and DHRM Budget.**
- IX. Discussion of Dates for Upcoming Meeting**
- X. Commission Comments**
- XI. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.
- XII. Adjournment**

Supporting material for this meeting is available at the Division of Human Resource Management at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 555 E. Washington Avenue, Suite 1400, Las Vegas, NV, 89101; or on our website <http://hr.nv.gov/Boards/PersonnelCommission/Personnel Commission - Meetings/>. To obtain a copy of the supporting material, you may contact Ernie Hernandez at (775) 684-0135 or [ernestinahernandez@admin.nv.gov](mailto:ernestinahernandez@admin.nv.gov).

Inquiries regarding the items scheduled for this Commission meeting may be made to Ernie Hernandez at (775) 684-0135 or [ernestinahernandez@admin.nv.gov](mailto:ernestinahernandez@admin.nv.gov).

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Division of Human Resource Management in writing at 209 E. Musser Street, Suite 101, Carson City, NV, 89701, no less than (5) working days before the meeting.

Persons who wish to receive notice of meetings must subscribe to the Division of Human resource Management LISTSERV HR Memorandums, which can be found on the following webpage:

[http://hr.nv.gov/Services/HRM\\_Email\\_Subscription\\_Management/](http://hr.nv.gov/Services/HRM_Email_Subscription_Management/). If you do not wish to subscribe to LISTSERV and wish to receive notice of meetings, you must request to receive meeting notices and renew the request every 6 months thereafter per NRS 241.020(3)(c), which states in part, "A request for notice lapses 6 months after it is made." Please contact Ernie Hernandez at (775) 684-0135 or [ernestinahernandez@admin.nv.gov](mailto:ernestinahernandez@admin.nv.gov) to make such requests.

Notice of this meeting has been posted at the following locations:

**Carson City**

Blasdel Building, 209 East Musser Street  
Nevada State Library, Archives and Public Records, 100 North Stewart Street  
Nevada State Capitol Building, 101 North Carson Street  
Legislative Counsel Bureau, 401 South Carson Street

**Las Vegas**

Grant Sawyer Building, 555 East Washington Avenue

**Websites:**

Nevada Public Notice website: <http://notice.nv.gov>

Division of Human Resource Management: [www.hr.nv.gov](http://www.hr.nv.gov)

# ITEM IV

**STATE OF NEVADA  
PERSONNEL COMMISSION**

Held at the Nevada State Library and Archives Building, 100 N. Carson Street, Room 110, Carson City; and via video conference in Las Vegas at the Grant Sawyer Building, 555 E. Washington Avenue, Room 1400.

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**MEETING MINUTES  
Friday, June 24, 2022  
(Subject to Commission Approval)**

**COMMISSIONERS PRESENT:** Katherine Fox, Chairperson  
Armen Asherian, Commissioner  
Mark Olson, Commissioner  
Andreas Spurlock, Commissioner  
Rick McCann, Commissioner  
Angela Scurry, Alternate Commissioner  
Christine Santiago, Alternate Commissioner

**STAFF PRESENT:** Frank Richardson, Administrator, DHRM  
Michelle Garton, Deputy Administrator, DHRM  
Beverly Ghan, Deputy Administrator, DHRM  
Mandee Bowsmith, Deputy Administrator, DHRM  
Nathan Holland, Deputy Attorney General

**I. CALL TO ORDER, WELCOME, ROLL CALL, ANNOUNCEMENTS**

**Chairperson Fox:** Called the meeting to order on Friday, June 24, 2022, at approximately 9:00 a.m. She welcomed everyone.

**II. PUBLIC COMMENT**

**Chairperson Fox:** Indicated that there was no public comment.

**III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS DATED March 25, 2022 – Action Item**

**Chairperson Fox:** The first item on the agenda is the approval of the minutes previously held, we will approve item 3a for the Personnel Commission meeting held March 25, 2022. Commissioners are there any additions or revisions to post minutes.

**Chairperson Fox:** One minor typographical error on page four needs to be added to the record as a revision.

**Commissioner McCann:** Moved that the Commission approve the minutes of the March 25, 2022, meeting with the correction as discussed.

**Commissioner Olson:** Seconded the motion.

**Chairperson Fox:** All those in favor of approving the minutes from the March 25, 2022, Personnel Commission Meeting, signify by saying aye.

**Commissioner Asherian:** Abstained from the vote as he was not present for the meeting.

The motion passes unanimously.

MOTION: Moved to approve minutes of March 25, 2022, with the corrections as discussed.  
BY: Commissioner McCann  
SECOND: Commissioner Olson  
VOTE: Commissioner Asherian abstained from the vote. The vote was unanimous in favor of the motion.

**Chairperson Fox:** Moving to the next item 4, for possible action, discussion and approval of addition of classes or positions for pre-employment screen for controlled substances.

**IV. Discussion and Approval of Addition of Classes or Positions for Pre-Employment Screening for Controlled Substances**

- A. The Department of Public Safety requests the addition of the following positions to the list approved for pre-employment screening for controlled substances:
1. Classes and positions requested for approval of preemployment screening for controlled substances:
    - A. 2.212 Administrative Assistant II, PCN 4709-09022 and 4709-09023
    - B. 7.624 Management Analyst III, PCN 4709-09025
    - C. 7.649 Program Officer I, PCN 4702-11140 and 4709-09026

**Carrie Hughes:** Personnel Analyst with DHRM, indicated that the Department of Public Safety is requesting the addition of the requirement of pre-employment screening for controlled substances for the positions listed in agenda item 4. Ms. Hughes explained that as a basis for the request, the department has indicated that incumbents, any identified administrative assistant II, and program officer I positions have access to personally identifiable information as well as criminal histories and victim information. Ms. Hughes indicated the Commission has previously approved pre-employment screening for controlled substances for Department of Public Safety positions in these classes.

**Chairperson Fox:** Asked Commissioners if they had any questions.

**Commissioner McCann:** Asked if it could be presumed that if the person has been subject to pre-employment testing at some point in time in their career, they would not be subjected to another pre-employment testing just because they've moved into one of the categories where one is required, or if this would be required with each promotion.

**Carrie Hughes:** Explained that this issue is addressed in NAC 284.886, which says an applicant for a position that is designated by the Personnel Commission as affecting public safety must submit to a screening test to detect the general presence of a controlled substance unless he or she is employed by the state in a position that is also designated as affecting public safety at the time he or she applies.

**Chairperson Fox:** Asked what the Spillman Program is.

**Eric Souza:** Division Administrator for the Records, Communications, and Compliance Division, explained that the Spillman Program is the Department's records management system used to track internal cases for the Division of Investigation and Highway Patrol as well as some personnel matters.

**Chairperson Fox:** Asked the Commissioners if they had any questions. Seeing and hearing none, called for a motion.

**Commissioner Olson:** Called for a motion to approve agenda item 4, 1A, B, and C, as presented.

**Commissioner Spurlock:** Seconded the motion

**Chairperson Fox:** It has been so moved and seconded, any public comment, discussion. All those in favor please signify by stating aye. The motion passes unanimously.

MOTION: Moved to approve agenda item 4, 1A, B, and C as presented.

BY: Commissioner Olson  
SECOND: Commissioner Spurlock  
VOTE: The vote was unanimous in favor of the motion.

**Chairperson Fox:** Continuing to item 5, discussion and approval or denial of proposed regulation changes to Nevada Administrative Code, Chapter 284.

**V. Discussion and Approval or Denial of Proposed Permanent Regulation Changes to Nevada Administrative Code, Chapter 284**

**A. LCB File No. R015-21**

Sec. 1. NAC 284.5811 Family and medical leave: Maximum amount in 12-month; eligibility; use.

**Carrie Hughes:** Explained the intent of the amendment is to default the State's Family and Medical Leave Act's eligibility criteria to that outlined in the US Department of Labor's FMLA regulations.

**Chairperson Fox:** Asked for questions from the Commissioners. Chairperson Fox asked for public comment. Hearing none, I will entertain a motion.

**Commissioner Olson:** Move to approve agenda item 5A as presented.

**Chairperson Fox:** I will second that motion.

**Chairperson Fox:** It has been moved and seconded that the Committee approve LCB file number R105-21, Section 1, NAC 284.5811, family medical leave maximum amount in 12-month eligibility and use.

**Chairperson Fox:** Committee discussion.

**Chairperson Fox:** All those in favor signify by stating aye. The motion passes unanimously.

MOTION: Moved to approve LCB file number R105-21, Section 1, NAC 284.5811, family medical leave maximum amount in 12-month eligibility and use.  
BY: Commissioner Olson  
SECOND: Chairperson Fox  
VOTE: The vote was unanimous in favor of the motion.

**B. LCB File No. R016-21**

Sec. 1. NEW "Sex- or gender-based harassment" defined.  
Sec. 2. NAC 284.010 Definitions.  
Sec. 3. NAC 284.496 Classes and training concerning prevention of sex- or gender-based harassment.  
Sec. 4. NAC 284.498 Training of supervisory and managerial employees.  
Sec. 5. NAC 284.650 Causes for disciplinary or corrective action.  
Sec. 6. NAC 284.696 Unlawful discrimination.  
Sec. 7. NAC 284.718 Confidential records.  
Sec. 8. NAC 284.726 Access to confidential records.  
Sec. 9. NAC 284.771 Sec- or gender-based harassment.  
Sec. 10. NAC 284.0995 "Sexual harassment" defined.

**Nora Johnson:** Personnel Analyst for DHRM, Consultation and Accountability unit, explained the regulation amendments stem from Senate Bill 51 of the 2021 legislative session and are based on a June 2019 report from the Governor's task force on sexual harassment and discrimination law and policy. Ms. Johnson indicated that the Commission adopted related regulations at the June 25, 2021, meeting on an emergency basis and that the regulations included in today's agenda item have been through pre-adoption review by the Legislative Council Bureau and are being presented for consideration of adoption on a permanent basis.

**Chairperson Fox:** Asked for questions from the Commissioners.

**Chairperson Fox:** Asked if the training must be completed with 30 days of the employee's initial appointment to a supervisory or managerial position, is the assumption then that a lot of the training is video-based or online.

**Tammy Smith:** EEO Office, confirmed that this is correct.

**Chairperson Fox:** Asked for public comment. Asked for additional questions from the Commissioners. Hearing none, I will entertain a motion.

**Commissioner Olson:** Move to approve agenda item 5B, LCB file number R016-21 as presented.

**Commissioner Spurlock:** I will second that motion.

**Chairperson Fox:** It has been moved and seconded that the Committee moves item 5B, LCB file number R016-21, as presented to the Commission.

**Chairperson Fox:** Committee discussion.

**Chairperson Fox:** All those in favor signify by stating aye. The motion passes unanimously.

MOTION: Moved to approve agenda item 5B, LCB file number R016-21 as presented.  
BY: Commissioner Olson  
SECOND: Commissioner Spurlock  
VOTE: The vote was unanimous in favor of the motion

**C. LCB File No. R017-21**

- Sec. 1. NEW Appeal of determination to release confidential records.
- Sec. 2. NAC 284.718 Confidential records.
- Sec. 3. NAC 284.726 Access to confidential records.

**Nora Johnson:** Personnel Analyst for DHRM, Consultation and Accountability unit, explained the regulation amendments stem from Senate Bill 51 of the 2021 legislative session. Specific to this agenda item, another aspect of the bill is that it permits the administrator to release confidential records arising from a sex- or gender-based harassment or discrimination investigation, and also an affected person to appeal the release of confidential information to the Personnel Commission.

**Chairperson Fox:** Asked for questions from the Commissioners. Asked for public comment. Hearing none, I will entertain a motion.

**Commissioner Olson:** Move to approve agenda item 5C as it pertains to LCB file number R017-21 as presented.

**Commissioner Spurlock:** I will second that motion.

**Chairperson Fox:** It has been moved and seconded that the Committee moves item 5C, LCB file number R017-21, as presented to the Commission.

**Chairperson Fox:** Committee discussion.

**Chairperson Fox:** All those in favor signify by stating aye. The motion passes unanimously.

MOTION: Moved to approve agenda item 5C, LCB file number R017-21 as presented.  
BY: Commissioner Olson  
SECOND: Commissioner Spurlock  
VOTE: The vote was unanimous in favor of the motion

**D. LCB File No. R125-21**

- Sec. 1. NAC 284.470 Preparation, filing, contents, discussion and distribution of reports; powers and duties of employees; review; adjustment of grievances.
- Sec. 2. NAC 284.5243 Break times and place for a mother of a child under 1 year of age to express breastmilk; Procedures for employee to request break times and place; efforts to address employee's needs; date of receipt of request; response to request by department or agency.
- Sec. 3. NAC 284.656 Contents and delivery of notice of proposed action; employee authorized to seek explanation of reasons for proposed action or procedures for disciplinary actions from agency.
- Sec. 4. NAC 284.6561 Predisciplinary review before proposed dismissal, demotion or suspension; waiver by employee.
- Sec. 5. NAC 284.680 Date of receipt of grievance or complaint.

**Nora Johnson:** Personnel Analyst for DHRM, Consultation and Accountability unit, explained the regulation amendments to agenda item 5D adds three additional calendar days for when documents are deemed to have been received if mailed by the employee as well as for the notice being returned to the state without having been received by the employee. Ms. Johnson explained that these changes are based on the October 7, 2021 memo of the Administrator of the Mail Services Division, Department of Administration, and are in response to the October 1, 2021 USPS implementation of new service standards for first-class mail and periodicals, which will result in delays for some categories of mail.

**Chairperson Fox:** Asked for questions from the Commissioners. Asked for public comment. Hearing none, I will entertain a motion.

**Chairperson Fox:** Move to approve agenda item 5D, LCB file number R125-21, that provide changes to Nevada Administrative Code, Chapter 284, as identified with the LCB file.

**Commissioner McCann:** I will second that motion.

**Chairperson Fox:** It has been moved and seconded that the Committee moves agenda item 5D, LCB file number R125-21, that provide changes to Nevada Administrative Code, Chapter 284, as identified with the LCB file

**Chairperson Fox:** Committee discussion.

**Chairperson Fox:** All those in favor signify by stating aye. The motion passes unanimously.

MOTION: Moved to approve agenda item 5D, LCB file number R125-21, that provide changes to Nevada Administrative Code, Chapter 284, as identified with the LCB file.

BY: Chairperson Fox

SECOND: Commissioner McCann

VOTE: Commissioner Asherian voted. Nay. The vote was in favor of the motion

**Michelle Garton:** Requested on behalf of the Division that Item VI be pulled from the agenda due to a timing issue.

**VI. Discussion and Approval or Denial of Proposed Temporary Regulation Changes to Nevada Administrative Code, Chapter 284.**

- Sec. 1. NEW Succession plan; appointments.
- Sec. 2. NEW Certification of employees who prepare succession plans.
- Sec. 3. NAC 284.058 "Eligible person" defined.
- Sec. 4. NAC 284.313 Limitation of competition in recruitment; applications.

**Chairperson Fox:** Are there any Commissioner comments regarding the request to pull this agenda item

**Chairperson Fox:** Is there any public comment. Hearing none, seeing none, I'll entertain a motion.

**Commissioner McCann:** I will move to remove Item VI from today's agenda.

**Commissioner Olson:** I second that motion.

**Chairperson Fox:** It has been moved and seconded, any discussion, all those in favor say aye. The motion passes unanimously.

MOTION: Moved to pull Agenda Item VI from today's agenda  
BY: Commissioner McCann  
SECOND: Commissioner Olson  
VOTE: The vote was unanimous in favor of the motion.

**VII. Report of Uncontested Classification Plan changes not requiring the Personnel Commission approval per NRS 284.160.**

Posting #05-22  
13.310 Correctional Lieutenant/Sergeant Series  
Posting #06-22  
6.809 Chief, Environmental Programs  
Posting #07-22  
9.354 Chief Pilot Series  
Posting #08-22  
7.641 HAVA Administrator  
Posting #09-22  
1.955 Park Aid Series

**Chairperson Fox:** This item is an information item reporting on uncontested classification plan changes that do not require Personnel Commission approval. Moving to Item VIII.

**VIII. Discussion and Announcement of dates for Upcoming Meetings.**

**Michelle Garton:** The Division would like to recommend either August 2 or August 9, or anytime in the beginning of August that works for everyone.

**Chairperson Fox:** Can the meeting be done via Zoom or telephone conference.

**Michelle Garton:** Indicated that it can and will be done virtually using either Teams or Zoom as well as at a physical location.

**Chairperson Fox:** Will not be available the 3rd through the 8th of August.

**Commissioner McCann:** Asked for confirmation that the meeting is to address item VI, which was just removed.

**Chairperson Fox:** Confirmed that this is correct. Chairperson Fox asked if everyone would be available on August 9.

**Alternate Commissioner Santiago:** Is not available on the 9th but is available the 2nd.

**Commissioner Spurlock:** Was unsure if available on the 9th.

**Chairperson Fox:** The September meeting is scheduled for 9/16 and the December meeting is planned for either the 2nd or the 9th. Chairperson Fox asked if Division has a preference for the 2nd or the 9th.

**Michelle Garton:** Indicated that the 9th would work well if it works for the Commission.

**Chairperson Fox:** Indicated that the 9th would work for the Commission.

**IX. Commission Comments**

**Chairperson Fox:** Are there any Commissioners, regular members, or alternates that would like to provide some comments at this time.

**Commissioner Spurlock:** Congratulated Mr. Richardson and staff on the change in the minimum qualifications not include a high school diploma. Commissioner Spurlock indicated that his biggest current challenge is recruiting lifeguards.

**Frank Richardson:** Thanked Mr. Spurlock and stated that the staff is working hard to overhaul the recruitment process and is running into the challenges of lower-level positions going unfilled.

- X. Public Comment:** Chairperson Fox read; No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020).

**Chairperson Fox:** None heard or seen.

**XI. Adjournment**

**Chairperson Fox:** Seeing and hearing no further discussion, we are adjourned.

**STATE OF NEVADA  
PERSONNEL  
COMMISSION**

Held at the Nevada State Library and Archives Building, 100 N. Carson Street, Room 110, Carson City; and via video conference in Las Vegas at the Grant Sawyer Building, 555 E. Washington Avenue, Room 1400.

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**COMMISSIONERS PRESENT:** Katherine Fox, Chairperson  
Mark Olson, Commissioner  
Patricia Hurley, Commissioner  
Rick McCann, Commissioner  
Andreas Spurlock, Commissioner  
Angela Scurry, Alternate Commissioner  
Armen Asherian, Alternate Commissioner

**STAFF PRESENT:** Frank Richardson, Administrator, DHRM  
Beverly Ghan, Deputy Administrator, DHRM  
Mandee Bowsmith, Deputy Administrator, DHRM  
Michelle Garton, Deputy Administrator, DHRM  
Lisa Evans, Deputy Attorney General

**OTHERS PRESENT:** Heather DePice  
Jennifer Herrera

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**I. CALL TO ORDER, WELCOME, ROLL CALL, ANNOUNCEMENTS**

**Chairperson Fox:** Called the meeting to order on Tuesday, August 9, 2022, at approximately 9:00 a.m. She welcomed everyone, called roll, and established quorum.

**II. PUBLIC COMMENT**

**Chairperson Fox:** Read that no vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken under NRS 241.020.

**Chairperson Fox:** Invited public comment.

**Chairperson Fox:** Indicated that there was no public comment.

**III. DISCUSSION AND APPROVAL OR DENIAL OF PROPOSED TEMPORARY REGULATION CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284**

**LCB FILE NO. T001-22**

- Sec. 1. NEW Succession plan; appointments.**
- Sec. 2. NEW Certification of employees who prepare succession plans.**
- Sec. 3. NAC 284.058 "Eligible person" defined.**
- Sec. 4. NAC 284.313 Limitation of competition in recruitment; applications.**

**Chairperson Fox:** The first item on the agenda is discussion and approval or denial of proposed temporary regulation changes to NAC Chapter 284, Sections 1, 2, 3, and 4.

**Jennifer Herrera:** Presented amendments proposed by the Division of Human Resource Management that will allow an agency to submit a request for the approval of a succession plan by the administrator. This process engages staff and encourages them to stay with the state of Nevada by identifying goals and obtainable objectives. Succession planning provides agencies with the opportunity to develop career progression without requiring employees to move to different agencies to gain experience. The intent of these regulations is to develop and retain talent to make sure the state has the very best staff working in crucial roles while ensuring the continuous operations of state functions and a high level of service to the community. Section 1 places into regulation the requirements regarding the submission of succession plans for approval by the administrator. Section 2 includes a provision requiring completion of a training class provided by DHRM regarding succession plans prior to working on the creation of a succession plan. Section 3 expands the definition of eligible person to encompass those employees who are approved for appointment because they are in an approved succession plan. Section 4 incorporates the succession plan as an exception as it relates to the requirement to meet the minimum qualifications specified in a publicized job announcement. Thank you, and I would be happy to address any questions you may have.

**Commissioner Spurlock:** Could somebody at the state re-summarize the role of minimum qualifications and how this plays into that?

**Beverly Ghan:** Meeting the minimum qualifications in this instance would be if we were to go with the option with the succession plan that it's a hard-to-fill recruitment but there's a recruitment held anyways for us to see if there's an eligible list, the person can apply, would meet minimum qualifications, which is going to be per the specification of the position. If they meet the qualifications, then we could go through that process but what the succession plan is if they do not meet a minimum the qualification, there is the option to use the succession plan then to put them into the position and go that route and fill in the position.

**Commissioner McCann:** Section 1, Subsection 4, on page 13 says if a request is approved, the current state employee approved for appointment is not required to meet the minimum qualifications established for the position. Yet on page 14, under eligible person, it says that an eligible person must meet the required minimum qualifications. I think there's a patent discrepancy there, but I would offer the following: could we add a couple of words that simply say under NAC 284.058, which is on page 14, should it or could it say eligible person means any person, one, who applies, meets the required minimum qualifications for the succession plan, and then under Paragraph 2, meets the required minimum qualifications for the succession plan? Because I think there may be a discrepancy when we see under Section 1 that you do not need to meet minimum qualifications, yet under an eligible person, an eligible person must meet the minimum qualifications.

**Commissioner Spurlock:** On the top of page 14, there's no or between 1 and 2, but there's an or between 2 and 3, and number 3 says a current state employee who is approved for appointment pursuant to Section 1 of this regulation. So that kind of wipes out all the other considerations.

**Commissioner McCann:** If we could ask Ms. Evans to offer the AG's position.

**Michelle Garton:** If there's an A, B, and C and there's and/or between B and C, it means or any of those things, 1, 2, or 3. That's not 1 or 2 or 3, it's 1, 2, or 3. So that's just a drafting technicality. Eligible person is used throughout NAC 284 currently. This definition has traditionally applied to either they meet the minimum qualifications for the position or they will, and so in order to incorporate the succession plan into the rest of NAC 284 in such a way that it's reflected in different regulations throughout, we are grouping in individuals in three as a potential that they can be considered an eligible person if they are approved for appointment pursuant to Subsection 1, which is the new regulation establishing succession plans. So Subsection 3 of NAC 284.058 there is specific to succession plans and that's how it incorporates it into potentially being an eligible person for a position.

**Commissioner Hurley:** I just wanted tell the Department of Human Resources that the state of Nevada, well done.

**Commissioner Olson:** Reading the regulation, the proposed regulations, the safeguards, and the oversight provided by the Division, I was very comfortable. In a program such as this, there are perceived winners and losers based on participation but I'm confident that the administrator there and the staff of the Division have their eyes on this, looking forward to be successful, and will see it through. So I certainly endorse this proposed regulation.

**Commissioner Spurlock:** Will the detailed information on the process and the applications forms be on the state website for employers who show interest in this.

**Frank Richardson:** Email me, Jennifer Herrera who put together much of this program, a lot of the guardrails, and the certified training.

**Jennifer Herrera:** People who've gone through this training have very much said they appreciate that DHRM is trying something out of the box. In our trainings we have said it is another tool in your toolkit, and they appreciate the fact that it may not necessarily be applicable to their immediate situations, but they are excited that everybody is willing to try something.

**Chairperson Fox:** Updates on implementation, use, successes, opportunities for improvement will be really helpful I think for the Commission to hear because some of us who are steeped in civil service and eligible lists and hiring individuals off the lists who meet the minimum qualifications and challenges around that would certainly appreciate that kind of feedback as far as how this has worked.

**Frank Richardson:** So far, we've only approved three succession plans, and those were for very hard-to-fill positions with unique requirements and unique set of skills that we can't find in many places. As part of that process we made sure that they went through the recruitment process and could provide proof that they couldn't get candidates or if they did receive applicants for those jobs, they weren't successful in that role. We have turned a few away because we have a very comprehensive training requirement that has to be supported by the department too and if that's not up to what we believe, we'll bring them to that next level for succession (inaudible), we'll reject that and send it back for more information on training.

**Jennifer Herrera:** We have 76 people who have gone through our certification classes from 20 different departments. Divisions of HHS have the highest number of participants followed by taxation, DPS, and a smattering of others. We acknowledge the risk that everybody is taking in the classes, in the discussions, people have rally come to understand that while they are going through the class to be the certified planner, it is not a solo event. They have to dialogue with the hiring manager, with the employee to really develop why the position is so difficult to fill, why it should be considered for a succession plan, and then why that particular person. The certified planner is the one that can lead those meetings and help the rest of the team understand the parameters and requirements, and we make clear on the training that it's up to the departments and the divisions to determine if they want to take that risk of having another probationary employee, but likely one who's already been doing the job, at least in part, for some of the time.

**Chairperson Fox:** I will entertain a motion related to Item 3, discussion, approval or denial, proposed temporary regulation changes to Nevada Administrative Code, Chapter 284.

**Commissioner Olson:** Moved that the Commission approve Agenda Item 3, the proposed temporary regulation changes to NAC 284 as submitted.

**Chairperson Fox:** I will second that motion. Please let the record indicate that it includes LCB File Number T001-22, Sections 1, 2, 3, and 4.

**Chairperson Fox:** All those in favor signify by saying aye and for the record, introduce yourself with your ye or nay.

The motion passes unanimously.

MOTION: Moved to approve Agenda Item 3, the proposed temporary regulation changes to NAC 284 as submitted.  
BY: Commissioner Olson  
SECOND: Chairperson Fox  
VOTE: The vote was unanimous in favor of the motion.

#### **IV. DISCUSSION OF DATES FOR UPCOMING MEETINGS**

**Chairperson Fox:** Item IV, discussion of dates for upcoming meetings.

**Michelle Garton:** The next Personnel Commission meetings are set for September 16 and December 9.

#### **V. COMMISSION COMMENTS**

**Chairperson Fox:** Are there any Commissioners wishing to come forward with comments at this time?

**Commissioner Hurley:** I will not be able to make the September 16 meeting so my alternate would have to take over on that one.

**Chairperson Fox:** I'll leave it for the Division to manage that and update the other commissioners.

**Chairperson Fox:** Any other Commission comments at this time?

#### **VI. PUBLIC COMMENT**

**Chairperson Fox:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020).:

**Chairperson Fox:** None heard or seen.

#### **VII. Adjournment**

**Chairperson Fox:** Seeing and hearing no further discussion, we are adjourned.

**STATE OF NEVADA  
PERSONNEL  
COMMISSION**

Held at the Nevada State Library and Archives Building, 100 N. Carson Street, Room 110, Carson City; and via video conference in Las Vegas at the Grant Sawyer Building, 555 E. Washington Avenue, Room 1400.

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**MEETING MINUTES  
August 9, 2022  
(Subject to Commission Approval)**

**COMMISSIONERS PRESENT:** Katherine Fox, Chairperson  
Mark Olson, Commissioner  
Patricia Hurley, Commissioner  
Rick McCann, Commissioner  
Andreas Spurlock, Commissioner  
Angela Scurry, Alternate Commissioner  
Armen Asherian, Alternate Commissioner

**STAFF PRESENT:** Frank Richardson, Administrator, DHRM  
Beverly Ghan, Deputy Administrator, DHRM  
Mandee Bowsmith, Deputy Administrator, DHRM  
Michelle Garton, Deputy Administrator, DHRM  
Lisa Evans, Deputy Attorney General

**OTHERS PRESENT:** Heather DePice  
Jennifer Herrera

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**I. CALL TO ORDER, WELCOME, ROLL CALL, ANNOUNCEMENTS**

**Chairperson Fox:** Called the meeting to order on Tuesday, August 9, 2022, at approximately 9:00 a.m. She welcomed everyone, called roll, and established quorum.

**II. PUBLIC COMMENT**

**Chairperson Fox:** Read that no vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken under NRS 241.020.

**Chairperson Fox:** Invited public comment.

**Chairperson Fox:** Indicated that there was no public comment.

### **III. DISCUSSION AND APPROVAL OR DENIAL OF PROPOSED TEMPORARY REGULATION CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284**

#### **LCB FILE NO. T001-22**

- Sec. 1. NEW Succession plan; appointments.**
- Sec. 2. NEW Certification of employees who prepare succession plans.**
- Sec. 3. NAC 284.058 "Eligible person" defined.**
- Sec. 4. NAC 284.313 Limitation of competition in recruitment; applications.**

**Chairperson Fox:** The first item on the agenda is discussion and approval or denial of proposed temporary regulation changes to NAC Chapter 284, Sections 1, 2, 3, and 4.

**Jennifer Herrera:** Presented amendments proposed by the Division of Human Resource Management that will allow an agency to submit a request for the approval of a succession plan by the administrator. This process engages staff and encourages them to stay with the state of Nevada by identifying goals and obtainable objectives. Succession planning provides agencies with the opportunity to develop career progression without requiring employees to move to different agencies to gain experience. The intent of these regulations is to develop and retain talent to make sure the state has the very best staff working in crucial roles while ensuring the continuous operations of state functions and a high level of service to the community. Section 1 places into regulation the requirements regarding the submission of succession plans for approval by the administrator. Section 2 includes a provision requiring completion of a training class provided by DHRM regarding succession plans prior to working on the creation of a succession plan. Section 3 expands the definition of eligible person to encompass those employees who are approved for appointment because they are in an approved succession plan. Section 4 incorporates the succession plan as an exception as it relates to the requirement to meet the minimum qualifications specified in a publicized job announcement. Thank you, and I would be happy to address any questions you may have.

**Commissioner Spurlock:** Could somebody at the state re-summarize the role of minimum qualifications and how this plays into that?

**Beverly Ghan:** Meeting the minimum qualifications in this instance would be if we were to go with the option with the succession plan that it's a hard-to-fill recruitment but there's a recruitment held anyways for us to see if there's an eligible list, the person can apply, would meet minimum qualifications, which is going to be per the specification of the position. If they meet the qualifications, then we could go through that process but what the succession plan is if they do not meet a minimum the qualification, there is the option to use the succession plan then to put them into the position and go that route and fill in the position.

**Commissioner McCann:** Section 1, Subsection 4, on page 13 says if a request is approved, the current state employee approved for appointment is not required to meet the minimum qualifications established for the position. Yet on page 14, under eligible person, it says that an eligible person must meet the required minimum qualifications. I think there's a patent discrepancy there, but I would offer the following: could we add a couple of words that simply say under NAC 284.058, which is on page 14, should it or could it say eligible person means any person, one, who applies, meets the required minimum qualifications for the succession plan, and then under Paragraph 2, meets the required minimum qualifications for the succession plan? Because I think there may be a discrepancy when we see under Section 1 that you do not need to meet minimum qualifications, yet under an eligible person, an eligible person must meet the minimum qualifications.

**Commissioner Spurlock:** On the top of page 14, there's no or between 1 and 2, but there's an or between 2 and 3, and number 3 says a current state employee who is approved for appointment pursuant to Section 1 of this regulation. So that kind of wipes out all the other considerations.

**Commissioner McCann:** If we could ask Ms. Evans to offer the AG's position.

**Michelle Garton:** If there's an A, B, and C and there's and/or between B and C, it means or any of those things, 1, 2, or 3. That's not 1 or 2 or 3, it's 1, 2, or 3. So that's just a drafting technicality. Eligible person is used throughout NAC 284 currently. This definition has traditionally applied to either they meet the minimum qualifications for the position or they will, and so in order to incorporate the succession plan into the rest of NAC 284 in such a way that it's reflected in different regulations throughout, we are grouping in individuals in three as a potential that they can be considered an eligible person if they are approved for appointment pursuant to Subsection 1, which is the new regulation establishing succession plans. So Subsection 3 of NAC 284.058 there is specific to succession plans and that's how it incorporates it into potentially being an eligible person for a position.

**Commissioner Hurley:** I just wanted tell the Department of Human Resources that the state of Nevada, well done.

**Commissioner Olson:** Reading the regulation, the proposed regulations, the safeguards, and the oversight provided by the Division, I was very comfortable. In a program such as this, there are perceived winners and losers based on participation but I'm confident that the administrator there and the staff of the Division have their eyes on this, looking forward to be successful, and will see it through. So I certainly endorse this proposed regulation.

**Commissioner Spurlock:** Will the detailed information on the process and the applications forms be on the state website for employers who show interest in this.

**Frank Richardson:** Email me, Jennifer Herrera who put together much of this program, a lot of the guardrails, and the certified training.

**Jennifer Herrera:** People who've gone through this training have very much said they appreciate that DHRM is trying something out of the box. In our trainings we have said it is another tool in your toolkit, and they appreciate the fact that it may not necessarily be applicable to their immediate situations, but they are excited that everybody is willing to try something.

**Chairperson Fox:** Updates on implementation, use, successes, opportunities for improvement will be really helpful I think for the Commission to hear because some of us who are steeped in civil service and eligible lists and hiring individuals off the lists who meet the minimum qualifications and challenges around that would certainly appreciate that kind of feedback as far as how this has worked.

**Frank Richardson:** So far, we've only approved three succession plans, and those were for very hard-to-fill positions with unique requirements and unique set of skills that we can't find in many places. As part of that process we made sure that they went through the recruitment process and could provide proof that they couldn't get candidates or if they did receive applicants for those jobs, they weren't successful in that role. We have turned a few away because we have a very comprehensive training requirement that has to be supported by the department too and if that's not up to what we believe, we'll bring them to that next level for succession (inaudible), we'll reject that and send it back for more information on training.

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**Chairperson Fox:** I will second that motion. Please let the record indicate that it includes LCB File Number T001-22, Sections 1, 2, 3, and 4.

**Chairperson Fox:** All those in favor signify by saying aye and for the record, introduce yourself with your ye or nay.

The motion passes unanimously.

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BY: Commissioner Olson  
SECOND: Chairperson Fox  
VOTE: The vote was unanimous in favor of the motion.

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#### VI. PUBLIC COMMENT

**Chairperson Fox:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020).:

**Chairperson Fox:** None heard or seen.

#### VII. Adjournment

**Chairperson Fox:** Seeing and hearing no further discussion, we are adjourned.

# ITEM V

Personnel Commission Meeting  
June 9, 2023

**FOR INFORMATION ONLY**

Attached is a list of classes and positions which have previously been approved for pre-employment screening for controlled substances. This list has been provided for you to use as a reference when determining which classes and/or positions the Commission may wish to approve at this meeting.

**FOR DISCUSSION AND POSSIBLE ACTION**

“Each appointing authority shall, subject to the approval of the Commission, determine whether each of its positions of employment affects the public safety. The appointing authority shall not hire an applicant for such a position unless the applicant submits to a screening test to detect the general presence of a controlled substance.” (NRS 284.4066(1))

The Nevada System of Higher Education, Business Center North (BCN) has requested the following positions be added to the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

<b>CLASS/ TITLE CODE</b>	<b>TITLE</b>	<b>POSITIONS</b>	<b>AGENCY’S BASIS FOR REQUEST</b>
5.181	Early Childhood Educator IV	BCN PCNs	They are responsible for the safety and well-being of children in a childcare setting and are mandatory reporters for child welfare.
5.182	Early Childhood Educator III	BCN PCNs	
5.183	Early Childhood Educator II	BCN PCNs	
5.184	Early Childhood Educator I	BCN PCNs	

The above classes were established February 28, 2023. BCN has stated their intention to move some positions from the Child Care Worker class series into the Early Childhood Educator series. BCN positions in the Child Care Worker series have been previously approved for pre-employment screening for controlled substances.

If the BCN positions in the class series, Early Childhood Educator, are approved for pre-employment screening for controlled substances, the class specification for the class series will need to be revised to reflect the addition of the requirement for pre-employment screening for controlled substances.

A BCN representative has been requested to be available at the meeting to answer Commissioners’ questions.

**STATE OF NEVADA**

**POSITIONS/CLASSES APPROVED FOR PRE-EMPLOYMENT CONTROLLED SUBSTANCE TESTING CHANGES EFFECTIVE MARCH 3, 2023**

All positions in each class have been approved for pre-employment controlled substance testing, unless otherwise noted (\*) for a specific agency(s) and/or position(s).

Classes in *bold/italics* are new to the list.

If an approved (listed) class/position is being filled with an underfill class, pre-employment controlled substance testing is required for the underfill.

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
1.401	WEIGHTS AND MEASURES INSPECTOR IV	
1.404	WEIGHTS AND MEASURES INSPECTOR III	
1.407	WEIGHTS AND MEASURES INSPECTOR II	
1.410	WEIGHTS AND MEASURES INSPECTOR I	
1.413	WEIGHTS AND MEASURES ASSISTANT (SEASONAL)	
1.608	FIELD ASSISTANT II (PARC)	
1.737	BIOLOGIST I*	AGR - PCN 4600-0025
1.770	WILDLIFE AREA SUPERVISOR II	
1.771	WILDLIFE AREA SUPERVISOR I	
1.772	FISH HATCHERY SUPERVISOR II	
1.774	FISH HATCHERY SUPERVISOR I	
1.776	FISH HATCHERY TECHNICIAN III	
1.778	FISH HATCHERY TECHNICIAN II	
1.780	FISH HATCHERY TECHNICIAN I	
1.785	WILDLIFE AREA TECHNICIAN III	
1.786	WILDLIFE AREA TECHNICIAN II	
1.787	WILDLIFE AREA TECHNICIAN I	
1.811	FORESTER III	
1.812	FIRE MANAGEMENT OFFICER II	
1.813	FORESTER II	
1.814	FIRE MANAGEMENT OFFICER I	
1.816	BATTALION CHIEF	
1.817	CONSERVATION CREW SUPERVISOR III	
1.818	FORESTER I	
1.819	FIREFIGHTER II	
1.820	CONSERVATION CREW SUPERVISOR II	
1.822	FIRE CONTROL DISPATCHER III	
1.823	SEASONAL FIRE CONTROL DISPATCHER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.824	SEASONAL FIRE CONTROL DISPATCHER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.825	CONSERVATION CREW SUPERVISOR I	

1.826	FIRE CONTROL DISPATCHER II	
1.827	FIRE CONTROL DISPATCHER I	
1.828	SEASONAL FIREFIGHTER III*	DCNR-FORESTRY DIVISION - ALL PCNS
1.829	SEASONAL FIREFIGHTER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.831	SEASONAL FIREFIGHTER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.835	HELITACK SUPERVISOR	
1.850	FIRE CAPTAIN	
1.852	FIREFIGHTER I	
1.907	PARKS REGIONAL MANAGER (NON-COMMISSIONED)	
1.912	PARK INTERPRETER	
1.918	LIFEGUARD II	
1.919	LIFEGUARD I	
1.921	PARK RANGER III (NON-COMMISSIONED)	
1.922	PARK RANGER II (NON-COMMISSIONED)	
1.923	PARK RANGER I (NON-COMMISSIONED)	
1.967	PARK SUPERVISOR III (NON-COMMISSIONED)	
1.968	PARK SUPERVISOR II (NON-COMMISSIONED)	
1.969	PARK SUPERVISOR I (NON-COMMISSIONED)	
2.124	MAIL SERVICE SUPERVISOR*	BCN - ALL PCNS
2.126	MAIL SERVICE TECHNICIAN*	BCN - ALL PCNS
2.127	MAIL SERVICE CLERK I*	BCN - ALL PCNS
2.129	MAIL SERVICE CLERK II*	BCN - ALL PCNS
2.153	LEGAL SECRETARY II*	TAXI - PCN 0038
2.210	ADMINISTRATIVE ASSISTANT IV*	DPS - PCNS 3743-0106, 3743-33, 3743-1111, 3743-1112, 4701-0106, 4701-0155, 4701-0706, 4701-0805, 4701-0870, 4709-42, 4709-70, 4709-71, 4709-72, 4709-73, 4709-206, 4709-625, 4709-645, 4709-665, 4709-1004, 4709-1006, 4709-1007, 4709-1009, 4709-8004, 4709-8018, 4709-8031, 4709-8038, 4709-8039, 4709-8040, 4709-8041, 4709-8042, 4709-8043, 4709-8049, 4709-8050, 4709-9013, 4709-9018, 4709-9019, 4713-0706, 4713-155, 4713-805; MIL - PCN 4006; TAXI - PCN 0023
2.211	ADMINISTRATIVE ASSISTANT III*	DMV - PCNS RE7015, WF7047; DPS - PCNS 3740-1412, 3743-0028, 3743-5, 3743-15, 3743-17, 3743-32, 3743-34, 3743-60, 3743-61, 3743-62, 3743-64, 3743-65, 3743-1011, 3743-1014, 3743-1017, 3743-1020, 3743-1100, 3743-1101, 3743-1102, 3743-1103, 3743-1104, 3743-1105, 3743-1106, 3743-1107, 3743-1108, 3743-1109, 3744-10, 3744-13, 3744-16, 3744-19, 4702-51, 4702-147, 4702-315, 4702-328, 4702-648, 4702-705, 4702-871, 4702-11033, 4702-11034, 4709-36, 4709-37, 4709-58, 4709-620, 4709-630, 4709-8005, 4709-

		8007, 4709-8010, 4709-8011, 4709-8016, 4709-8017, 4709-8019, 4709-8020, 4709-8021, 4709-9001, 4709-9002, 4709-9011, 4709-9012, 4709-9016, 4709-9017; MIL – PCNS 4007, 4008, 4010, 4011, 4012, 4013, 4014, 4015, 4030; TAXI - PCNS 0011, 0061
2.212	ADMINISTRATIVE ASSISTANT II*	DPS - PCNS 3743-1021, 4702-32, 4709-09022, 4709-09023, 4709-2, 4709-16, 4709-17, 4709-18, 4709-25, 4709-26, 4709-34, 4709-57, 4709-62, 4709-204, 4709-205, 4709-605, 4709-660, 4709-8006, 4709-8008, 4709-8009, 4709-8044, 4709-8045, 4709-8046, 4709-8048, 4709-9003, 4709-9004, 4709-9005, 4709-9006, 4709-9007, 4709-9008, 4709-9009, 4709-9010, 4713-0870; MIL – PCN 4003; TAXI - PCNS 0003, 0013, 0020, 0043, 0046, 0066, 0074, 0075, 0092, 0095
2.301	ACCOUNTING ASSISTANT III*	DPS - PCNS 3743-16, 4709-38, 4709-8022
2.303	ACCOUNTING ASSISTANT II*	DPS - PCN 4709-15
2.819	SUPPLY TECHNICIAN III*	PURCHASING - PCN 0027
2.824	SUPPLY TECHNICIAN II*	PURCHASING - PCN 0029; BCN - ALL PCNS
2.827	SUPPLY ASSISTANT*	BCN - ALL PCNS
2.836	SUPPLY TECHNICIAN I*	BCN - ALL PCNS; MIL – PCN 4029
3.203	FOOD SERVICE COOK/SUPERVISOR II*	BCN - ALL PCNS
3.206	FOOD SERVICE COOK/SUPERVISOR I*	BCN - ALL PCNS; MIL – PCNS 4025, 4026, 4027, 4028
3.213	FOOD SERVICE WORKER II*	BCN - ALL PCNS
3.218	FOOD SERVICE WORKER I*	BCN - ALL PCNS
3.504	DRIVER – SHUTTLE BUS II*	BCN – ALL PCNS
3.505	DRIVER - SHUTTLE BUS I	
3.506	DRIVER - VAN/AUTOMOBILE	
3.520	FAMILY SUPPORT WORKER III*	BCN - ALL PCNS
3.521	FAMILY SUPPORT WORKER II*	BCN - ALL PCNS
3.524	FAMILY SUPPORT WORKER I*	BCN - ALL PCNS
3.530	TRANSPORTATION AND SAFETY ATTENDANT III*	NDVS – ALL PCNS
3.535	TRANSPORTATION AND SAFETY ATTENDANT II*	NDVS – ALL PCNS
3.540	TRANSPORTATION AND SAFETY ATTENDANT I*	NDVS – ALL PCNS
5.103	PRINCIPAL	
5.104	VICE PRINCIPAL	
5.106	ACADEMIC TEACHER	
5.112	VOCATIONAL EDUCATION INSTRUCTOR	
5.174	CHILD CARE WORKER II*	BCN - ALL PCNS
5.175	CHILD CARE WORKER I*	BCN - ALL PCNS
6.209	SUPERVISOR III, ASSOCIATE ENGINEER*	NDOT - PCNS 017009, 017046, 018-037, ALL PCNS BEGINNING W/ 930
6.211	SUPERVISOR II, ASSOCIATE ENGINEER*	NDOT - PCNS 027006, 028006, 255001, ALL PCNS BEGINNING W/ 930

6.215	SUPERVISOR I, ASSOCIATE ENGINEER*	NDOT -PCNS 017021, 017034, 017048, 028008, ALL PCNS BEGINNING W/ 930
6.223	ADMINISTRATOR I, PROFESSIONAL ENGINEER*	NDOT - PCN 301012
6.224	MANAGER I, PROFESSIONAL ENGINEER*	NDOT - ALL PCNS BEGINNING W/ 930
6.228	STAFF II, ASSOCIATE ENGINEER*	NDOT - PCNS 018024, 018025, 018036, 018037, 018046, 018047
6.229	STAFF I, ASSOCIATE ENGINEER*	NDOT - PCNS 020014, 034001, 255002, 080001, 080002, 080005, 080006, 080007, 080010
6.305	ENGINEERING TECHNICIAN V*	NDOT - PCN 028015
6.308	ENGINEER TECHNICIAN IV*	NDOT - PCN 027023, ALL PCNS BEGINNING W/ 930
6.313	ENGINEERING TECHNICIAN III*	NDOT - PCNS 017037, 017038, 017039, 017040, 017041, 017042, 017050, 017051, 017052, 027019, 027022, 028010, 028011, 028013, 028016, 028021, 028022, 028030, 101342, 255003, ALL PCNS BEGINNING W/ 930
6.355	ARCHITECTURAL DRAFTER IV*	BCN - ALL PCNS
6.358	ARCHITECTURAL DRAFTER III*	BCN - ALL PCNS
6.750	CONSTRUCTION PROJECT COORDINATOR III*	BCN - ALL PCNS
6.751	PROJECT MANAGER III*	BCN - ALL PCNS
6.754	BUILDING CONSTRUCTION INSPECTOR III*	BCN - ALL PCNS; D of A - ALL PCNS
6.755	BUILDING CONSTRUCTION INSPECTOR IV - SUPERVISOR*	D of A - ALL PCNS
6.758	CONSTRUCTION PROJECT COORDINATOR II*	BCN - ALL PCNS
6.762	PROJECT MANAGER II*	BCN - ALL PCNS
6.763	PROJECT MANAGER I*	BCN - ALL PCNS
6.966	DEVELOPMENT TECHNICIAN IV*	BCN - ALL PCNS
6.978	DEVELOPMENT TECHNICIAN III*	BCN - ALL PCNS
6.979	DEVELOPMENT TECHNICIAN II*	BCN - ALL PCNS
6.980	DEVELOPMENT TECHNICIAN I*	BCN - ALL PCNS
6.981	ELECTRONICS TECHNICIAN II*	BCN, NDOC - ALL PCNS
6.987	ELECTRONICS TECHNICIAN III*	BCN, NDOC - ALL PCNS
6.988	ELECTRONICS TECHNICIAN I*	BCN, NDOC - ALL PCNS
7.141	ACCOUNTANT TECHNICIAN II*	DPS - PCNS 0030, 4709-1010
7.143	ACCOUNTANT TECHNICIAN I*	DPS - PCN 4702-30
7.154	AUDITOR II*	DHHS PBH - PCNS 0031, 0033, 0041
7.216	ADMINISTRATIVE SERVICES OFFICER III*	DPS - PCN 4709-0023
7.217	ADMINISTRATIVE SERVICES OFFICER II*	DPS - PCN 4709-23
7.218	ADMINISTRATIVE SERVICES OFFICER I*	DPS - PCN 3743-6
7.519	TRAINING OFFICER I*	NDOT - ALL PCNS
7.524	TRAINING OFFICER II*	DPS - NHP - HAZARDOUS MATERIALS - PCN 5
7.624	MANAGEMENT ANALYST III*	DPS - PCNS 4709-09025, 4709-3, 4709-200, 4709-9015
7.625	MANAGEMENT ANALYST II*	DPS - PCN 4709-39; TAXI - PCNS 0002, 0078
7.637	MANAGEMENT ANALYST I*	DPS - PCNS 3743-9, 3743-79, 4709-40
7.643	PROGRAM OFFICER III*	DHHS PBH - PCN 0038; DPS - PCN 4702-0086; MIL - PCN 4016

7.647	PROGRAM OFFICER II*	BCN - PCN P0000505; DPS- PCNS 3743-1022, 4701-0950, 4709-19, 4709-24, 4709-35, 4709-8003, 4709-8012; MIL – PCNS 4005, 4009, 4017
7.649	PROGRAM OFFICER I*	DPS - PCN 3744-82, 4702-322, 4702-11140, 4709-09026, 4709-8030, 4709-8036, 4709-8037, 4709-8052, 4709-9020, 4709-9021; FIRE MARSHAL - PCNS 4, 106; NDOC - PCNS 3710-0064, 3710-0202; BCN - PCNS P0002816, P0000588
7.653	PUBLIC SERVICE INTERN II*	NDOT - ALL PCNS BEGINNING W/ 940
7.655	BUSINESS PROCESS ANALYST III*	DPS - PCN 4709-7005, 4709-7014, 4709-8023
7.656	BUSINESS PROCESS ANALYST II*	DPS - PCNS 4702-0046, 4709-7013, 4709-8024, 4709-8025
7.657	BUSINESS PROCESS ANALYST I*	DPS – PCNS 4709-7010, 4709-7011, 4709-7012, 4709-7015
7.665	PUBLIC SERVICE INTERN I*	MIN - PCNS 09015, 09016, 09017, 09018, 09019, 09020, 09022, 09023
7.713	TRANSPORTATION TECHNICIAN III*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.714	TRANSPORTATION TECHNICIAN IV*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.715	TRANSPORTATION TECHNICIAN II*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.722	TRAFFIC CENTER TECHNICIAN SUPERVISOR	
7.724	TRAFFIC CENTER TECHNICIAN II	
7.725	TRAFFIC CENTER TECHNICIAN I	
7.726	TRAFFIC CENTER TECHNICIAN TRAINEE	
7.745	STATISTICIAN II*	DPS - PCN 4709-21
7.901	CHIEF IT MANAGER*	NDOT - PCN 016060
7.902	IT MANAGER III*	DPS - PCN 4709-0207
7.904	IT MANAGER I*	NDOT - PCN 016065; BCN UNR - PCN P0005682
7.921	IT PROFESSIONAL IV*	DPS - PCN 4709-8032; NDOT - PCNS 016061, 016063
7.925	IT PROFESSIONAL III*	DPS - PCNS 4709-0150, 4709-8033; NDOT - PCNS 016062, 016064, 91001, 92001, 93002; BCN UNR - ALL FACILITIES SERVICES PCNS
7.926	IT PROFESSIONAL II*	NDOT - PCNS 91005, 92002, 93001, 93003, 95001, 96001, 92003, 93005, 94003; BCN UNR - ALL FACILITIES SERVICES PCNS
7.929	IT PROFESSIONAL I*	BCN UNR - ALL FACILITIES SERVICES PCNS
7.951	IT PROFESSIONAL TRAINEE*	BCN UNR - ALL FACILITIES SERVICES PCNS
9.103	HIGHWAY MAINTENANCE MANAGER	
9.106	HIGHWAY MAINTENANCE SUPERVISOR II	
9.115	HIGHWAY MAINTENANCE SUPERVISOR I	
9.117	HIGHWAY MAINTENANCE WORKER IV	
9.120	HIGHWAY MAINTENANCE WORKER III	

9.127	HIGHWAY MAINTENANCE WORKER II	
9.130	HIGHWAY MAINTENANCE WORKER I	
9.137	HIGHWAY CONSTRUCTION AID	
9.200	SPECIAL EQUIPMENT OPERATOR III	
9.201	EQUIPMENT OPERATION INSTRUCTOR	
9.203	SPECIAL EQUIPMENT OPERATOR II	
9.204	GROUND'S EQUIPMENT OPERATOR I*	BCN - ALL PCNS
9.205	SEASONAL FORESTRY EQUIPMENT OPERATOR	
9.208	DRIVER WAREHOUSE WORKER TRAINEE*	NDOC - ALL PCNS
9.209	GROUND'S EQUIPMENT OPERATOR II*	BCN - ALL PCNS
9.210	DRIVER WAREHOUSE WORKER I	
9.211	DRIVER WAREHOUSE WORKER II	
9.212	DRIVER WAREHOUSE SUPERVISOR	
9.315	HIGHWAY EQUIPMENT MECHANIC SPVR I	
9.317	HIGHWAY EQUIPMENT MECHANIC III	
9.318	HIGHWAY EQUIPMENT MECHANIC II	
9.321	HIGHWAY EQUIPMENT MECHANIC I	
9.322	EQUIPMENT MECHANIC IV*	BCN, DCNR-FORESTRY DIVISION - ALL PCNS
9.323	EQUIPMENT MECHANIC III*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOW - ALL PCNS
9.326	EQUIPMENT MECHANIC-IN-TRAINING IV*	BCN, NDOT - ALL PCNS
9.327	AUTO BODY WORKER*	NDOT - ALL PCNS
9.328	EQUIPMENT MECHANIC-IN-TRAINING III*	BCN, NDOT - ALL PCNS
9.330	EQUIPMENT MECHANIC-IN-TRAINING II*	BCN, NDOT - ALL PCNS
9.331	EQUIPMENT MECHANIC II*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.332	EQUIPMENT MECHANIC-IN-TRAINING I*	BCN, NDOT - ALL PCNS
9.333	EQUIPMENT MECHANIC I*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.334	FLEET SERVICE WORKER IV*	BCN, NDOT - ALL PCNS
9.335	FLEET SERVICE WORKER III*	BCN, NDOT - ALL PCNS
9.336	FLEET SERVICE WORKER II*	BCN, NDOT - ALL PCNS
9.337	FLEET SERVICE WORKER I*	BCN, NDOT - ALL PCNS
9.353	AVIATION SERVICES OFFICER	
9.354	CHIEF PILOT	
9.355	PILOT II	
9.356	PILOT III	
9.357	AIRCRAFT MAINTENANCE SPECIALIST	
9.359	PILOT I	
9.404	HVACR SPECIALIST IV*	BCN - ALL PCNS
9.408	HVACR SPECIALIST II*	BCN, NDOC - ALL PCNS
9.413	HVACR SPECIALIST III*	BCN, NDOC - ALL PCNS
9.417	WELDER I*	BCN, NDOC, NDOT - ALL PCNS
9.418	LOCKSMITH I*	BCN, NDOC - ALL PCNS
9.420	HEAT PLANT SPECIALIST II*	BCN, NDOC - ALL PCNS
9.421	HVACR SPECIALIST I*	BCN, NDOC, NDOT - ALL PCNS
9.422	HEAT PLANT SPECIALIST IV*	BCN, NDOC - ALL PCNS
9.423	CARPENTER I*	BCN, NDOC, NDOT - ALL PCNS
9.424	CARPENTER II*	BCN, NDOC - ALL PCNS
9.425	HEAT PLANT SPECIALIST III*	BCN, NDOC - ALL PCNS
9.426	ELECTRICIAN I*	BCN, NDOC, NDOT - ALL PCNS
9.428	HEAT PLANT SPECIALIST I*	BCN, NDOC - ALL PCNS
9.429	PAINTER I*	BCN - ALL PCNS

9.430	WELDER II*	BCN, NDOC, NDOT - ALL PCNS
9.431	LOCKSMITH II*	BCN, NDOC - ALL PCNS
9.432	PLUMBER I*	BCN, NDOC - ALL PCNS
9.434	EVENTS CENTER TECHNICIAN II*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.437	EVENTS CENTER TECHNICIAN I*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.439	CARPENTER III*	BCN - ALL PCNS
9.441	MAINTENANCE REPAIR SPECIALIST I*	BCN, NDOC, NDOT, NDOW, NDVS - ALL PCNS
9.445	MAINTENANCE REPAIR SPECIALIST II*	BCN, NDOC, NDOW - ALL PCNS
9.447	ELECTRICIAN II*	BCN, NDOC, NDOT - ALL PCNS
9.448	ELECTRICIAN III*	BCN, NDOC, NDOT - ALL PCNS
9.459	PAINTER II*	BCN - ALL PCNS
9.460	PAINTER III*	BCN - ALL PCNS
9.462	PLUMBER II*	BCN, NDOC - ALL PCNS
9.463	PLUMBER III*	BCN - ALL PCNS
9.465	CRAFT WORKER-IN-TRAINING IV*	BCN - ALL PCNS
9.466	CRAFT WORKER-IN-TRAINING III*	BCN - ALL PCNS
9.467	CRAFT WORKER-IN-TRAINING II*	BCN - ALL PCNS
9.468	CRAFT WORKER-IN-TRAINING I*	BCN - ALL PCNS
9.470	THEATER TECHNICIAN I*	BCN - ALL PCNS
9.471	THEATER TECHNICIAN II*	BCN - ALL PCNS
9.481	MAINTENANCE REPAIR AID IV*	BCN - ALL PCNS
9.482	MAINTENANCE REPAIR AID III*	BCN - ALL PCNS
9.483	MAINTENANCE REPAIR AID II*	BCN - ALL PCNS
9.484	MAINTENANCE REPAIR AID I*	BCN - ALL PCNS
9.485	MAINTENANCE REPAIR WORKER IV*	BCN, NDOC - ALL PCNS
9.486	MAINTENANCE REPAIR WORKER III*	BCN, NDOC - ALL PCNS
9.487	MAINTENANCE REPAIR WORKER II*	BCN, NDOC, NDVS - ALL PCNS
9.488	MAINTENANCE REPAIR WORKER I*	BCN, NDOC, NDVS - ALL PCNS
9.496	WASTEWATER TREATMENT OPERATOR II*	NDOC - ALL PCNS
9.497	WASTEWATER TREATMENT OPERATOR I*	NDOC - ALL PCNS
9.501	NATIONAL GUARD RANGE SPECIALIST	MIL – PCN 103
9.514	RANCH MANAGER*	BCN UNR - PCN P0001268
9.545	MEAT PLANT TECHNICIAN TRAINEE	BCN – ALL PCNS
9.546	MEAT PLANT TECHNICIAN I	BCN – ALL PCNS
9.547	MEAT PLANT TECHNICIAN II	BCN – ALL PCNS
9.548	MEAT PLANT SUPERVISOR	BCN – ALL PCNS
9.549	MEAT PLANT MANAGER	BCN – ALL PCNS
9.603	FACILITY MANAGER*	BCN, NDOC - ALL PCNS
9.606	FACILITY SUPERVISOR III*	BCN, NDOC - ALL PCNS
9.609	FACILITY SUPERVISOR II*	BCN, D of A PW – 0202, NDOC - ALL PCNS, NDOT - PCN 302001
9.610	GROUNDS SUPERVISOR III*	BCN - ALL PCNS
9.612	FACILITY SUPERVISOR I*	BCN, D of A PW – 0119, NDOC - ALL PCNS
9.616	CUSTODIAL SUPERVISOR IV*	BCN - ALL PCNS
9.617	CUSTODIAL SUPERVISOR III*	BCN - ALL PCNS
9.620	GROUNDS SUPERVISOR II*	BCN - ALL PCNS
9.623	CUSTODIAL SUPERVISOR II*	BCN - ALL PCNS
9.625	CUSTODIAL SUPERVISOR I*	BCN - ALL PCNS
9.627	GROUNDS SUPERVISOR I*	BCN - ALL PCNS
9.630	GROUNDS MAINTENANCE WORKER V*	BCN - ALL PCNS

9.631	CUSTODIAL WORKER II*	BCN - ALL PCNS
9.633	GROUNDS MAINTENANCE WORKER IV*	BCN - ALL PCNS
9.634	CUSTODIAL WORKER I*	BCN - ALL PCNS
9.635	GROUNDS MAINTENANCE WORKER III*	BCN - ALL PCNS
9.637	FACILITY ATTENDANT*	BCN - ALL PCNS
9.639	GROUNDS MAINTENANCE WORKER II*	BCN - ALL PCNS
9.641	GROUNDS MAINTENANCE WORKER I*	BCN - ALL PCNS
10.124	PSYCHOLOGIST IV*	NDOC - ALL PCNS
10.126	PSYCHOLOGIST III*	NDOC - ALL PCNS
10.132	PSYCHOLOGIST II*	NDOC - ALL PCNS
10.139	MENTAL HEALTH COUNSELOR II*	NDOC - ALL PCNS
10.141	MENTAL HEALTH COUNSELOR I*	NDOC - ALL PCNS
10.143	PSYCHOLOGIST I*	NDOC - ALL PCNS
10.144	CLINICAL SOCIAL WORKER II*	NDOC - ALL PCNS
10.146	TREATMENT HOME SUPERVISOR	
10.148	TREATMENT HOME PROVIDER	
10.150	CLINICAL SOCIAL WORKER I*	NDOC - ALL PCNS
10.151	CLINICAL SOCIAL WORKER III*	NDOC - ALL PCNS
10.179	PSYCHOMETRIST *	NDOC - ALL PCNS
10.217	HEALTH PROGRAM MANAGER II*	DHHS PBH - PCN 0037
10.229	MID-LEVEL MEDICAL PRACTITIONER*	DHHS, NDOC - ALL PCNS
10.244	QUALITY ASSURANCE SPECIALIST I*	NDVS - ALL PCNS
10.260	DENTAL CLINIC SUPERVISOR*	UNLV - ALL PCNS
10.262	DENTAL ASSISTANT III*	NDOC, UNLV - ALL PCNS
10.263	DENTAL ASSISTANT II*	NDOC, UNLV - ALL PCNS
10.264	DENTAL ASSISTANT I*	NDOC, UNLV - ALL PCNS
10.300	DIRECTOR, NURSING SERVICES II*	DHHS, NDOC - ALL PCNS, NDVS - ALL PCNS
10.301	DIRECTOR, NURSING SERVICES I*	DHHS, NDOC - ALL PCNS
10.305	PSYCHIATRIC NURSE III*	DHHS, NDOC - ALL PCNS
10.306	PSYCHIATRIC NURSE IV*	DHHS, NDOC - ALL PCNS
10.307	PSYCHIATRIC NURSE II*	DHHS, NDOC - ALL PCNS
10.309	PSYCHIATRIC NURSE I*	DHHS, NDOC - ALL PCNS
10.310	CHIEF OF NURSING SERVICES*	NDOC - ALL PCNS
10.316	CORRECTIONAL NURSE III*	NDOC - ALL PCNS
10.318	CORRECTIONAL NURSE II*	DHHS, NDOC - ALL PCNS
10.319	CORRECTIONAL NURSE I*	DHHS, NDOC - ALL PCNS
10.338	MENTAL HEALTH TECHNICIAN IV*	DHHS - ALL PCNS
10.339	DEVELOPMENTAL SUPPORT TECH IV*	DHHS - ALL PCNS
10.346	MENTAL HEALTH TECHNICIAN III*	DHHS - ALL PCNS
10.347	DEVELOPMENTAL SUPPORT TECH III*	DHHS - ALL PCNS
10.352	REGISTERED NURSE V*	NDVS - ALL PCNS
10.354	REGISTERED NURSE IV*	NDVS - ALL PCNS
10.356	MENTAL HEALTH TECHNICIAN II*	DHHS - ALL PCNS
10.357	DEVELOPMENTAL SUPPORT TECH II*	DHHS - ALL PCNS
10.358	NURSE I*	DHHS, NDOC, NDVS - ALL PCNS
10.359	REGISTERED NURSE II*	NDVS - ALL PCNS
10.360	LICENSED PRACTICAL NURSE II*	DHHS, NDOC, NDVS - ALL PCNS
10.364	LICENSED PRACTICAL NURSE III*	DHHS, NDOC - ALL PCNS, NDVS - ALL PCNS
10.365	LICENSED PRACTICAL NURSE I*	DHHS, MIL - PCN 4023, NDOC - ALL PCNS, NDVS - ALL PCNS
10.366	MENTAL HEALTH TECHNICIAN I*	DHHS - ALL PCNS
10.367	DEVELOPMENTAL SUPPORT TECH I*	DHHS - ALL PCNS

10.368	CERTIFIED NURSING ASSISTANT III*	NDVS – ALL PCNS
10.369	CERTIFIED NURSING ASSISTANT II*	NDOC, NDVS - ALL PCNS
10.370	NURSING ASSISTANT TRAINEE*	NDVS – ALL PCNS
10.371	CERTIFIED NURSING ASSISTANT I*	NDVS – ALL PCNS
10.375	COMMUNITY HEALTH NURSE IV*	DHHS - ALL PCNS
10.376	COMMUNITY HEALTH NURSE III*	DHHS - ALL PCNS
10.377	COMMUNITY HEALTH NURSE II*	DHHS - ALL PCNS
10.378	COMMUNITY HEALTH NURSE I*	DHHS - ALL PCNS
10.379	REGISTERED NURSE, BBYCA*	MIL – PCN 4022
10.536	ENVIRONMENTAL SCIENTIST II*	NDOT - PCNS 018012, 018013
10.540	CANNABIS PROGRAM SUPERVISOR	
10.541	CANNABIS PROGRAM INSPECTOR II	
10.542	CANNABIS PROGRAM INSPECTOR I	
<b>10.543</b>	<b>CANNABIS PROGRAM INSPECTOR TRAINEE</b>	
<b>10.544</b>	<b>CANNABIS PROGRAM INSPECTOR III</b>	
10.545	ENVIRONMENTAL SCIENTIST IV*	NDOT - PCN 018011
10.707	CHEMIST V*	BCN - ALL PCNS
10.708	CHEMIST IV*	BCN - ALL PCNS
10.710	MICROBIOLOGIST V*	BCN - ALL PCNS
10.711	MICROBIOLOGIST IV*	BCN - ALL PCNS
10.712	CHEMIST III*	BCN - ALL PCNS
10.713	CHEMIST II*	BCN - ALL PCNS
10.715	MICROBIOLOGIST III*	BCN - ALL PCNS
10.717	MICROBIOLOGIST II*	BCN - ALL PCNS
10.721	MICROBIOLOGIST I*	BCN - ALL PCNS
10.724	CHEMIST I*	BCN - ALL PCNS
10.723	PHARMACY TECHNICIAN II*	DHHS, NDOC - ALL PCNS
10.726	LABORATORY TECHNICIAN II*	BCN - ALL PCNS
10.728	PHARMACY TECHNICIAN I*	DHHS, NDOC- ALL PCNS
10.729	LABORATORY ASSISTANT II*	BCN - ALL PCNS
10.733	LABORATORY TECHNICIAN I*	BCN - ALL PCNS
10.736	LABORATORY ASSISTANT I*	BCN - ALL PCNS
10.769	STAFF RESEARCH ASSOCIATE IV*	BCN - ALL PCNS
10.770	STAFF RESEARCH ASSOCIATE III*	BCN - ALL PCNS
10.771	STAFF RESEARCH ASSOCIATE II*	BCN - ALL PCNS
10.772	STAFF RESEARCH ASSOCIATE I*	BCN - ALL PCNS
11.117	PUBLIC SAFETY DISPATCHER VI	
11.118	PUBLIC SAFETY DISPATCHER V	
11.120	PUBLIC SAFETY DISPATCHER IV	
11.122	PUBLIC SAFETY DISPATCHER III	
11.124	PUBLIC SAFETY DISPATCHER II	
11.126	PUBLIC SAFETY DISPATCHER I	
11.128	N.C.J.I.S. PROGRAM SPECIALIST SUPERVISOR*	DPS - PCNS 4709-13, 4709-14
11.129	N.C.J.I.S. PROGRAM SPECIALIST*	DPS - PCNS 4709-41, 4709-63, 4709-74, 4709-600, 4709-615, 4709-650, 4709-680, 4709-1005
11.130	N.C.J.I.S. PROGRAM SPECIALIST TRAINEE	
11.132	MANAGER, CRIMINAL JUSTICE RECORDS*	DPS - ALL PCNS
11.133	FINGERPRINT/RECORDS EXAMINER III*	DPS - PCNS 4709-201, 4709-8015
11.134	FINGERPRINT/RECORDS EXAMINER II*	DPS - PCNS 4709-6, 4709-7, 4709-33, 4709-59, 4709-61, 4709-202, 4709-590, 4709-8014, 4709-8051
11.135	FINGERPRINT/RECORDS EXAMINER I	
11.144	FINGERPRINT/RECORDS SUPERVISOR*	DPS - PCNS 4709-4, 4709-5

11.239	MILITARY SECURITY OFFICER V	
11.240	MILITARY SECURITY OFFICER IV	
11.241	MILITARY SECURITY OFFICER III	
11.242	MILITARY SECURITY OFFICER II	
11.243	MILITARY SECURITY OFFICER I	
11.260	SECURITY OFFICER SUPERVISOR*	BCN
11.263	SECURITY OFFICER*	BCN, MILITARY
11.363	COMPLIANCE/AUDIT INVESTIGATOR III*	B&I-INSURANCE DIV - PCN 0072; SOS - PCNS 0030, 0031, 0035, 0062, 0063, 0066
11.365	COMPLIANCE/AUDIT INVESTIGATOR II*	B&I-INSURANCE DIV - ALL PCNS; SOS - PCNS 0022, 0028, 0068
11.424	DMV SERVICES TECHNICIAN III*	DMV - PCNS RE5324, RE5328
11.506	FIRE & LIFE SAFETY INSPECTOR I	
11.510	FIRE & LIFE SAFETY INSPECTOR II	
11.513	SAFETY REPRESENTATIVE, RAILWAY	
11.515	SAFETY SPECIALIST, RAILWAY	
11.550	TAXICAB VEHICLE INSPECTOR I	
11.552	TAXICAB VEHICLE INSPECTOR II	
11.560	MANUFACTURED HOUSING INSPECTOR II	
11.561	MANUFACTURED HOUSING INSPECTOR I	
11.565	AGENCY LOSS CONTROL COORDINATOR*	NDOT - PCN 078002
12.380	CADRE TEAM LEADER*	MIL – PCNS 4031, 4032, 4033, 4034, 4035, 4036, 4037, 4038, 4039, 4040, 4041, 4042, 4043, 4044, 4045, 4046, 4047, 4048, 4049, 4050, 4051, 4052
12.382	CADRE TEAM SUPERVISOR*	MIL – PCNS 4018, 4019, 4020, 4021
12.466	SUBSTANCE ABUSE COUNSELOR III	
12.469	SUBSTANCE ABUSE COUNSELOR II	
12.470	SUBSTANCE ABUSE COUNSELOR I	
12.501	WARDEN	
12.510	CORRECTIONAL MANAGER	
12.517	CORRECTIONAL ASSISTANT*	NDOC - ALL PCNS
12.523	ASSISTANT SUPERINTENDENT, YOUTH FACILITY	
12.532	HEAD GROUP SUPERVISOR	
12.534	ASSISTANT HEAD GROUP SUPERVISOR	
12.535	GROUP SUPERVISOR IV	
12.537	GROUP SUPERVISOR III	
12.538	GROUP SUPERVISOR II	
12.541	GROUP SUPERVISOR I	
12.553	ASSOCIATE WARDEN	
12.556	CORRECTIONAL CASEWORK SPECIALIST III	
12.559	CORRECTIONAL CASEWORK SPECIALIST II	
12.565	CORRECTIONAL CASEWORK SPECIALIST I	
12.571	CORRECTIONAL CASEWORK SPECIALIST TR	
12.616	PAROLE & PROBATION SPECIALIST III*	DPS - PCNS 3740-0564, 3740-1251, 3740-1439, 3740-1440, 3740-1441, 3740-1442
13.101	AGRICULTURE ENFORCEMENT OFFICER III	
13.102	AGRICULTURE ENFORCEMENT OFFICER II	
13.103	AGRICULTURE ENFORCEMENT OFFICER I	
13.111	DEPUTY BRAND INSPECTOR (COMMISSIONED)	
13.115	STAFF GAME WARDEN	

13.121	GAME WARDEN IV	
13.122	GAME WARDEN III	
13.123	GAME WARDEN II	
13.124	GAME WARDEN I	
13.131	PARKS REGIONAL MANAGER (COMMISSIONED)	
13.135	PARK SUPERVISOR III (COMMISSIONED)	
13.136	PARK SUPERVISOR II (COMMISSIONED)	
13.137	PARK SUPERVISOR I (COMMISSIONED)	
13.141	PARK RANGER III (COMMISSIONED)	
13.142	PARK RANGER II (COMMISSIONED)	
13.143	PARK RANGER I (COMMISSIONED)	
13.202	DPS MAJOR	
13.203	DPS CAPTAIN	
13.204	DPS LIEUTENANT	
13.205	DPS SERGEANT	
13.206	DPS OFFICER II	
13.207	DPS OFFICER I	
13.215	UNIVERSITY POLICE LIEUTENANT	
13.217	UNIVERSITY POLICE DETECTIVE	
13.221	UNIVERSITY POLICE SERGEANT	
13.222	UNIVERSITY POLICE OFFICER II	
13.223	UNIVERSITY POLICE OFFICER I	
13.234	SENIOR LAW ENFORCEMENT SPECIALIST	
13.237	AG CYBERCRIME INVESTIGATOR II	
13.238	AG CYBERCRIME INVESTIGATOR I	
13.241	SUPERVISORY CRIMINAL INVESTIGATOR II	
13.242	SUPERVISORY CRIMINAL INVESTIGATOR I	
13.243	CRIMINAL INVESTIGATOR III	
13.244	CRIMINAL INVESTIGATOR II	
13.245	CRIMINAL INVESTIGATOR I	
13.246	AG DEPUTY CHIEF INVESTIGATOR*	AG - ALL PCNS
13.247	AG CRIMINAL INVESTIGATOR, SUPERVISOR*	AG - ALL PCNS
13.248	AG CRIMINAL INVESTIGATOR II*	AG - ALL PCNS
13.249	AG CRIMINAL INVESTIGATOR I*	AG - ALL PCNS
13.251	CHIEF INVESTIGATOR, COMPLIANCE/ ENFORCEMENT	
13.255	SUPERVISORY COMPLIANCE/ENFORCEMENT INVESTIGATOR	
13.256	COMPLIANCE/ENFORCEMENT INVESTIGATOR III	
13.257	COMPLIANCE/ENFORCEMENT INVESTIGATOR II	
13.258	COMPLIANCE/ENFORCEMENT INVESTIGATOR I	
13.263	UNIT MANAGER, YOUTH PAROLE BUREAU	
13.265	YOUTH PAROLE COUNSELOR III	
13.266	YOUTH PAROLE COUNSELOR II	
13.267	YOUTH PAROLE COUNSELOR I	
13.301	INSPECTOR GENERAL	
13.309	CORRECTIONAL CAPTAIN	
13.310	CORRECTIONAL LIEUTENANT	
13.311	CORRECTIONAL SERGEANT	
13.312	SENIOR CORRECTIONAL OFFICER	
13.313	CORRECTIONAL OFFICER	

13.314	CORRECTIONAL OFFICER TRAINEE	
13.321	FORENSIC SPECIALIST IV	
13.322	FORENSIC SPECIALIST III	
13.323	FORENSIC SPECIALIST II	
13.324	FORENSIC SPECIALIST I	
U3720	DIVISION ADMINISTRATOR, RECORDS & TECHNOLOGY*	DPS - PCN 4709-1
U3916	PROGRAM MANAGER, OIL/GAS/GEOTHERMAL	MIN - PCN 0002
U3918	DEPUTY ADMINISTRATOR, MINERALS	MIN - PCN 0006
U3919	CHIEF FOR DANGEROUS MINES	MIN - PCN 0007
U3930	CHIEF FOR MINE REGULATION	MIN - PCN 0009
U3932	FIELD SPECIALIST, MINERALS	MIN - PCNS 0011, 0021, 0031
U4102	BUREAU CHIEF, YOUTH PAROLE	
U4103	DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4141	DEPUTY DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4706	ADMINISTRATOR, MINERALS	MIN - PCN 0001
U9005	DEPUTY ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION*	DMV – PCNS RE2013, WF2014
U9010	CHIEF, NEVADA HIGHWAY PATROL	
U9021	DIVISION ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION	
U9033	DEPUTY DIRECTOR, INDUSTRIAL PROGRAMS	
U9034	DEPUTY DIRECTOR, OPERATIONS SOUTH	
U9041	CHIEF GAME WARDEN	
U9068	DEPUTY ADMINISTRATOR, NV YOUTH CHALLENGE PROGRAM	MIL – PCN 4002
U9074	PHARMACIST 1*	DHHS, NDOC - ALL PCNS
U9075	PHARMACIST 2*	DHHS - ALL EXCEPT PCN 3243-0014; NDOC - ALL PCNS
U9076	PHARMACIST 3*	DHHS, NDOC - ALL PCNS
U9085	SENIOR INSTITUTIONAL DENTIST (RANGE A)*	NDOC - ALL PCNS
U9086	SENIOR INSTITUTIONAL DENTIST (RANGE B)*	NDOC - ALL PCNS
U9087	SENIOR PHYSICIAN (RANGE C)*	DHHS, NDOC - ALL PCNS
U9088	SENIOR PSYCHIATRIST (RANGE C)*	DHHS, NDOC - ALL PCNS

## ACRONYMS

Acronym	Agency
AG	Office of the Attorney General
AGR	Department of Agriculture
BCN	(Nevada System of Higher Education) Business Center North
BCN UNR	(Nevada System of Higher Education) Business Center North, University of Nevada Reno
B&I	Department of Business & Industry
DCNR	Department of Conservation & Natural Resources
DHHS	Department of Health & Human Services
DHHS PBH	Department of Health & Human Services, Division of Public & Behavioral Health
DMV	Department of Motor Vehicles
D of A	Department of Administration

D of A PW	Department of Administration, State Public Works Division
DPS	Department of Public Safety
ESD	Department of Employment, Training & Rehabilitation, Employment Security Division
MIL	Office of the Military
MIN	Commission on Mineral Resources, Division of Minerals
NHP	Department of Public Safety, Nevada Highway Patrol
NDOC	Department of Corrections
NDOT	Department of Transportation
NDOW	Department of Wildlife
NDVS	Nevada Department of Veterans Services
SOS	Secretary of State
TAXI	Department of Business & Industry, Nevada Taxicab Authority
UNLV	(Nevada System of Higher Education) University of Nevada Las Vegas

**Nevada System of Higher Education  
BUSINESS CENTER NORTH**

Human Resources/0240  
Reno, Nevada 89557-0240  
(775) 784-6844 TDD #784-1706 FAX (775) 784-1146



Date: April 12, 2023

TO: Mande Bowsmith, Administrator  
Division of Human Resources Management

CC: Carrie Hughes, Personnel Analyst 3  
Division of Human Resource Management

FROM: Kim Beers, Associate Vice President, Human Resources *Kim Beers*  
Michelle Briggs, Director, Human Resources *Michelle Briggs*  
Business Center North Human Resources

SUBJECT: Request for Classifications for Pre-Employment Drug Testing

Business Center North requests approval from DHRM and the Personnel Commission to administer pre-employment drug testing for a new class series and update to an existing class series.

**Early Childhood Educator – All BCN PCNs**

**Early Childhood Educator IV – 5.181**

**Early Childhood Educator III – 5.182**

**Early Childhood Educator II – 5.183**

**Early Childhood Educator I – 5.184**

Early Childhood Educators design, organize, implement, and deliver developmentally appropriate early childhood education programs which promote children's social, emotional, cognitive, creative, and physical development for children ages 0 to 6. Early Childhood Educators are directly responsible for the safety and well-being of children in the childcare setting and serve as mandatory reporters for child welfare. State law requires expansive background investigations, non-communicable disease verification, and enhanced CPR, first aid and emergency response training. Pre-employment drug testing is an important and necessary step to ensure the safety and welfare of children.

Please note, with the approval of the new class specification, we will be moving some positions from the Child Care Worker series to the new class series. Child Care Worker positions are already approved for pre-employment drug testing. Approval of this request is consistent with prior approvals of the commission.

**Grounds Maintenance Worker V – Grounds Services, 9.632, All BCN PCNs**

BCN currently has approval for pre-employment drug testing for this classification under 9.630B. The class code has been changed to accommodate SuccessFactors. Grounds Maintenance Worker V – Ground Services incumbents are working supervisors. In addition to overseeing a grounds team, the incumbents provide hands-on grounds work which includes the use of equipment around students, faculty, staff and campus visitors. We are requesting continued approval for pre-employment drug testing under the new code.

Thank you for your consideration.

**Business Center North:**



**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>
<b>EARLY CHILDHOOD EDUCATOR IV</b>	<b>33</b>	<b>B</b>	<b>5.181</b>
<b>EARLY CHILDHOOD EDUCATOR III</b>	<b>31</b>	<b>B</b>	<b>5.182</b>
<b>EARLY CHILDHOOD EDUCATOR II</b>	<b>29</b>	<b>E</b>	<b>5.183</b>
<b>EARLY CHILDHOOD EDUCATOR I</b>	<b>27</b>	<b>E</b>	<b>5.184</b>

**SERIES CONCEPT**

Early Childhood Educators design, organize, implement, and deliver developmentally appropriate early childhood education programs which promote children’s social, emotional, cognitive, creative, and physical development and support a diverse and inclusive environment.

Identify and implement strategies appropriate to the developmental levels and learning styles of each child; research, design, resource and implement lesson plans; contribute to or lead the development of the broader curriculum framework such as themes and goals; conduct research and provide training into emerging trends and best practices in the field; coordinate the classroom setting.

Instruct in the classroom (indoor and/or outdoor) environment; observe, instruct, and guide children’s performance, behavior, social development, and physical health; develop and provide unique responses to individual child needs; observe and monitor the instruction and response of assigned classroom staff.

Administer, write, and compile individual assessments of each child’s development; communicate development and assessment results with families; implement intervention strategies; identify and collaborate with early childhood special educators and other allied education and health professionals as needed.

Engage in the development of academic practicum students in a lab setting by providing guidance, observing practicum students in a classroom setting, and through communication with academic instructors; may supervise academic practicum and field experience students in the lab environment; work with academic faculty to enhance the teaching/learning laboratory environment.

Review, implement, monitor, and participate in emergency, fire, and life safety activities to ensure the safety and well-being of children, students, staff, and visitors; assist with disaster, emergency, fire, and safety drills; ensure first-aid kits are stocked and up to date; perform basic first aid, CPR, and other health and safety functions as needed; recognize signs and symptoms of neglect and abuse and report accordingly; ensure compliance with applicable federal and State laws, rules, regulations, policies, and procedures.

Perform related duties as assigned.

\*\*\*\*\*

**CLASS CONCEPTS**

**Early Childhood Educator IV:** Under limited supervision, and in addition to performing the full range of duties as described in the series concept, incumbents supervise lower-level Early Childhood Educator positions to include performance evaluations, work performance standards, work assignment and review, scheduling, training, and discipline and may supervise Child Care Workers, students, interns, volunteers, and other lower-level staff as assigned. This is the supervisory level in the series.

<b>EARLY CHILDHOOD EDUCATOR IV</b>	<b>33</b>	<b>B</b>	<b>5.181</b>
<b>EARLY CHILDHOOD EDUCATOR III</b>	<b>31</b>	<b>B</b>	<b>5.182</b>
<b>EARLY CHILDHOOD EDUCATOR II</b>	<b>29</b>	<b>E</b>	<b>5.183</b>
<b>EARLY CHILDHOOD EDUCATOR I</b>	<b>27</b>	<b>E</b>	<b>5.184</b>

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**CLASS CONCEPTS (cont'd)**

**Early Childhood Educator IV:** (cont'd)

Incumbents assist in the development and design of the learning environment consistent with emerging trends and best practices. In addition, incumbents perform administrative functions to include, but not limited to: assisting in budget development and monitoring; grant writing; coordinating and performing accreditation and licensing activities; assisting in emergency plan development; assisting in policy and procedure development; assisting in quality improvement activities; developing and disseminating communications regarding operations, policy changes, closures, etc.; disseminating information to staff; and participating and contributing to programs concerned with improvements in the field of early childhood education.

**Early Childhood Educator III:** Under general supervision, incumbents perform the full range of duties described in the series concept and function as a lead worker over lower-level Early Childhood Educator positions, Child Care Workers, students, interns, volunteers, and other lower-level staff as assigned to include work assignment and review, training, and providing input related to performance evaluations and discipline. In addition, incumbents assist in curriculum design and development and assist in the performance of administrative functions. This is the advanced journey level in the series.

**Early Childhood Educator II:** Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

**Early Childhood Educator I:** Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

\*\*\*\*\*

**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* *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 a pre-employment screening for controlled substances. These positions will be identified at the time of recruitment.*
- \* Pursuant to NRS 432A.170, positions in this series may be required to submit to a pre-employment background investigation. Positions offered employment in these positions must submit to a pre-employment background investigation.
- \* Pursuant to NAC 432A.310, positions in this series are required to provide verification that the applicant is free from communicable tuberculosis. This documentation must be attached to the application.
- \* Positions must meet and comply with all requirements of The Nevada Registry as a condition of continuing employment.

**INFORMATIONAL NOTE:**

- \* Incumbents must obtain and maintain infant, child, and adult CPR certification; basic first aid certification; and Automatic External Defibrillator (AED) certification within 120 days of appointment and as a condition of continuing employment.

**EARLY CHILDHOOD EDUCATOR IV**

**EDUCATION AND EXPERIENCE:** Bachelor’s degree from an accredited college or university in education, early childhood education, or closely related field and three years of experience teaching children in a child care, pre-school, or group setting which included one year of experience in curriculum and environmental

EARLY CHILDHOOD EDUCATOR IV	33	B	5.181
EARLY CHILDHOOD EDUCATOR III	31	B	5.182
EARLY CHILDHOOD EDUCATOR II	29	E	5.183
EARLY CHILDHOOD EDUCATOR I	27	E	5.184

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### MINIMUM QUALIFICATIONS (cont'd)

#### EARLY CHILDHOOD EDUCATOR IV (cont'd)

##### EDUCATION AND EXPERIENCE: (cont'd)

design, performing developmental assessments, and collaborating with families regarding children's health, wellness, safety, and development; **OR** Associate's degree from an accredited college or university in education, early childhood education, or closely related field and four years of experience as described above, one year which included experience in curriculum and environmental design, performing developmental assessments, and collaborating with families regarding children's health, wellness, safety, and development; **OR** graduation from high school or equivalent education and five years of experience as described above one year which included experience in curriculum and environmental design, performing developmental assessments, and collaborating with families regarding children's health, wellness, safety, and development; **OR** one year of experience as an Early Childhood Educator III in Nevada State service; **OR** two years of experience as an Early Childhood Educator II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

**Working knowledge of:** administrative duties and center operations; theories and research across all developmental domains, individuation of practice, and developmentally appropriate practices; program development related to accreditation and State licensing standards. **General knowledge of:** emerging research trends in the profession and necessary program modification; mentoring practices; emergency management plans; principles and practices of supervision; principles and practices of budgeting. **Skill in:** annual data assessment tools for early childhood. **Ability to:** collaborate in program center planning activities; oversee the work of others, train, evaluate performance, and correct performance deficiencies; research, analyze, and provide input regarding emerging trends and best practices in the field; evaluate academic practicum student performance; implement practices for inclusivity of all children, families, and staff members; collaborate with community partners and families regarding unit center activities; assist in the evaluation and implementation of accommodations needed to fully serve children with disabilities and/or special needs; assist in the design and development of safety protocols and procedures; communicate with community experts and faculty on practicum students' academic experience in the classroom.

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

**Working knowledge of:** principles and practices of supervision. **General knowledge of:** early childcare and education; pedagogy, developmental psychology, and child development; developmentally appropriate teaching strategies; data/metric analysis necessary to evaluate success and identify trends of the educational program area. **Skill in:** classroom assignments and staffing schedules. **Ability to:** gauge children's development across all domains; analyze information, problems, and situations to define the problem, formulate logical and objective conclusions, and recognize alternatives and their implications; oversee completion of administrative duties; foster a stimulating and cooperative work environment; assess subordinate skills, abilities, and limitations; analyze and summarize data; analyze administrative programs within an allotted budget; work directly with regulatory agencies, community experts, and faculty on practicum student academic experiences in the center; advocate for the early childhood education field.

#### EARLY CHILDHOOD EDUCATOR III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, early childhood education, or closely related field and two years of experience teaching children in a child care, pre-school, or group setting which included one year of experience in curriculum and environmental design, performing developmental assessments, and/or collaborating with families regarding children's health, wellness, safety, and development; **OR** Associate's degree from an accredited college or university in education, early childhood education, or closely related field and three years of experience as described above, one year which included experience in curriculum and environmental design, performing developmental assessments, and collaborating with families regarding children's health, wellness, safety, and development;

EARLY CHILDHOOD EDUCATOR IV	33	B	5.181
EARLY CHILDHOOD EDUCATOR III	31	B	5.182
EARLY CHILDHOOD EDUCATOR II	29	E	5.183
EARLY CHILDHOOD EDUCATOR I	27	E	5.184

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### MINIMUM QUALIFICATIONS (cont'd)

#### EARLY CHILDHOOD EDUCATOR III (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

**OR** graduation from high school or equivalent education and four years of experience as described above one year which included experience in curriculum and environmental design, performing developmental assessments, and collaborating with families regarding children's health, wellness, safety, and development; **OR** one year of experience as an Early Childhood Educator II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

**Working knowledge of:** developmental domains in early childhood education; administering assessments validly and reliably; integration of creative expressions, diversity, and respect through curriculum; effective, developmentally appropriate, and stimulating indoor/outdoor learning environments. **General knowledge of:** accreditation and licensing requirements; how assessments inform curricular planning; instructional practices and pedagogical approaches that abide by principles of developmentally appropriate practice; administrative and center operations. **Skill in:** observation and assessment tools used in early childhood education; identifying appropriate and engaging classroom environments by age range; data collection; utilization of database, spreadsheet, and word processing software. **Ability to:** understand that children learn through multiple avenues and contexts; identify and recommend community resources and suggest referrals; perform child assessments independently; discuss assessments with families; gather the child's work to present a full and accurate picture; recognize developmental delays; use screening tools appropriately and adapt curriculum to address individual needs and differences in the group setting; create an environment that promotes respect for all individuals; provide opportunities for children to develop friendships and social skills; collaborate with families to address children's learning, behavioral, and social needs, resources available, etc.; monitor compliance for regulatory requirements; plan, implement, and modify the learning environment/schedule according to individual and group needs which promote developmental domains; adapt curriculum/individual plans for children with disabilities.

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

(*These are identical to the Entry Level Knowledge, Skills, and Abilities required for Early Childhood Educator IV.*)

#### EARLY CHILDHOOD EDUCATOR II

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in education, early childhood education, or closely related field and two years of experience teaching children in a child care, pre-school, or group setting to include implementation of curricular activities and environmental design, supporting developmental assessments, establishing relationships with families, and ensuring the health, wellness, and safety of children; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** one year of experience as an Early Childhood Educator I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

**Working knowledge of:** how children learn in each domain (physical, social, emotional, cognitive, linguistic, and general learning competencies); application of teaching strategies that address all developmental domains in early childhood; **General knowledge of:** family relationships in early childhood education settings; design of learning centers to encourage play-based learning; observation and assessment tools used to assist in the collection of information; emergency protocols; ethics requirements and how they affect the daily work; effective, developmentally appropriate, and stimulating indoor/outdoor learning environments. **Ability to:** plan activities and contribute to curriculum to addresses children's learning across developmental domains; recognize and positively respond to children's behavior, developmental, and/or emotional distress; identify

<b>EARLY CHILDHOOD EDUCATOR IV</b>	<b>33</b>	<b>B</b>	<b>5.181</b>
<b>EARLY CHILDHOOD EDUCATOR III</b>	<b>31</b>	<b>B</b>	<b>5.182</b>
<b>EARLY CHILDHOOD EDUCATOR II</b>	<b>29</b>	<b>E</b>	<b>5.183</b>
<b>EARLY CHILDHOOD EDUCATOR I</b>	<b>27</b>	<b>E</b>	<b>5.184</b>

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**MINIMUM QUALIFICATIONS (cont'd)**

**EARLY CHILDHOOD EDUCATOR II** (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)  
 and participate in appropriate guidance approaches; assist in the design of the learning center; set-up the learning environment and implement schedules to promote competencies in all developmental domains; collaborate with supervisors in communicating with families regarding issues of concern; participate in parent-teacher conferences to review children’s assessment data; adhere to plans for children with disabilities or special needs; practice emergency drills with children; implement a safe and effective environment for learning; work with children and families of diverse backgrounds; convey inclusion and belonging of diverse backgrounds.

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

**EARLY CHILDHOOD EDUCATOR I**

EDUCATION AND EXPERIENCE: Associate’s degree from an accredited college or university in education, early childhood education, or closely related field and one year of experience teaching children in a childcare, pre-school, or group setting; **OR** graduation from high school or equivalent education and two years of experience teaching children in a childcare, pre-school, or group setting; **OR** two years of experience as a Child Care Worker II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):  
**General knowledge of:** instructional methods and techniques used in early learning classrooms; curriculum planning and development; the process and purpose of observation and assessment in an academic practicum setting; Early Learning Guidelines and Pre-Kindergarten Standards; play-based learning, creative spaces, and the different domains of development and subjects of learning in early childhood education; code of ethics; applicable laws and regulations; database, spreadsheet, and word processing software. **Ability to:** assist in curriculum planning and selection; provide age-appropriate instruction to children; recognize individual needs and differences in children; treat children with fairness and consistency; provide emotional and physical support; support aspects of diversity as strengths; observe, record, and report daily activities to families; uphold the safety of the learning environment; understand and carry out verbal and written instructions; communicate effectively both verbally and in writing; perform first aid, CPR, and other health and safety functions; recognize signs and symptoms of neglect and abuse and report accordingly.

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

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>5.181</u>	<u>5.182</u>	<u>5.183</u>	<u>5.184</u>
ESTABLISHED:	2/28/23UC	2/28/23UC	2/28/23UC	2/28/23UC
<b>REVISED:</b>	<b>6/9/23PC</b>	<b>6/9/23PC</b>	<b>6/9/23PC</b>	<b>6/9/23PC</b>

# ITEM VI

Personnel Commission Meeting  
June 9, 2023

## REPORT OF CLASSIFICATION CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL

Attached is a report of changes made to the classification plan pursuant to NRS 284.160, sections 4 through 6 which reads as follows:

“4. The classification plan and changes therein are subject to approval by the Commission, except that the Administrator may make a change in the classification plan without the prior approval of the Commission if:

- (a) The Administrator deems it necessary for the efficiency of the public service;
- (b) The change is not proposed in conjunction with an occupational study; and
- (c) The Administrator, at least 20 working days before acting upon the proposed change:

(1) Provides written notice of the proposal to each member of the Commission, to all departments and to any head of an employees' organization who requests notice of such proposals; and

(2) Posts a written notice of the proposal in each of the principal offices of the Division.

Any occupational study conducted by the Division in connection with the preparation, maintenance or revision of the classification plan must be approved by the Commission.

5. If no written objection to the proposed change to the classification plan is received by the Administrator before the date it is scheduled to be acted upon, the Administrator may effect the change. The Administrator shall report to the Commission any change in the classification plan made without its approval at the Commission's next succeeding regular meeting.

6. If a written objection is received before the date the proposed change is scheduled to be acted upon, the Administrator shall place the matter on the agenda of the Commission for consideration at its next succeeding regular meeting.”

The conditions set forth in these statutes have been met. A copy of the justifications and revised class specifications are on file in the office of the Administrator of the Division of Human Resource Management.

The following changes have been affected:

**VI. \*Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions and Abolishment**

- A. Domestic Services
  - 1. Subgroup: Personal & Protective Services
    - a. 3.520 Family Support Worker Series
- B. Mental & Health & Related Services
  - 1. Veterinary Services
    - a. 10.290 Wildlife Health Specialist

**VII. Report of Uncontested Classification Changes Not Requiring Personnel Commission Approval per NRS 284.160**

- Posting: #07-23
- 10.133 Developmental Specialist Series
- Posting: #08-23
- 10.540 Cannabis Program Inspector Series
- Posting: #09-23
- 11.260 Security Officer Series
- Posting: #10-23
- 5.181 Early Childhood Educator Series
- Posting: #11-23
- 9.438 (Computer) Facility Mechanical Technician Class
- Posting: #12-23
- 9.475 Water Systems Manager/Operator/Worker Series
- Posting: #13-23
- 7.758 Energy Program Manager
- Posting: #14-23
- 9.630 Grounds Maintenance Worker Series

Personnel Commission Meeting  
June 9, 2023

**FOR DISCUSSION AND POSSIBLE ACTION**

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

**June 9, 2023.**

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CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
3.520	Family Support Worker III	24	E	<i>3.520</i>	<i>No change</i>	<i>24</i>	<i>E</i>
3.521	Family Support Worker II	22	E	<i>3.521</i>	<i>No change</i>	<i>22</i>	<i>E</i>
3.524	Family Support Worker I	20	E	<i>3.524</i>	<i>No change</i>	<i>20</i>	<i>E</i>

**EXPLANATION OF CHANGE**

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Family Support Worker class specification.

In consultation with Subject Matter Experts from the Nevada System of Higher Education (NSHE), University of Nevada, Reno, the Division of Child and Family Services (DCFS), and Analysts from DHRM, it was determined that the Series and Class Concepts, Minimum Qualifications, and Knowledge, Skills and Abilities are consistent with current expectations; as such, no changes to the class specification are required at this time.

Throughout the review management and agency staff within NSHE and DCFS and analysts within DRHM participated in the review and they support this recommendation.

Personnel Commission Meeting  
June 9, 2023

**FOR DISCUSSION AND POSSIBLE ACTION**

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

**June 9, 2023.**

---

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.290	Wildlife Health Specialist	41		<i>10.290</i>	<i>No change</i>	<i>41</i>	

**EXPLANATION OF CHANGE**

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Wildlife Health Specialist class specification.

In consultation with Subject Matter Experts from the Department of Wildlife (NDOW) and Analysts from DHRM, it was determined that the Series and Class Concepts, Minimum Qualifications, and Knowledge, Skills and Abilities are consistent with current expectations; as such, no changes to the class specification are required at this time.

Throughout the review management and agency staff within NDOW and analysts within DRHM participated in the review and they support this recommendation.

## REPORT OF CLASSIFICATION CHANGES

**POSTING#: 07-23**

**Effective: 02/07/23**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.133	Developmental Specialist IV	37	B	<i>10.133</i>	<i>Developmental Specialist IV</i>	<i>37</i>	<i>B</i>
10.140	Developmental Specialist III	35	B	<i>10.140</i>	<i>Developmental Specialist III</i>	<i>35</i>	<i>B</i>
10.147	Developmental Specialist II	33	B	<i>10.147</i>	<i>Developmental Specialist II</i>	<i>33</i>	<i>B</i>
10.149	Developmental Specialist I	31	B	<i>10.149</i>	<i>Developmental Specialist I</i>	<i>31</i>	<i>B</i>

### ***Basis for Recommendation***

At the request of the Aging & Disability Services Division (ADSD) a review was conducted of the Developmental Specialist series. Developmental Specialists provide individual and group developmental and support services for individuals who have, or who may be at risk for, developmental delays, developmental disabilities, intellectual disabilities, or related conditions, and social, emotional, and/or behavioral disorders.

In consultation with subject matter experts from ADSD and analysts within DHRM it is recommended that representative examples identified in the series concept be amended to clarify duties and responsibilities. In addition, it is recommended that the Education & Experience section of the Minimum Qualifications, at every level, be amended to include additional qualifying experience.

These changes will improve recruitment efforts by increasing the applicant pool to a more varied group of individuals.

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

**POSTING#: 08-23**

**Effective: 02/09/23**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.540	Marijuana Program Supervisor	38	B	<i>10.540</i>	<i>Cannabis Program Supervisor</i>	<i>38</i>	<i>B</i>
	New			<i>10.544</i>	<i>Cannabis Program Inspector III</i>	<i>37</i>	<i>B</i>
10.541	Marijuana Program Inspector II	36	B	<i>10.541</i>	<i>Cannabis Program Inspector II</i>	<i>36</i>	<i>B</i>
10.542	Marijuana Program Inspector I	34	B	<i>10.542</i>	<i>Cannabis Program Inspector I</i>	<i>34</i>	<i>B</i>
	New			<i>10.543</i>	<i>Cannabis Program Inspector Trainee</i>	<i>32</i>	<i>B</i>

### ***Basis for Recommendation***

During the 80<sup>th</sup> Legislative session (2019), Assembly Bill 175 amended NRS 625A (Environmental Health Specialists) to include the provision that states in part, “*The provisions of this chapter, other than NRS 625A.910, do not apply to a person who...is employed by and for the Department of Taxation pursuant to Chapter 453A or 453D of NRS and the regulations adopted pursuant thereto and who conducts inspections to determine compliance with law and regulations for the cultivation, distribution and licensure of establishments or facilities where marijuana is grown, stored, processed or offered for sale, unless the marijuana is utilized as an agent or ingredient in food products.*” As a result of this provision, Marijuana Program Inspectors who inspect establishments or facilities where marijuana is utilized as an agent or ingredient in food products must be licensed by the Nevada Board of Environmental Health Specialists as a Registered Environmental Health Specialist (R.E.H.S.).

It is therefore recommended that the Series concept be amended to include an Allocation of Positions section which clarifies the above regulation change. In addition, the Education and Experience sections of the minimum qualifications, at every level, were amended to clarify requirements for positions who are required to be Registered Environmental Health Specialists and those positions who perform general laboratory services inspections and/or inspections at establishments or facilities where marijuana is grown, stored, processed, or offered for sale.

In addition, it is recommended that the titles, at every level, be changed from “Marijuana” to “Cannabis” to maintain consistency with verbiage used in regulations/statutes. It is also recommended that all mentions of “Marijuana” be changed to “Cannabis” throughout the class specification to also maintain consistency with verbiage utilized in regulations/statutes.

In consultation with subject matter experts from the Cannabis Compliance Board and analysts within DHRM it is further recommended that an advanced journey level/lead worker and an additional trainee level be added to the series to be titled at Cannabis Compliance Inspector III and Cannabis Compliance Inspector Trainee.

- 1) *Cannabis Compliance Inspector III, 10.544, grade 37*: under general supervision, incumbents perform the full range of duties described in the series concept and function as a lead worker over lower-level Cannabis Program Inspectors to include work assignment and review, training, and providing input regarding performance evaluations and disciplinary actions. In addition, the incumbent services as the designated assistant to the

Cannabis Program Supervisor to include, but not limited to, ensuring implementation of the inspection schedule, assisting in the development of program policies and procedures, and processing tests that require scientific evaluation.

- 2) *Cannabis Compliance Inspector Trainee, 10.543, grade 32*: under close supervision, incumbents received training in performing the full range of duties described in the series concept and may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

The Cannabis Compliance Inspector III is allocated at a grade 37, one grade below the Cannabis Compliance Supervisor and one grade above the Cannabis Compliance Inspector II which is consistent with other lead worker classes within the State. The Cannabis Compliance Inspector Trainee is allocated at a grade 32, two grades below the Cannabis Compliance Inspector I, which is consistent with other trainee classes within the State. In addition, the EEO Administrator assigned an EEO-4 code of “B” Professional which conforms with other levels in the series.

Furthermore, the Class Concepts at every level were amended to maintain consistency with verbiage, formatting, and structure.

These changes will improve recruitment efforts by increasing the applicant pool to a more varied group of individuals.

Throughout the review management and staff within the Cannabis Compliance Board and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommendation.

**POSTING#: 09-23**

**Effective: 02/07/23**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.260	Security Officer Supervisor	29	D	<i>11.260</i>	<i>No Change</i>	<i>29</i>	<i>D</i>
11.263	Security Officer	27	D	<i>11.263</i>	<i>Security Officer</i>	<i>27</i>	<i>D</i>

***Basis for Recommendation***

At the request of the Division of Human Resource Management, Recruitment Unit, a review was conducted of the Security Officer class. Security Officers provide security for State buildings and grounds; provide protective services to buildings and occupants; enforce applicable laws, rules, regulations, and policies; and apprehend offenders.

In consultation with analysts within DHRM it is recommended that the Education and Experience Section of the Minimum Qualifications for the Security Officer class be amended to include an equivalency statement. This amendment adds consistency and clarity to the series

Throughout the review management and staff within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommendation. In addition, the Museums and History Division and the Nevada System of Higher Education, who utilize this class specification, support the recommendation.

**POSTING#: 10-23**

**Effective: 02/28/23**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			5.181	<i>Early Childhood Educator IV</i>	33	<i>B</i>
	<i>New</i>			5.182	<i>Early Childhood Educator III</i>	31	<i>B</i>
	<i>New</i>			5.183	<i>Early Childhood Educator II</i>	29	<i>E</i>
	<i>New</i>			5.184	<i>Early Childhood Educator I</i>	27	<i>E</i>

### ***Basis for Recommendation***

At the request of the Nevada System of Higher Education (NSHE), Business Center North (BCN), and in consultation with Subject Matter Experts from the University of Nevada – Las Vegas (UNLV), University of Nevada – Reno, College of Southern Nevada (CSN), Truckee Meadows Community College (TMCC), and Western Nevada College (WNC) it is recommended that a new series be developed to encompass the unique Child Development Centers located within the NSHE system. In partnership with Subject Matter Experts and analysts within the Division of Human Resource Management (DHRM), it was determined that the Early Childhood Educator series be created to account for these duties.

Early Childhood Educators design, organize, implement, and deliver developmentally appropriate early childhood education programs which promote children’s social, emotional, cognitive, creative, and physical development and support a diverse and inclusive environment.

- 1) *Early Childhood Educator IV, 5.181, grade 33*: Under limited supervision, and in addition to performing the full range of duties as described in the series concept, incumbents supervise lower-level Early Childhood Educator positions to include performance evaluations, work performance standards, work assignment and review, scheduling, training, and discipline and may supervise Child Care Workers, students, interns, volunteers, and other lower-level staff as assigned. This is the supervisory level in the series. Incumbents assist in the development and design of the learning environment consistent with emerging trends and best practices. In addition, incumbents perform administrative functions to include, but not limited to: assisting in budget development and monitoring; grant writing; coordinating and performing accreditation and licensing activities; assisting in emergency plan development; assisting in policy and procedure development; assisting in quality improvement activities; developing and disseminating communications regarding operations, policy changes, closures, etc.; disseminating information to staff; and participating and contributing to programs concerned with improvements in the field of early childhood education.
- 2) *Early Childhood Educator III, 5.182, grade 31*: Under general supervision, incumbents perform the full range of duties described in the series concept and function as a lead worker over lower-level Early Childhood Educator positions, Child Care Workers, students, interns, volunteers, and other lower-level staff as assigned to include work assignment and review, training, and providing input related to performance evaluations and discipline. In addition, incumbents assist in curriculum design and development and assist in the performance of administrative functions. This is the advanced journey level in the series.

- 3) *Early Childhood Educator II, 5.183, grade 29*: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.
- 4) *Early Childhood Educator I, 5.184, grade 27*: Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

As the primary purpose of these classes is education, it is recommended they be placed in the 5.000 Educator Occupational Group, Academic & Vocational & Teaching Subgroup. Furthermore, it is recommended that the Early Childhood Educator I, II, III, and IV be allocated at grades 27, 29, 31, and 33 respectively. The Academic Teacher class (5.106, grade 35), Community Based Instructor series (5.168, grades 23-29), Teacher Assistant series (5.167, grades 23-25), and Child Care Worker series (5.174, grades 21-23) series were used for comparison in assisting with determining the appropriate grade levels. The EEO Administrator has assigned the EEO-4 code of "B" Professionals to the Early Childhood Educator III and IV, and the EEO-4 code of "E" Para-professional to the Early Childhood Educator I and II. The differing EEO-4 codes denotes the differing responsibilities for professional curriculum design and development at the higher levels and is consistent with the series used for comparison purposes.

Throughout the review management staff within the various NSHE institutions and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended new class.

**POSTING#: 11-23**

**Effective: 03/06/23**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.438	<i>Computer Facility Technician</i>	31	G	9.439	<i>Facility Mechanical Technician</i>	31	G
	<i>New</i>			9.436	<i>Facility Mechanical Technician Trainee</i>	29	G

***Basis for Recommendation***

At the request of the Enterprise IT Services (EITS) and in consultation with Subject Matter Experts from EITS and analysts within the Division of Human Resource Management (DMRM) a review was conducted on the Computer Facility Technician series. It was determined that the title be changed to Facility Mechanical Technician to better identify the class as mechanical in nature rather than computer and/or information technology related. In addition, it is recommended that a trainee level in the series be added to allow for a more diverse range of applicants and to allow for upward mobility.

Facility Mechanical Technicians within Enterprise IT Services (EITS), control power supplies and the building environment at a computer facility data center; provide technical analysis and consultation relative to power supplies and the computing environment to other State agencies; and plan, install, operate, and maintain computer support systems and equipment.

- 1) *Facility Mechanical Technician, 9.439, grade 31:* Under general supervision, incumbents perform the full range of duties as described in the series concept. This is the journey level in the series.
- 2) *Facility Mechanical Technician Trainee, 9.436, grade 29:* Under close supervision, incumbents receive training in performing the full range of duties as described in the series concept. 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 recommendation of the appointing authority.

It is recommended that the Facility Mechanical Technician Trainee be allocated at a grade 29, two grades below the journey level, which is comparable with the majority of classes within State service. In addition, the EEO Administrator assigned an EEO-4 Code of “G” Skilled Craft Workers which is consistent with the existing newly titled Facility Mechanical Technician.

In addition, Special Requirements were included in the Minimum Qualifications to account for a pre-employment fingerprint and background check, a driver’s license requirement, and to detail the need to be subject to call-back after work hours and call-out on weekends and holidays.

Lastly, it is recommended that additional equivalencies be added to the Education and Experience section of the Minimum Qualifications for the Facility Mechanical Technician and to maintain consistent with verbiage formatting and structure.

Throughout the review management staff within EITS and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support

the recommended new class.

**POSTING#: 12-23**  
**Effective: 03/20/23**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.475	Water System Manager	36*	G		<i>No Change</i>		
9.498	Water System Operator II Option A: Buildings & Grounds Option B: State Parks	33*	G	<b>9.498</b>	<b><i>Water System Operator II</i></b>	<b>33*</b>	<b><i>G</i></b>
9.478	Water System Operator I	31*	G		<i>No Change</i>		
9.499	Water System Worker	29*	G		<i>No Change</i>		

***Basis for Recommendation***

Due to the advent of collective bargaining and the implementation of a new automated system (Success Factors) that does not recognize options, the Division of Human Resource Management conducted a review of the Water System Operator II class to ensure positions are properly allocated to the correct bargaining unit.

Currently, Option A: Buildings & Grounds is allocated to Collective Bargaining Unit (CBU) J: supervisory employees from all occupational groups and Option B: State Parks is allocated to CBU A: labor, maintenance, custodial and institutional employees, including, without limitation, employees of penal and correctional institutions who are not responsible for security at those institutions.

During the review, it was realized that the position located within Water System Operator II, Option A: Buildings & Grounds will function as a lead worker rather than a supervisor. It is therefore recommended that the Class Concept for the Water Systems Operator II be amended to reflect this change. As a result, the Water System Operator II will only appear within CBU A.

In addition, it is recommended that Option A and Option B be removed from the Water Systems Operator II class title.

Throughout the review management staff within the Department of Administration, Division of State Public Works and analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the recommendation.

**POSTING#: 13-23**  
**Effective: 03/20/23**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.758	Energy Programs Manager	41	B	<i>7.758</i>	<i>Energy Program Manager</i>	<i>41</i>	<i>B</i>

***Basis for Recommendation***

At the request of the Governor’s Office of Energy (GOE) and as a result of recruitment concerns, the Division of Human Resource Management (DHRM) conducted a review of the Minimum Qualifications for the Energy Programs Manager class. Energy Programs Managers plan, organize, coordinate, administer, direct, and evaluate complex statewide energy programs and activities to ensure compliance with State and federal laws and regulations.

In consultation with subject matter experts from the GOE and analysts within DHRM, it was determined that the Education and Experience section of the Minimum Qualifications be amended to clarify and expand on experience required of the class. This change will allow for a more diverse applicant pool and increase the number of applicants.

In addition, it is recommended that the title be changed to Energy Program Manager, thus removing the “s” from Program. In practice, individuals more readily address “program” singularly rather than the plural form.

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

**POSTING#: 14-23**  
**Effective: 04/04/23**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.630	Grounds Maintenance Worker V Option A: Irrigation Option B: Grounds Services	26	H	<i>9.630</i>	<i>Grounds Maintenance Worker V – Irrigation</i>	<i>26</i>	<i>H</i>
	New			<i>9.632</i>	<i>Grounds Maintenance Worker V – Grounds Services</i>	<i>26</i>	<i>H</i>
9.633	Grounds Maintenance Worker IV	24	H		<i>No Change</i>		
9.635	Grounds Maintenance Worker III	23	H		<i>No Change</i>		
9.639	Grounds Maintenance Worker II	22	H		<i>No Change</i>		
9.641	Grounds Maintenance Worker I	20	H		<i>No Change</i>		

***Basis for Recommendation***

Due to the advent of collective bargaining and the implementation of a new automated system (Success Factors) that does not recognize options, the Division of Human Resource Management conducted a review of the Grounds Maintenance Worker V class to ensure positions are properly allocated to the correct bargaining unit.

Currently, Option A: Irrigation is allocated to A: labor, maintenance, custodial and institutional employees, including, without limitation, employees of penal and correctional institutions who are not responsible for security at those institutions and Option B: Grounds Services is allocated to CBU J: supervisory employees from all occupational groups.

To maintain the correct assignment to their respective CBU’s it is recommended that a new class code be created for Option B: Grounds Services and that each option have their class title changed to Grounds Maintenance Worker V – Irrigation and Grounds Maintenance Worker V – Grounds Services respectively.

In addition, the Class Concepts and Minimum Qualifications for the above were amended to reflect these recommended changes.

Throughout the review management staff within the Nevada System of Higher Education and the Division of Public and Behavioral Health and analysts within the Division of Human Resource Management were made aware of the changes as the process progressed and they support the recommendation.

# ITEM VII



**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>
<b>FAMILY SUPPORT WORKER III</b>	<b>24</b>	<b>E</b>	<b>3.520</b>
<b>FAMILY SUPPORT WORKER II</b>	<b>22</b>	<b>E</b>	<b>3.521</b>
<b>FAMILY SUPPORT WORKER I</b>	<b>20</b>	<b>E</b>	<b>3.524</b>

**SERIES CONCEPT**

Family Support Workers provide in-home assistance and instruction to clients and their families regarding homemaking skills including preparation of healthy and nutritious meals, and basic personal care and hygiene as necessary for the health and well-being of the client and other members of the household.

Provide regular physical care to clients including bathing, dressing, feeding as needed, and assist in establishing healthy eating habits and personal hygiene.

Perform general residential cleaning tasks for clients such as mopping floors, vacuuming, cleaning stoves and refrigerators, changing linen and making beds, washing dishes, and cleaning bathrooms and kitchens.

Wash client's personal laundry using client's equipment or a public laundromat; fold or iron finished laundry; mend clothing or linen.

Shop for food and essential supplies; pay bills such as utilities and rent; balance check book and assist with budgeting.

Plan and prepare nutritious meals consistent with the cultural and economic standards of the client and family.

Assist in planning daily routines for family members including work and play activities to establish a responsible, balanced and orderly family living environment.

Observe and identify abnormal behavior, neglect or abuse within the family unit and report observations to supervisor; work with social service personnel in referring clients to appropriate agencies for assistance and complete necessary referral forms for services.

Observe client behavior and environment and identify deterioration or improvement in the client's lifestyle as well as evidence of abuse, neglect, exploitation, or isolation; and report observations to the supervisor.

Prepare reports of time worked, mileage and services provided to clients.

Perform related duties as assigned.

\*\*\*\*\*

**CLASS CONCEPTS**

**Family Support Worker III:** Under general supervision, incumbents, in addition to performing the full range of family support duties described in the series concept, teach basic parenting skills to clients to enable them to provide proper and necessary care to their children; teach and use behavior modification and related techniques to elicit appropriate behavior from children and adolescents; perform various social service duties including explaining welfare policies and procedures, Women, Infants and Children (WIC) food supplement program

<b>FAMILY SUPPORT WORKER III</b>	<b>24</b>	<b>E</b>	<b>3.520</b>
<b>FAMILY SUPPORT WORKER II</b>	<b>22</b>	<b>E</b>	<b>3.521</b>
<b>FAMILY SUPPORT WORKER I</b>	<b>20</b>	<b>E</b>	<b>3.524</b>

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**CLASS CONCEPTS (cont'd)**

**Family Support Worker III** (cont'd)

eligibility procedures, and other related social programs; and work with other social service personnel to assist families in which children or adults have been neglected, abused, or are disabled or chronically ill.

**Family Support Worker II:** Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, provide intensive in-home assistance services for elderly clients placed in a protective setting as a result of abuse, neglect, exploitation or isolation.

**Family Support Worker I:** Under general supervision, incumbents perform the full range of duties described in the series concept.

\*\*\*\*\*

**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* 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 a pre-employment screening for controlled substances.
- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- \* Applicants may be required to pass a physical examination prior to appointment.

**FAMILY SUPPORT WORKER III**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and two years of family support experience including homemaking, and providing care to children and/or the ill, disabled and aged; **OR** one year of experience as a Family Support Worker II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

**ENTRY LEVEL KNOWLEDGE SKILLS AND ABILITIES (required at time of application):**  
**Ability to:** develop sound relationships involving trust and respect with clients; identify signs of abuse, neglect and abnormal behavior and report to supervisor; detect negative behavior patterns and take appropriate action; use and teach acceptable child behavior modification techniques; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):**  
**Working knowledge of:** federal and State social welfare programs; social service organizations and community resources. **General knowledge of:** welfare policies and application procedures.

**FAMILY SUPPORT WORKER II**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and one year of experience in homemaking and care of children and/or the ill, disabled and aged; **OR** one year as a Family Support Worker I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**  
**Working knowledge of:** homemaking skills such as cleaning, washing laundry, and grocery shopping; child and adult nutrition as applied to menu preparation; family budgeting skills. **Ability to:** provide intensive in-home assistance services for the aged and elderly who are placed in a protective setting; teach adults proper methods

<b>FAMILY SUPPORT WORKER III</b>	<b>24</b>	<b>E</b>	<b>3.520</b>
<b>FAMILY SUPPORT WORKER II</b>	<b>22</b>	<b>E</b>	<b>3.521</b>
<b>FAMILY SUPPORT WORKER I</b>	<b>20</b>	<b>E</b>	<b>3.524</b>

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**MINIMUM QUALIFICATIONS (cont'd)**

**FAMILY SUPPORT WORKER II** (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)  
of child care, personal hygiene and household maintenance; *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:** agency policies and procedures related to providing in-home assistance to clients and their families. **Ability to:** observe client behavior and report improvement or deterioration to the supervisor.

**FAMILY SUPPORT WORKER I**

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and six months of experience in homemaking and care of children and/or the ill, disabled and aged; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):  
**General knowledge of:** homemaking skills such as cleaning, washing laundry, and grocery shopping; child and adult nutrition as applied to menu preparation; family budgeting skills. **Ability to:** perform basic mathematical calculations; keep records and write simple reports; communicate both orally and in writing; relate to people from a variety of socio-ethnic backgrounds with diverse personalities; safely operate an automobile in order to drive to a client's residence and various locations necessary to carry out tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
**General knowledge of:** agency policies and procedures related to providing in-home assistance to clients and their families.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>3.520</u>	<u>3.521</u>	<u>3.524</u>
ESTABLISHED:	2/26/76	4/1/66	9/1/67
REVISED:		7/11/75	12/15/69
REVISED:	1/7/77	1/7/77	11/16/72
REVISED:			7/11/75
REVISED:	7/1/89P	7/1/89P	7/1/89P
	5/20/88PC	5/20/88PC	5/20/88PC
REVISED:	7/1/99P	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC	10/2/98PC
REVISED:	2/10/06PC	2/10/06PC	2/10/06PC
<b>REVISED:</b>	<b>6/9/23RNC</b>	<b>6/9/23RNC</b>	<b>6/9/23RNC</b>



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>WILDLIFE HEALTH SPECIALIST</b>	<b>41</b>	<b>B</b>	<b>10.290</b>

Under general direction, the Wildlife Health Specialist performs a variety of duties to enhance and maintain the health of the State's wildlife; develops and administers wildlife disease and nutritional surveillance strategies; designs wildlife health studies; and provides technical expertise and science-based recommendations to department management in regard to new and established programs, projects, and activities.

Examine animals to detect and determine the nature of diseases, nutritional deficiencies, or the cause of death; collect body tissue, blood, urine, feces, or other body fluids or parts for further examination and/or laboratory analysis; operate diagnostic equipment such as radiographic and ultrasound equipment, and interpret the resulting images.

Identify and isolate bacteria, parasites, and microorganisms that threaten wildlife populations; determine sources of contamination, methods of eradication, and possible precautionary or curative procedures; propose regulatory measures as appropriate.

Provide technical expertise to department staff and management and the veterinary community regarding current and potential health issues for the wildlife of the State; coordinate activities with other state veterinary and health professionals; report on wildlife health issues to federal agency officials; write public service announcements to publicize risks, symptoms, and protection against animal borne diseases.

Oversee and participate in the safe and proper use of controlled substances for wildlife capture, tagging, and transport; examine wildlife to determine the nature of disease or injury for appropriate treatment or euthanization.

Ensure the preparation and maintenance of comprehensive records and reports related to animal health issues and activities.

Maintain current knowledge of trends and advancements in animal and zoonotic disease pathology and prevention, and laboratory and field technology and techniques.

Train, supervise, and evaluate the performance of subordinate staff; serve as a project leader for studies requiring additional staff.

Perform related duties as assigned.

\*\*\*\*\*

**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Possession of a license to practice veterinary medicine is required at the time of appointment and as a condition of continuing employment.
- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- \* Statewide travel is required.
- \* The incumbent must be able to perform strenuous fieldwork during fair and/or poor weather conditions.
- \* Applicants are subject to a pre-employment criminal history check and fingerprinting.

MINIMUM QUALIFICATIONS (cont'd)

**INFORMATIONAL NOTES:**

- \* Possession of licenses by the Nevada Pharmacy Board and the Nevada State Board of Veterinary Medicine to administer medicines including controlled substances is required within 12 months of appointment and as a condition of continuing employment.
- \* A license to practice veterinary medicine issued by the Nevada State Board of Veterinary Medicine is required within 12 months of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Doctor of Veterinary Medicine degree from an accredited college or university and three years of animal disease diagnosis and pathology experience. (*See Special Requirements and Informational Notes*)

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

**Detailed knowledge of:** appropriate means of tissue collection and preservation for laboratory testing; infectious, contagious, and parasitic diseases of wildlife; laboratory techniques used for bacteriology, virology, serology, parasitology, hematology, serum, chemistry, and toxicology; medical terminology for animal anatomy, diseases, conditions, and procedures; microscopic tissue pathology descriptions for the diagnosis of infectious, contagious, parasitic, and noninfectious diseases of animals; noninfectious diseases stemming from nutritional, metabolic, toxic, neoplastic, traumatic, and physical disorders of wildlife; pathological changes which may be observed in evaluating tissues and organs examined at necropsy; professionally acceptable techniques employed in performance of necropsy examinations; zoonotic diseases. **Working knowledge of:** metric and English measurement systems and conversions; official regulatory forms of legal and diagnostic significance as they apply to laboratory diagnostic activities; safety precautions used for removal and disposal of potentially contaminated waste materials; trends and advancements in laboratory and field technology and techniques. **Ability to:** administer medicines including controlled substances to animals for sedation, vaccination, treatment, or euthanasia; analyze data and reach logical conclusions; communicate effectively both orally and in writing with people of various social, cultural, economic, and educational backgrounds; develop wildlife health and population control programs; establish and maintain effective working relationships with others; evaluate and compare tissue samples of varying degrees of decomposition for purposes of pathological determination; identify and investigate causal factors of disease and mortality such as environmental conditions, nutrition, and morbidity; maintain medical records of wildlife studies and specimens for scientific, legal, and historical purposes; perform necropsies; prepare and deliver oral presentations to regulatory, medical, media, and public audiences; utilize veterinary and field equipment necessary to capture, diagnose, and transport wildlife; write grammatically correct business correspondence.

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

**Detailed knowledge of:** State regulations related to wildlife. **Working knowledge of:** agency policies, procedures, and guidelines related to assigned functions; public and media relations; wildlife of the State including game animals, fish, and fowl. **Ability to:** train, supervise, and evaluate the performance of assigned personnel.

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.

10.290

ESTABLISHED: 7/17/06UC  
**REVISED:** 6/9/23RNC



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DEVELOPMENTAL SPECIALIST IV	37	B	10.133
DEVELOPMENTAL SPECIALIST III	35	B	10.140
DEVELOPMENTAL SPECIALIST II	33	B	10.147
DEVELOPMENTAL SPECIALIST I	31	B	10.149

**SERIES CONCEPT**

Developmental Specialists provide individual and group ~~[clinical,]~~ developmental and support services for individuals of all ages who have, or who may be at risk for, developmental delays, developmental disabilities, intellectual disabilities, or related conditions, and social, emotional and/or behavioral disorders. Incumbents develop and implement programs and treatment and service plans, provide direct services and case management, develop financial and community resources, and provide education, information and technical assistance to family members, other agencies and service providers regarding human growth and development.

Developmental Specialists may be assigned to one of many specialized programs and facilities, and duties may be performed in the home, clinic, hospital, residential, outpatient, and community facilities, or similar settings. Duties performed and the population served vary. Some representative examples include:

*Program for Individuals with Intellectual Disabilities:* Incumbents develop, coordinate, and monitor the implementation of individual's support plans to facilitate achievement of identified goals for the specific developmental and behavioral management needs of each individual served in the least restrictive environment possible. They may provide case management services, ~~[conduct training in daily living skills, recruit community service providers and contractors,]~~ **be responsible for needs assessment, coordinate and monitor supports,** and supervise the activities of supported living arrangement providers.

*Early Intervention Program:* Incumbents provide ~~[or oversee grant programs which provide]~~ early intervention diagnostic and treatment services **and case management** for children under the age of three who **are medically fragile and/or** exhibit developmental delays; **develop and implement service plans with families** to remediate delays and facilitate development of social, motor, communication, cognition, self-help, and behavioral skills **in home and community settings;** ~~[-They also]~~ **and** function as a service coordinator to assist families with accessing services and resources in a clinic and/or the community.

*Early Childhood Program:* Incumbents provide consultation and guidance to family specialists and collaborate with community organizations and agencies to share resources and expertise in providing training to families of infants under the age of one regarding best practices in the care of infants to encourage optimal child growth and development.

Assess individuals using appropriate assessment tools to evaluate and determine eligibility for services, program planning, and individual and family needs; establish a base line and document progress in meeting objectives.

Develop treatment and service plans by interviewing the individual, family members, and care providers; identify goals based on individual/family objectives and available resources; review client's social history, report observations and recommend changes; remediate deficits and provide intervention strategies; assist care providers in learning behavioral techniques to enhance the care provider/client relationship.

Implement treatment and service plans to support and strengthen family/care provider functioning; evaluate with the family/care provider the appropriateness of desired outcomes of the treatment/service plan and the

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**SERIES CONCEPT (cont'd)**

effectiveness of the plan in meeting the client, family, and care provider needs; review plan with client and family/care provider and revise as needed.

Provide case management services; develop treatment/service plans and monitor client and family progress; identify, obtain, coordinate, monitor and evaluate resources and services to meet client and family/care provider needs; assist clients in obtaining financial assistance; coordinate treatment and services with outside agency service providers; monitor work sites, school, and community-based placements; advocate for the client to ensure goals are accomplished and prepare and submit reports to courts and other agencies.

Develop external resources required to achieve identified treatment/service objectives; coordinate and facilitate services between agency, client, family, and community organizations; provide information to providers regarding agency policy, procedure, and guidelines.

Identify funding sources and participate in writing grant proposals to expand services; participate on program review teams, provide technical assistance, prepare federal and State reports, and meet with professionals in local communities to develop program awareness and partnerships.

Conduct home visits; negotiate and write contracts for housing, in-home and other services; monitor providers to ensure services are provided; monitor quality of the living environment; train care providers as necessary; review billing forms for accuracy of services provided.

Provide crisis intervention including responding to emergency calls; search for missing clients; report instances of neglect and abuse to appropriate authorities; coordinate emergency services such as respite; restrain client or utilize appropriate behavioral and environmental controls for clients who may be hostile, combative, aggressive or assaultive; follow established protocols and policy to protect clients, staff, family and others potentially at risk due to client behavior or family dynamics.

Consult with ~~other~~ clinicians, medical personnel, vendors, contractors, school districts, other public agencies, community organizations, employers, and professionals in the legal system to exchange information; serve as motivator and negotiator to arrange and resolve service delivery issues.

Develop training curriculum regarding early childhood development, parenting skills and developmentally appropriate activities; organize training and present information to clients and family/care providers regarding methods to achieve developmental objectives in the treatment/service plan.

Develop and implement activities and therapeutic techniques; provide feedback, monitor treatment plans, and document client progress; function as primary or co-therapist in group therapy sessions and other treatment groups offered by the agency; assist family/care providers in learning behavioral techniques; guide care provider participation in treatment/service programs and meet with families/care providers to discuss client progress.

Prepare a variety of written reports related to the evaluation of clients and therapeutic services provided; document case notes in client files; provide information to treatment/service team members, other professionals, family members, care providers, and administrators regarding current evaluations and client progress; prepare and submit forms and documentation for billing purposes as required.

Supervise lower-level professional, paraprofessional and support staff, teachers, university students and volunteers as assigned.

Perform related duties as assigned.

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### CLASS CONCEPTS

**Developmental Specialist IV:** Under administrative supervision, incumbents supervise and direct the activities of lower-level Developmental Specialists and other related professional, paraprofessional and support staff to implement program activities and ensure compliance with relevant policies and procedures in assigned program areas; ensure programs meet applicable licensing standards; prepare budget recommendations; and perform duties described in the series concept as required.

**Developmental Specialist III:** Under direction, incumbents perform a broad range of duties described in the series concept and may assist in program planning by developing goals and objectives, conducting needs assessments, and collecting and reporting information about the program. This is the journey level in the series.

**Developmental Specialist II:** Under general supervision, incumbents continue to receive training and gain experience in performing the duties described in the series concept.

**Developmental Specialist I:** Under immediate supervision, incumbents function in a trainee capacity and learn to perform duties described in the series concept.

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### MINIMUM QUALIFICATIONS

#### SPECIAL REQUIREMENTS:

- \* Some positions must obtain an endorsement in Early Childhood Special Education issued by the Nevada Department of Education or a comparable certification issued by the Nevada Individuals with Disabilities Education Act (IDEA) Part C office within three years of appointment to this series or a comparable certification. (This license requirement applies only to those positions directly involved with children from birth to eight years of age with developmental delays.)
- \* Some positions must meet federal guidelines for Qualified Intellectual Disabilities Professional designation at the time of appointment.
- \* Some positions require work on evenings, weekends, and/or holidays.
- \* Some positions require a valid driver's license at time of appointment and as a condition of continuing employment.

#### DEVELOPMENTAL SPECIALIST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in early childhood, special education, human growth and development, psychology, counseling, social work or closely related field and three years of professional experience providing developmental, special education, intervention, [⊕] treatment-oriented, *child/adult care, and/or instructional guidance* services for individuals who have or may be at risk for developmental delays, developmental disabilities, intellectual disabilities or related conditions; **OR** one year of experience as a Developmental Specialist III in Nevada State service; **OR** an equivalent combination of education at or above a Bachelor's degree and experience as described above. (See *Special Requirements*)

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

**Working knowledge of:** service delivery systems for individuals with mental illness, intellectual disabilities or developmental delays; philosophy and policies at State and national levels regarding client services; fiscal and program accountability; approaches to treating individuals with mental illness, intellectual disabilities, developmental delays, and emotional and other related disabilities; program planning, development and evaluation; agency, divisional and State policies and procedures as related to client care; adaptive/daily living skills applicable to family-centered settings. **General knowledge of:** principles of training and supervision;

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### MINIMUM QUALIFICATIONS (cont'd)

#### DEVELOPMENTAL SPECIALIST IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)  
 data collection techniques; and administration of projects and/or grants; psychological, intelligence and achievement tests. **Ability to:** conduct needs assessments; develop resources for assigned functions and activities; develop program goals and objectives; prepare and present verbal and written reports and presentations to the public, other State agencies, and co-workers; recruit, train and supervise staff; delegate and assign work to subordinates; make sound clinical decisions in unusual and crisis situations; modify and/or adapt intervention procedures to meet the needs of clients, families, and/or care providers; develop, organize and conduct training for consumers and the public; manage a caseload of individuals with significant mental, developmental, emotional and psychological problems or related disorders; modify and/or adapt clinical intervention procedures to meet specific identified needs of clients and families; observe and detect signs of psychological disorders or developmental disabilities; organize resources to meet the needs of clients and families with multiple problems; make oral presentations concerning treatment plans, goals and results; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
**Working knowledge of:** principles and practices of supervision; State personnel policies and procedures; program management techniques; budgetary processes and procedures; grant requirements and development.  
**Ability to:** develop program specific policies and procedures related to client care; evaluate program quality, outcomes, and cost effectiveness; write grant applications and related documents and reports.

#### DEVELOPMENTAL SPECIALIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in early childhood, special education, human growth and development, psychology, counseling, social work or a closely related field and two years of professional experience providing developmental, special education, intervention, [⊕] treatment-oriented, *child/adult care, and/or instructional guidance* services for individuals who have or may be at risk for developmental delays, developmental disabilities, intellectual disabilities or related conditions; **OR** one year of experience as a Developmental Specialist II in Nevada State service; **OR** an equivalent combination of education at or above a Bachelor's degree and experience as described above. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):  
**Working knowledge of:** case management practices and procedures; symptoms, characteristics and treatment of clients with mental illness, intellectual disabilities, emotional and behavioral disorders, or developmental delays; family functioning and dynamics; Individuals with Disabilities Education Act; Americans with Disabilities Act; assessing, developing and implementing treatment and service plans and goals; social, agency, and community resources; crisis intervention techniques; individual, marital, group and family intervention techniques; laws governing abuse and neglect of clients; ethical standards of care and treatment; writing treatment plans, psychosocial assessments, comprehensive evaluations, reports and recommendations; pre-vocational training and supported employment procedures; client rights and confidentiality of information; clinical (peer) review procedures. **General knowledge of:** psychotropic medications including desired effects, common side effects, and drug interactions; licensing regulations for various living arrangements. **Ability to:** establish rapport and appropriate relationships with clients, their families and care providers; develop and maintain effective and cooperative working relationships with co-workers, medical and health professionals, social service agency representatives and others; confer with colleagues, clients, and others; structure intervention activities to maintain and promote individual strengths; *and all knowledge, skills, and abilities required at the lower levels.*

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### MINIMUM QUALIFICATIONS (cont'd)

#### DEVELOPMENTAL SPECIALIST III (cont'd)

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

#### DEVELOPMENTAL SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in early childhood, special education, human growth and development, psychology, counseling, social work or a closely related field and one year of professional experience providing developmental, special education, intervention, [✕] treatment-oriented, *child/adult care, and/or instructional guidance* services for individuals who have or may be at risk for developmental delays, developmental disabilities, intellectual disabilities or related conditions; **OR** one year of experience as a Developmental Specialist I in Nevada State service; **OR** an equivalent combination of education at or above a Bachelor's degree and experience as described above.  
*(See Special Requirements)*

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

**Working knowledge of:** human growth and development; behavior management techniques. **General knowledge of:** Individuals with Disabilities Education Act; Americans with Disabilities Act; laws governing abuse and neglect of clients; client rights and confidentiality of information; specific developmental skills such as fine and gross motor, social skills, communication, cognition and self-help; case management practices and procedures; treatment team dynamics; interrelationships between the characteristics, disabilities, strengths, and special needs of the client; elements of the environment which may support or impede development and learning; crisis intervention techniques; symptoms, characteristics and treatment of clients with mental illness, intellectual disabilities, emotional and behavioral disorders, or developmental delays; family functioning and dynamics; medical issues related to disabilities; individual, marital, group and family counseling techniques; psychotropic medications including desired effects, common side effects, and drug interactions; family dynamics and cultural awareness applicable to interpersonal relationships and social interaction; community systems including schools, Social Security, courts, Medicaid, employers and others, and their impact on the client and family; communicating with colleagues, clients and others. **Ability to:** analyze and interpret functioning level of clients; recommend therapeutic/developmental intervention strategies to improve functioning; enable families to enhance their abilities and competencies to meet the needs of the family; function as a service coordinator in assisting clients and families with accessing services and resources in the 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 Entry Level Knowledge, Skills, and Abilities required for Developmental Specialist III.)*

#### DEVELOPMENTAL SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in early childhood special education, human growth and development, psychology, counseling, social work or closely related field. ~~[and one year of paraprofessional experience providing developmental, special education, or intervention or treatment-oriented services for individuals who have or may be at risk for developmental delays, developmental disabilities, intellectual disabilities, or related conditions; **OR** an equivalent combination of education at or above a Bachelor's degree and experience as described above.]~~ *(See Special Requirements)*

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**MINIMUM QUALIFICATIONS (cont'd)**

**DEVELOPMENTAL SPECIALIST I** (cont'd)

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

**General knowledge of:** human growth and development; behavior management techniques; specific developmental skills such as fine and gross motor, social skills, communication, cognition, and self-help; issues of daily living as applied to individual and family centered environments. **Ability to:** work cooperatively and effectively with the public, service providers, and co-workers; maintain case files and records; communicate effectively both orally and in writing; apply knowledge of developmental delays and human development to intervention or treatment programs; structure developmental activities to remediate deficits and maintain individual strengths; make physical, mental, and behavioral assessments and accurately record information; prepare treatment/service plans and provide services for a case load of clients; evaluate and reassess the functioning level of the client; provide instruction and direction to clients and others in group or individual settings; defuse aggressive and maladaptive behaviors of clients; complete billing forms and documentation related to services provided.

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

*(These are identical to Entry Level Knowledge, Skills, and Abilities required for Developmental Specialist 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.

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ESTABLISHED:	7/5/89R 12/14/89PC	10/15/76	7/23/56	8/11/95UC
REVISED:		2/22/77	6/1/63	
REVISED:			12/12/74	
REVISED:			10/15/76	
REVISED:			2/22/77	
REVISED:		7/1/89P	7/1/89P	
		8/19/88PC	8/19/88PC	
REVISED:		9/1/89R	9/1/89R	
		12/14/89PC	12/14/89PC	
REVISED:	8/11/95UC	8/11/95UC	8/11/95UC	
REVISED:	7/1/99P	7/1/99P	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC	10/2/98PC	10/2/98PC
REVISED:	1/16/13UC	1/16/13UC	1/16/13UC	1/16/13UC
REVISED:	12/10/15UC	12/10/15UC	12/10/15UC	12/10/15UC
<b>REVISED:</b>	<b>X/XX/XXUC</b>	<b>X/XX/XXUC</b>	<b>X/XX/XXUC</b>	<b>X/XX/XXUC</b>



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>
<b>[MARIJUANA] CANNABIS PROGRAM SUPERVISOR</b>	<b>38</b>	<b>B</b>	<b>10.540</b>
<b><i>CANNABIS PROGRAM INSPECTOR III</i></b>	<b>37</b>	<b>B</b>	<b>10.544</b>
<b>[MARIJUANA] CANNABIS PROGRAM INSPECTOR II</b>	<b>36</b>	<b>B</b>	<b>10.541</b>
<b>[MARIJUANA] CANNABIS PROGRAM INSPECTOR I</b>	<b>34</b>	<b>B</b>	<b>10.542</b>
<b><i>CANNABIS PROGRAM INSPECTOR TRAINEE</i></b>	<b>32</b>	<b>B</b>	<b>10.543</b>

### SERIES CONCEPT

**[Marijuana] Cannabis** Program Inspectors are responsible for monitoring Statewide, privately owned **[marijuana] cannabis** facilities including cultivation facilities, facilities ~~[for the production of]~~ **producing** edible **[marijuana] cannabis** or **[marijuana] cannabis**-infused products, independent testing laboratories, distributors, **cannabis consumption lounges**, and/or **[marijuana] cannabis** dispensaries to ensure compliance with State laws and regulations and for public health protection.

Participate in entrance meetings with facility owners and representatives to explain the inspection process, legal requirements, solicit cooperation, and obtain access to the facility and information needed to conduct the inspection.

Conduct on-site inspection of facilities ~~[, including laboratories,]~~ to include the review of policies and procedures, equipment, building plans, water supply and materials; processing, handling, and monitoring of product; quality assurance programs; and patient records to protect public health and ensure products are provided in accordance with applicable laws and standards and physician's orders.

***Conduct on-site inspection of cannabis independent testing laboratories to ensure compliance with applicable laws and standards; inspect laboratory testing data to ensure testing is being performed with integrity and in accordance with good laboratory practices; review laboratory validations and standard operating procedures for cannabis microbial, Polymerase Chain Reaction (PCR), and chemical test methods.***

Review security and control measures to include controlled access to restricted areas, storage, and transportation of **[marijuana] cannabis** and **[marijuana] cannabis** products, dispensary records, chain of custody records and disposal of plants and product to ensure compliance with applicable laws and regulations.

Document inspection findings in comprehensive reports to include: detailing lack of compliance with laws and regulations; deficiencies regarding controls, procedures, and operations; supporting facts and documentation; and recommendations for corrective action. Participate in exit meetings to discuss findings and respond to questions. Determine certification and license status, take appropriate enforcement action, and prepare violation notices and related documents. Conduct follow-up inspections as required.

Assist in the investigation of water borne and food borne illnesses traced back to regulated facilities; identify possible vector control or public health issues; conduct product, water, or other material sampling; analyze data; conduct interviews with affected individuals and others to identify source of illness and to ensure remedial measures are taken.

Investigate complaints associated with facility operations; interview complainant and relevant parties; may conduct surveillance and obtain information from confidential sources; coordinate with other regulators and law enforcement as required; document findings of investigation and take appropriate action; maintain case files.

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**SERIES CONCEPT (cont'd)**

Coordinate work related inspection and oversight of facilities with State, federal and local agencies such as the Food and Drug Administration, Environmental Protection Agency, and county health departments; may respond to emergency situations such as chemical spills or transportation accidents involving ~~[marijuana]~~ *cannabis* and/or ~~[marijuana]~~ *cannabis* products.

Present and support inspection or investigation findings and recommended enforcement actions to division managers, administrators, legal representatives, and other pertinent parties. May present information and/or testify before the Taxation Commission, or at administrative or court hearings.

Perform related duties as assigned.

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**ALLOCATION OF POSITIONS**

*The provisions of NRS 625A, Environmental Health Specialist, do not apply to individuals employed by and for the Cannabis Compliance Board who conduct inspections to determine compliance with law and regulations for the cultivation, distribution, and licensure of establishments or facilities where cannabis is grown, stored, processed, or offered for sale, unless the cannabis is utilized as an agent or ingredient in food products.*

*As such, positions that conduct inspections of facilities that utilize cannabis as an agent or ingredient in food products will be required to obtain and maintain appropriate registration with the Nevada Board of Environmental Health Specialists. In addition, incumbents that function as either the Cannabis Program Supervisor, Cannabis Program Inspector III, or Cannabis Program Inspector II that perform supervisory or lead worker duties over lower-level positions that require this registration, must also be registered as an Environmental Health Specialist.*

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**CLASS CONCEPTS**

**[Marijuana] Cannabis Program Supervisor:** Under general direction, ~~[the]~~ incumbents ~~[is]~~ *are* responsible for statewide supervision of the inspection, compliance, and audit activities for their *assigned* ~~[marijuana]~~ *cannabis inspection* program *area* and may perform all or some of the duties as described in the series concept. ~~[Work is reviewed through progress reports and meetings.]~~ This is the supervisory level in the series.

*Incumbents* ~~[E]~~ establish and ensure the implementation of the inspection schedule; receive, review, and assign complaints; develop and maintain case files and reports; compile, organize, analyze, interpret, and report statistical data; assist in the development and maintenance of a quality assurance program; assist in the development of policies and procedures; participate in developing and monitoring the work unit's budget; may recommend changes to statutes and regulations and/or analyze and track legislative bills; and represent the program inspection function before boards, committees and stakeholders.

*Incumbents* ~~[S]~~ supervise a staff of *lower level* ~~[Marijuana]~~ *Cannabis* Program Inspectors *to include performance evaluations, [and support staff to include preparing] work performance standards, [and performance appraisals, assigning and reviewing work,] scheduling, work assignment and review,* training, and disciplinary actions; *and may supervise administrative and/or technical support staff as assigned.*

*Cannabis Program Inspector III: Under general supervision, incumbents perform the full range of duties described in the series concept and function as a lead worker over lower-level Cannabis Program Inspectors*

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**CLASS CONCEPTS (cont'd)**

***Cannabis Program Inspector III: (cont'd)***  
*to include work assignment and review, training, and providing input regarding performance evaluations and disciplinary actions.*

*In addition, incumbents serve as the designated assistant to the Cannabis Program Supervisor to include, but not limited to, ensuring implementation of the inspection schedule, assisting in the development of program policies and procedures, and processing tests that require scientific evaluation. This is the advanced journey level in the series.*

***[Marijuana] Cannabis Program Inspector II:*** Under general supervision, incumbents perform the full range of duties as described in the series concept and may ~~[provide]~~ *function as a* lead worker ~~[supervision to]~~ *over* lower-level *Cannabis Program* Inspectors. ~~[Work is reviewed through completed work and periodic meetings with the supervisor.]~~ This is the journey level in the series.

***[Marijuana] Cannabis Program Inspector I:*** Under ~~[direct]~~ *close* supervision of a ~~[Registered Environmental Health Specialist.]~~ *Cannabis Program Supervisor*, incumbents *continue to receive training in* performing the full range of duties as described in the series concept. ~~[in a training capacity. Inspections and investigative work are reviewed on an ongoing basis.]~~ This is the ~~[entry level]~~ *continuing trainee level* in the series and progression to the next level may occur upon meeting the minimum qualifications, ~~[for the higher level class]~~ *satisfactory performance*, and with the recommendation of the appointing authority.

***Cannabis Program Inspector Trainee:*** *Under close supervision, incumbents receive training in performing the full range of duties described in the series concept and may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment must submit to a preemployment screening test for controlled substances.
- \* A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- \* Persons offered employment in this series must submit to a criminal background investigation.
- \* Exposure to the odor and/or the handling of ~~[marijuana]~~ *cannabis*, ~~[marijuana]~~ *cannabis* infused products, and products used to cultivate ~~[marijuana]~~ *cannabis* are a component of this position.

**INFORMATIONAL NOTES:**

- \* Education above the bachelor's level does not substitute for the required experience.
- \* An individual registered as an Environmental Health Specialist with the National Environmental Health Association (NEHA), State of Nevada or another State will be deemed to have met the requirement for a bachelor's degree from an accredited college or university.
- \* Some positions at the ~~[Marijuana]~~ *Cannabis* Program Supervisor, *Cannabis Program Inspector III*, and ~~[Marijuana]~~ *Cannabis* Program Inspector II will require registration as an Environmental Health Specialist (R.E.H.S.) by the Nevada Board of Environmental Health Specialists within 30 days of appointment and as a condition of continuing employment. These positions will be identified at the time of recruitment.

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### MINIMUM QUALIFICATIONS (cont'd)

#### INFORMATIONAL NOTES: (cont'd)

- \* Some positions at the **[Marijuana] Cannabis** Program Inspector I will require registration as an Environmental Health Specialist Trainee (E.H.S.T.) by the Nevada Board of Environmental Health Specialists within 30 days of appointment and as a condition of continuing employment. These positions will be identified at the time of recruitment.
- \* Out-of-state applicants who are licensed in another state must obtain an Endorsement or R.E.H.S.T. provisional licensure, by the Nevada Board of Environmental Health Specialists within 30 days of appointment and as a condition of continuing employment.
- \* Applicants who possess training or experience obtained during service in the military forces of the United States may be deemed by the Nevada Board of Environmental Health Specialists to be eligible for R.E.H.S. registration. Verification of this eligibility from the Nevada Board of Environmental Health Specialists is required at the time of application.
- \* College or university transcripts and/or documentation of registration as an Environmental Health Specialist (R.E.H.S.) are required at the time of application.

### [MARIJUANA] CANNABIS PROGRAM SUPERVISOR

#### Registered Environmental Health Specialist

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university which included at least 30 semester ~~[(45-quarter)]~~ hours in core natural science credits and ~~[three]~~ **four** years of **professional** experience performing **[professional]** environmental health duties which included interpreting and applying public health laws and regulations, and conducting public health related inspections and/or investigations; **OR Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology science, physics, sanitary engineering, or closely related field and four years of experience as described above; OR** one year of experience as a **[Marijuana] Cannabis** Program Inspector II in Nevada State service **to include registration as an Environmental Health Specialist; OR an equivalent combination of education above the Bachelor's degree and experience as described above.** (See Special Requirements and Informational Notes)

#### Laboratory Services/Inspections

**EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology science, physics, sanitary engineering, or closely related field and four years of professional experience performing laboratory analysis and/or conducting inspections and/or investigations; OR graduation from high school or equivalent education and six years of professional experience as described above; OR one year of experience as a Cannabis Program Inspector II in Nevada State service; OR an equivalent combination of education and experience as described above.** (See Special Requirements and Informational Notes)

#### BOTH OPTIONS

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

**General knowledge of:** budgetary principles and practices; supervisory principles and practices; program administration; generally accepted accounting principles and auditing standards; principles and practices of project and program management; emergency response techniques and methods. **Ability to:** establish and meet goals and objectives; effectively train professional-level staff and review and evaluate work activities; maintain organized tracking systems; interpret patterns and develop alternate plans; develop and maintain a

<b>[MARIJUANA] CANNABIS PROGRAM SUPERVISOR</b>	<b>38</b>	<b>B</b>	<b>10.540</b>
<b>CANNABIS PROGRAM INSPECTOR III</b>	<b>37</b>	<b>B</b>	<b>10.544</b>
<b>[MARIJUANA] CANNABIS PROGRAM INSPECTOR II</b>	<b>36</b>	<b>B</b>	<b>10.541</b>
<b>[MARIJUANA] CANNABIS PROGRAM INSPECTOR I</b>	<b>34</b>	<b>B</b>	<b>10.542</b>
<b>CANNABIS PROGRAM INSPECTOR TRAINEE</b>	<b>32</b>	<b>B</b>	<b>10.543</b>

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### MINIMUM QUALIFICATIONS (cont'd)

#### **[MARIJUANA] CANNABIS PROGRAM SUPERVISOR** (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)  
 quality assurance system; establish and maintain collaborative working relationships with related agencies, facility operators, the media, and other stakeholders; analyze and monitor legislative bills; *and all knowledge, skills, and abilities at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
**Working knowledge of:** supervisory techniques including selection, motivation, training, work assignment and review, performance evaluation and discipline; the appropriate determination of administrative sanctions and corrective action plans; the functions, operations, and goals of the division; state budgeting and program budgeting requirements and processes; the state legislative process. **Ability to:** organize the activities of others and delegate work effectively to accomplish program goals; identify and respond to staff training needs; analyze accounting and financial records and develop accurate and meaningful conclusions; recognize program needs and requirements and implement needed changes; interpret and enforce division policies and rules; apply conflict resolution techniques to issues involving regulated facilities and other agencies; coordinate the unit's response to challenges from inspected facilities to include defense of findings and recommendations in adversarial hearings; coordinate the completion of public health projects and the resolution of public health issues.

#### **CANNABIS PROGRAM INSPECTOR III**

##### **Registered Environmental Health Specialist**

**EDUCATION AND EXPERIENCE:** *Bachelor's degree from an accredited college or university which included at least 30 semester hours in core natural science credits and three years of professional experience performing environmental health duties which included interpreting public health laws and conducting public health related inspections and/or investigations; OR Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology, physics, sanitary engineering, or closely related field and three years of professional experience as described above; OR one year of experience as a Cannabis Program Inspector II in Nevada State service to include registration as an Environmental Health Specialist; OR an equivalent combination of education above the Bachelor's degree and experience as described above. (See Special Requirements and Informational Notes)*

##### **Laboratory Services/Inspections**

**EDUCATION AND EXPERIENCE:** *Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology, physics, sanitary engineering, or closely related field and three years of professional experience performing laboratory analysis and/or conducting inspections and/or investigations; OR graduation from high school or equivalent education and five years of professional experience as described above; OR one year of experience as a Cannabis Program Inspector II in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)*

##### **BOTH OPTIONS**

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application):**  
*Detailed knowledge of: the principles of good laboratory practice, federal standards of the Food and Drug Administration and Environmental Protection Agency related to packaging and labeling requirements and*

<b>[MARIJUANA] CANNABIS PROGRAM SUPERVISOR</b>	<b>38</b>	<b>B</b>	<b>10.540</b>
<b>CANNABIS PROGRAM INSPECTOR III</b>	<b>37</b>	<b>B</b>	<b>10.544</b>
<b>[MARIJUANA] CANNABIS PROGRAM INSPECTOR II</b>	<b>36</b>	<b>B</b>	<b>10.541</b>
<b>[MARIJUANA] CANNABIS PROGRAM INSPECTOR I</b>	<b>34</b>	<b>B</b>	<b>10.542</b>
<b>CANNABIS PROGRAM INSPECTOR TRAINEE</b>	<b>32</b>	<b>B</b>	<b>10.543</b>

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### MINIMUM QUALIFICATIONS (cont'd)

#### CANNABIS PROGRAM INSPECTOR III (cont'd)

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application): (cont'd)** water supply standards; the prevention and control of disease through environmental measures such as personal hygiene and sanitation; calibrated testing equipment such as scales, production calibration equipment, electronic thermometers, and light meters; investigative methods appropriate to regulatory compliance functions; informal dispute resolution techniques; policies and procedures for obtaining variance from regulations. **Working knowledge of:** vermin control and pesticide use to include correct application, chemical types, public health and environmental impact significance and public protection; engineering drawings and reports such as plumbing and architectural drawings and material specifications; building codes and common building practices (Uniform Building Code), plumbing code and common plumbing practices (Uniform Plumbing Code); 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 Cannabis Program Supervisor.)

#### [MARIJUANA] CANNABIS INSPECTOR II

##### Registered Environmental Health Specialist

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university which included at least 30 semester [(45-quarter)] hours in core natural science credits and two years of **professional** experience performing [professional] environmental health duties which included interpreting public health laws and conducting public health related inspections and/or investigations; **OR Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology, physics, sanitary engineering, or closely related field and two years of professional experience as described above;** **OR** one year of experience as a [Marijuana] Cannabis Program Inspector I in Nevada State service **to include registration as an Environmental Health Specialist;** **OR an equivalent combination of education above the Bachelor's degree and experience as described above.** (See Special Requirements and Informational Notes)

##### Laboratory Services/Inspections

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology, physics, sanitary engineering, or closely related field and two years of professional experience performing laboratory analysis and/or conducting inspections and/or investigations; **OR graduation from high school or equivalent education and four years of professional experience as described above;** **OR one year of experience as a Cannabis Program Inspector I in Nevada State service;** **OR an equivalent combination of education and experience as described above.** (See Special Requirements and Informational Notes)

##### BOTH OPTIONS

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):**  
**Working knowledge of:** the principles of good laboratory practice; federal standards of the Food and Drug Administration and Environmental Protection Agency related to packaging and labeling requirements and water supply standards; vermin control and pesticide use to include correct application, chemical types, public health and environmental impact significance and public protection; the prevention and control of disease

<b>[MARIJUANA] CANNABIS PROGRAM SUPERVISOR</b>	<b>38</b>	<b>B</b>	<b>10.540</b>
<b>CANNABIS PROGRAM INSPECTOR III</b>	<b>37</b>	<b>B</b>	<b>10.544</b>
<b>[MARIJUANA] CANNABIS PROGRAM INSPECTOR II</b>	<b>36</b>	<b>B</b>	<b>10.541</b>
<b>[MARIJUANA] CANNABIS PROGRAM INSPECTOR I</b>	<b>34</b>	<b>B</b>	<b>10.542</b>
<b>CANNABIS PROGRAM INSPECTOR TRAINEE</b>	<b>32</b>	<b>B</b>	<b>10.543</b>

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**MINIMUM QUALIFICATIONS (cont'd)**

**[MARIJUANA] CANNABIS INSPECTOR II** (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd) through environmental measures such as personal hygiene and sanitation; calibrated testing equipment such as scales, production calibration equipment, electronic thermometers, and light meters; investigative methods appropriate to regulatory compliance functions; informal dispute resolution techniques; and policies and procedures for obtaining variance from regulations. **General knowledge of:** engineering drawings and reports such as plumbing and architectural drawings and material specifications; building codes and common building practices (Uniform Building Code), plumbing code and common plumbing practices (Uniform Plumbing Code). **Ability to:** interpret and explain complex regulations and requirements; evaluate laboratory proficiency to ensure accuracy of results; read and understand laboratory reports and facility staff notes; interpret and consistently apply laws, rules and procedures in cases such as nuisances, emergencies and epidemiological hazards; evaluate the professional skills and technical abilities of facility personnel; use investigative techniques and conduct effective interviews to acquire necessary information and gather clear and concise documentation; be alert to issues signifying the need for further investigation; apply sound professional judgment in identifying areas of non-compliance and recommendations for enforcement or other corrective actions; research health and laboratory issues and regulations; develop rapport, gain the trust of others, and maintain objectivity; negotiate and exchange ideas and information to arrive jointly at conclusions or solutions; motivate people to comply with public health laws; organize and maintain accurate records; effectively manage time and prioritize workload; effectively present findings and rationale in administrative or legal settings; *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 [identified] required for [Marijuana] Cannabis Program [Supervisor] Inspector III.)*

**[MARIJUANA] CANNABIS PROGRAM INSPECTOR I**

**Registered Environmental Health Specialist**

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university which included at least 30 semester hours [~~(45-quarter)~~] in core natural science credits and one year of experience performing professional environmental health duties which included interpreting public health laws and conducting public health related inspections and/or investigations; **OR Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology, physics, sanitary engineering, or closely related field and one year of professional experience as described above; OR one year of experience as an Cannabis Program Inspector Trainee or Environmental Health Specialist I in Nevada State service; OR an equivalent combination of education above the Bachelor's degree and experience as described above.**  
*(See Special Requirements and Informational Notes)*

**Laboratory Services/Inspections**

**EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology, physics, sanitary engineering, or closely related field and one year of professional experience performing laboratory analysis and/or conducting inspections and/or investigations; OR graduation from high school or equivalent education and three years of professional experience as described above; OR one year of experience as a Cannabis Program Inspector Trainee in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)**

<b>[MARIJUANA] CANNABIS PROGRAM SUPERVISOR</b>	<b>38</b>	<b>B</b>	<b>10.540</b>
<b>CANNABIS PROGRAM INSPECTOR III</b>	<b>37</b>	<b>B</b>	<b>10.544</b>
<b>[MARIJUANA] CANNABIS PROGRAM INSPECTOR II</b>	<b>36</b>	<b>B</b>	<b>10.541</b>
<b>[MARIJUANA] CANNABIS PROGRAM INSPECTOR I</b>	<b>34</b>	<b>B</b>	<b>10.542</b>
<b>CANNABIS PROGRAM INSPECTOR TRAINEE</b>	<b>32</b>	<b>B</b>	<b>10.543</b>

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### MINIMUM QUALIFICATIONS (cont'd)

#### **[MARIJUANA] CANNABIS PROGRAM INSPECTOR I** (cont'd)

##### **BOTH OPTIONS**

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

**Working knowledge of:** composition and proper English grammar, spelling, and punctuation to prepare reports. **General knowledge of:** biology, chemistry, epidemiology, physics, and mathematics as applied to public health; plants and growing characteristics; herbicides, insecticides, and fertilizers; the scientific method (observation, experimentation, and conclusions) used in investigations such as food borne illness outbreaks; regulatory and compliance processes; general food and drug safety practices. **Ability to:** read and understand legal, technical and scientific documents; take samples according to established sampling protocol and preservation methods; logically organize and synthesize material, information and human resources to optimize efficiency and minimize duplication of effort; work effectively with frequent interruptions and distractions in locations such as dispensaries, and processing and cultivation facilities; communicate effectively ~~orally~~ **verbally** with individuals and before groups; establish and maintain cooperative working relationships; maintain composure in demanding situations; proficiently use word processing and spreadsheet software; **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 ~~identified~~ required for ~~[Marijuana]~~ Cannabis Program Inspector II.)*

#### **CANNABIS PROGRAM INSPECTOR TRAINEE**

##### **Registered Environmental Health Specialist**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university which included at least 30 semester hours in core natural science credits; OR Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology, physics, sanitary engineering, or closely related field. (See Special Requirements and Informational Notes)

##### **Laboratory Services/Inspections**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in allied health sciences, biology, chemistry, environmental engineering, environmental health, environmental science, geology, physics, sanitary engineering, or closely related field; OR graduation from high school or equivalent education and two years of experience performing laboratory analysis and/or conducting inspections and/or investigations; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)

##### **BOTH OPTIONS**

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

**General knowledge of:** biology, chemistry, and epidemiology as applied to public health; the scientific method (observation, experimentation, and conclusions); sampling techniques to ensure quality control requirements are met (e.g., water and food samples); laboratory techniques; materials, supplies, and equipment used in a laboratory. **Ability to:** read and understand technical and scientific documents; take samples; communicate effectively both verbally and in writing; compose documents utilizing proper English grammar, spelling, and punctuation; use a personal computer and associated software.

<b>[MARIJUANA] CANNABIS PROGRAM SUPERVISOR</b>	<b>38</b>	<b>B</b>	<b>10.540</b>
<b>CANNABIS PROGRAM INSPECTOR III</b>	<b>37</b>	<b>B</b>	<b>10.544</b>
<b>[MARIJUANA] CANNABIS PROGRAM INSPECTOR II</b>	<b>36</b>	<b>B</b>	<b>10.541</b>
<b>[MARIJUANA] CANNABIS PROGRAM INSPECTOR I</b>	<b>34</b>	<b>B</b>	<b>10.542</b>
<b>CANNABIS PROGRAM INSPECTOR TRAINEE</b>	<b>32</b>	<b>B</b>	<b>10.543</b>

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**MINIMUM QUALIFICATIONS (cont'd)**

**CANNABIS PROGRAM INSPECTOR TRAINEE (cont'd)**

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

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>10.540</u>	<u>10.XXX</u>	<u>10.541</u>	<u>10.542</u>	<u>10.XXX</u>
ESTABLISHED:	12/11/13R 3/19/14UC	<b>XX/XX/XXUC</b>	12/11/13R 3/19/14UC	12/11/13R 3/19/14UC	<b>XX/XX/XXUC</b>
REVISED:	4/27/18UC		4/27/18UC	4/27/18UC	
REVISED:	2/26/20UC		2/26/20UC	2/26/20UC	
REVISED:	5/4/20UC		5/4/20UC	5/4/20UC	
<b>REVISED:</b>	<b>XX/XX/XXUC</b>		<b>XX/XX/XXUC</b>	<b>XX/XX/XXUC</b>	



**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>
<b>SECURITY OFFICER SUPERVISOR</b>	<b>29</b>	<b>D</b>	<b>11.260</b>
<b>SECURITY OFFICER</b>	<b>27</b>	<b>D</b>	<b>11.263</b>

**SERIES CONCEPT**

Security Officers provide security for State buildings and grounds; provide protective services to buildings and occupants; enforce applicable laws, rules, regulations, and policies; and apprehend offenders.

Maintain security of assigned buildings or facilities and surrounding property by conducting visual surveillance through camera monitors or direct observation; monitor State property, displays and individuals entering and leaving buildings and take appropriate action according to department policy.

Patrol buildings and grounds checking windows, locks, doors and security systems for damage or possible breach of security; follow established procedures and guidelines when security or safety violations occur.

Monitor physical condition of facilities to include electrical, structural, life safety systems and mechanical systems and report failures and deficiencies.

Maintain proficiency and certification in the use of firearms and personal defense equipment as required by the department.

Enforce laws, rules, and regulations by verbally warning trespassers or detaining violators; interact with other State and local law enforcement agencies and other personnel to maintain the safety and security of the facilities, property, staff, and general public.

Prepare and maintain security logs; complete forms and reports regarding security activity on assigned shift in accordance with departmental policy and procedure.

Assist the public by giving directions, answering questions, explaining rules, referring to appropriate staff or providing necessary forms.

Maintain proper use, control and accountability of keys, electronic access and surveillance equipment, uniforms and identification and/or monies by following established safety and security procedures.

Provide emergency responses or assistance regarding safety and security matters; relay emergency communications; administer first aid; conduct initial investigations and coordinate efforts with local law enforcement agencies; complete required forms and reports.

Perform related duties as assigned.

\*\*\*\*\*

**CLASS CONCEPTS**

**Security Officer Supervisor:** Under limited supervision, incumbents are responsible for supervising, training, scheduling, evaluating and coordinating subordinate Security Officers and perform the full range of duties described in the series concept. This is the supervisory level in the series.

CLASS CONCEPTS (cont'd)

**Security Officer:** Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

\*\*\*\*\*

MINIMUM QUALIFICATIONS

**SPECIAL REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, some positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- \* A valid driver's license is required at time of appointment and as a condition of continuing employment.
- \* Some positions required working on evening, weekends, and/or holidays.
- \* Some positions require firearms certification per P.O.S.T. criteria as a condition of continuing employment.
- \* Some positions require certification in CPR at time of appointment and as a condition of continuing employment.
- \* Some positions require first aid certification at time of appointment and as a condition of continuing employment.

**SECURITY OFFICER SUPERVISOR**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and one year of experience providing protective services to buildings and occupants, enforcing laws, rules, regulations, and policies and maintaining proper use, control and accountability of keys and electronic access and surveillance equipment; **OR** one year of experience as a Security Officer in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirements*)

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

**Working knowledge of:** modern security and surveillance equipment. **Ability to:** write routine business correspondence such as incident reports, performance evaluations and work schedules using business software including spreadsheets and databases; mediate between contending parties and groups; operate, inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering; monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises; patrol assigned premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates; analyze situations accurately and recommend or take effective courses of action including thinking and acting quickly in emergencies; communicate clearly using electronic communication devices; operate electronic security devices; use a computer to enter and retrieve information, *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:** supervisory principles and practices; applicable federal and State laws, rules and regulations in order to keep facilities and grounds secure; agency policies and procedures related to security; policies, procedures, and strategies used to promote effective local, State, or national security operations for the protection of people, property, and facilities. **Ability to:** train, supervise and evaluate the performance of assigned staff.

**SECURITY OFFICER**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and two years of experience in public contact work which included applying and implementing rules, regulations or established policies **OR an equivalent combination of education and experience as described above.** (See *Special Requirements*)

MINIMUM QUALIFICATIONS (cont'd)

SECURITY OFFICER (cont'd)

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

**Working knowledge of:** English grammar, punctuation, composition and spelling sufficient enough to communicate both orally and in writing to complete narrative reports using business software including spreadsheets and database management. **Ability to:** read and understand standard rules, regulations, policies and procedures; apply and enforce agency rules, regulations, policies and procedures; speak on a one-to-one basis using appropriate vocabulary and grammar to give directions, answer questions and explain rules; interact with people of various backgrounds; establish and maintain cooperative working relationships with State and local government personnel; maintain composure when dealing with resistant or hostile people; observe people and/or events and take appropriate action based on established procedures; work independently and follow through on assignments with minimal direction; and interact diplomatically with the public.

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

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Security Officer Supervisor.)*

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>11.260</u>	<u>11.263</u>
ESTABLISHED:	7/6/92UC	8/1/68
REVISED:		12/1/68
REVISED:		8/31/73
REVISED:		3/20/79-3
REVISED:		5/8/79-3
REVISED:		10/20/81-3
REVISED:		5/7/82-3
REVISED:		8/6/87-3
REVISED:		7/1/91P
		10/19/90PC
REVISED:		7/1/91P
		5/24/91-3
REVISED:		11/15/91PC
REVISED:	2/9/04UC	2/9/04UC
REVISED:	9/29/17PC	9/29/17PC
<b>REVISED:</b>		<b>X/XX/XXUC</b>



**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>
<i>EARLY CHILDHOOD EDUCATOR IV</i>	33	B	5.181
<i>EARLY CHILDHOOD EDUCATOR III</i>	31	B	5.182
<i>EARLY CHILDHOOD EDUCATOR II</i>	29	E	5.183
<i>EARLY CHILDHOOD EDUCATOR I</i>	27	E	5.184

**SERIES CONCEPT**

*Early Childhood Educators design, organize, implement, and deliver developmentally appropriate early childhood education programs which promote children’s social, emotional, cognitive, creative, and physical development and support a diverse and inclusive environment.*

*Identify and implement strategies appropriate to the developmental levels and learning styles of each child; research, design, resource and implement lesson plans; contribute to or lead the development of the broader curriculum framework such as themes and goals; conduct research and provide training into emerging trends and best practices in the field; coordinate the classroom setting.*

*Instruct in the classroom (indoor and/or outdoor) environment; observe, instruct, and guide children’s performance, behavior, social development, and physical health; develop and provide unique responses to individual child needs; observe and monitor the instruction and response of assigned classroom staff.*

*Administer, write, and compile individual assessments of each child’s development; communicate development and assessment results with families; implement intervention strategies; identify and collaborate with early childhood special educators and other allied education and health professionals as needed.*

*Engage in the development of academic practicum students in a lab setting by providing guidance, observing practicum students in a classroom setting, and through communication with academic instructors; may supervise academic practicum and field experience students in the lab environment; work with academic faculty to enhance the teaching/learning laboratory environment.*

*Review, implement, monitor, and participate in emergency, fire, and life safety activities to ensure the safety and well-being of children, students, staff, and visitors; assist with disaster, emergency, fire, and safety drills; ensure first-aid kits are stocked and up to date; perform basic first aid, CPR, and other health and safety functions as needed; recognize signs and symptoms of neglect and abuse and report accordingly; ensure compliance with applicable federal and State laws, rules, regulations, policies, and procedures.*

*Perform related duties as assigned.*

\*\*\*\*\*

**CLASS CONCEPTS**

*Early Childhood Educator IV: Under limited supervision, and in addition to performing the full range of duties as described in the series concept, incumbents supervise lower-level Early Childhood Educator positions to include performance evaluations, work performance standards, work assignment and review, scheduling, training, and discipline and may supervise Child Care Workers, students, interns, volunteers, and other lower-level staff as assigned. This is the supervisory level in the series.*

<b>EARLY CHILDHOOD EDUCATOR IV</b>	<b>33</b>	<b>B</b>	<b>5.181</b>
<b>EARLY CHILDHOOD EDUCATOR III</b>	<b>31</b>	<b>B</b>	<b>5.182</b>
<b>EARLY CHILDHOOD EDUCATOR II</b>	<b>29</b>	<b>E</b>	<b>5.183</b>
<b>EARLY CHILDHOOD EDUCATOR I</b>	<b>27</b>	<b>E</b>	<b>5.184</b>

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**CLASS CONCEPTS (cont'd)**

**Early Childhood Educator IV: (cont'd)**

*Incumbents assist in the development and design of the learning environment consistent with emerging trends and best practices. In addition, incumbents perform administrative functions to include, but not limited to: assisting in budget development and monitoring; grant writing; coordinating and performing accreditation and licensing activities; assisting in emergency plan development; assisting in policy and procedure development; assisting in quality improvement activities; developing and disseminating communications regarding operations, policy changes, closures, etc.; disseminating information to staff; and participating and contributing to programs concerned with improvements in the field of early childhood education.*

**Early Childhood Educator III:** *Under general supervision, incumbents perform the full range of duties described in the series concept and function as a lead worker over lower-level Early Childhood Educator positions, Child Care Workers, students, interns, volunteers, and other lower-level staff as assigned to include work assignment and review, training, and providing input related to performance evaluations and discipline. In addition, incumbents assist in curriculum design and development and assist in the performance of administrative functions. This is the advanced journey level in the series.*

**Early Childhood Educator II:** *Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.*

**Early Childhood Educator I:** *Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Pursuant to NRS 432A.170, positions in this series may be required to submit to a pre-employment background investigation. Positions offered employment in these positions must submit to a pre-employment background investigation.
- \* Pursuant to NAC 432A.310, positions in this series are required to provide verification that the applicant is free from communicable tuberculosis. This documentation must be attached to the application.
- \* Positions must meet and comply with all requirements of The Nevada Registry as a condition of continuing employment.

**INFORMATIONAL NOTE:**

- \* Incumbents must obtain and maintain infant, child, and adult CPR certification; basic first aid certification; and Automatic External Defibrillator (AED) certification within 120 days of appointment and as a condition of continuing employment.

**EARLY CHILDHOOD EDUCATOR IV**

**EDUCATION AND EXPERIENCE:** *Bachelor's degree from an accredited college or university in education, early childhood education, or closely related field and three years of experience teaching children in a child care, pre-school, or group setting which included one year of experience in curriculum and environmental design, performing developmental assessments, and collaborating with families regarding children's health, wellness, safety, and development; OR Associate's degree from an accredited*

<b>EARLY CHILDHOOD EDUCATOR IV</b>	<b>33</b>	<b>B</b>	<b>5.181</b>
<b>EARLY CHILDHOOD EDUCATOR III</b>	<b>31</b>	<b>B</b>	<b>5.182</b>
<b>EARLY CHILDHOOD EDUCATOR II</b>	<b>29</b>	<b>E</b>	<b>5.183</b>
<b>EARLY CHILDHOOD EDUCATOR I</b>	<b>27</b>	<b>E</b>	<b>5.184</b>

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college or university in education, early childhood education, or closely related field and four years of experience as described above,

**MINIMUM QUALIFICATIONS (cont'd)**

**EARLY CHILDHOOD EDUCATOR IV (cont'd)**

**EDUCATION AND EXPERIENCE: (cont'd)**

one year which included experience in curriculum and environmental design, performing developmental assessments, and collaborating with families regarding children's health, wellness, safety, and development; OR graduation from high school or equivalent education and five years of experience as described above one year which included experience in curriculum and environmental design, performing developmental assessments, and collaborating with families regarding children's health, wellness, safety, and development; OR one year of experience as an Early Childhood Educator III in Nevada State service; OR two years of experience as an Early Childhood Educator II in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements)

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

Working knowledge of: administrative duties and center operations; theories and research across all developmental domains, individuation of practice, and developmentally appropriate practices; program development related to accreditation and State licensing standards. General knowledge of: emerging research trends in the profession and necessary program modification; mentoring practices; emergency management plans; principles and practices of supervision; principles and practices of budgeting. Skill in: annual data assessment tools for early childhood. Ability to: collaborate in program center planning activities; oversee the work of others, train, evaluate performance, and correct performance deficiencies; research, analyze, and provide input regarding emerging trends and best practices in the field; evaluate academic practicum student performance; implement practices for inclusivity of all children, families, and staff members; collaborate with community partners and families regarding unit center activities; assist in the evaluation and implementation of accommodations needed to fully serve children with disabilities and/or special needs; assist in the design and development of safety protocols and procedures; communicate with community experts and faculty on practicum students' academic experience in the classroom.

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

Working knowledge of: principles and practices of supervision. General knowledge of: early childcare and education; pedagogy, developmental psychology, and child development; developmentally appropriate teaching strategies; data/metric analysis necessary to evaluate success and identify trends of the educational program area. Skill in: classroom assignments and staffing schedules. Ability to: gauge children's development across all domains; analyze information, problems, and situations to define the problem, formulate logical and objective conclusions, and recognize alternatives and their implications; oversee completion of administrative duties; foster a stimulating and cooperative work environment; assess subordinate skills, abilities, and limitations; analyze and summarize data; analyze administrative programs within an allotted budget; work directly with regulatory agencies, community experts, and faculty on practicum student academic experiences in the center; advocate for the early childhood education field.

**EARLY CHILDHOOD EDUCATOR III**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in education, early childhood education, or closely related field and two years of experience teaching children in a child care, pre-school, or group setting which included one year of experience in curriculum and environmental design, performing developmental assessments, and/or collaborating with families regarding children's health, wellness, safety, and development; OR Associate's degree from an accredited college or university in education, early childhood education, or closely related field and three years of experience as described above, one year which included experience in curriculum and environmental design, performing developmental assessments, and collaborating with families regarding children's

<b>EARLY CHILDHOOD EDUCATOR IV</b>	<b>33</b>	<b>B</b>	<b>5.181</b>
<b>EARLY CHILDHOOD EDUCATOR III</b>	<b>31</b>	<b>B</b>	<b>5.182</b>
<b>EARLY CHILDHOOD EDUCATOR II</b>	<b>29</b>	<b>E</b>	<b>5.183</b>
<b>EARLY CHILDHOOD EDUCATOR I</b>	<b>27</b>	<b>E</b>	<b>5.184</b>

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*health, wellness, safety, and development; OR graduation from high school or equivalent education and four years of experience as described above one year which included experience in curriculum and environmental design, performing developmental assessments, and collaborating with families regarding children's health, wellness, safety, and development;*

**MINIMUM QUALIFICATIONS (cont'd)**

**EARLY CHILDHOOD EDUCATOR III (cont'd)**

**EDUCATION AND EXPERIENCE: (cont'd)**

*OR one year of experience as an Early Childhood Educator II in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements)*

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

*Working knowledge of: developmental domains in early childhood education; administering assessments validly and reliably; integration of creative expressions, diversity, and respect through curriculum; effective, developmentally appropriate, and stimulating indoor/outdoor learning environments. General knowledge of: accreditation and licensing requirements; how assessments inform curricular planning; instructional practices and pedagogical approaches that abide by principles of developmentally appropriate practice; administrative and center operations. Skill in: observation and assessment tools used in early childhood education; identifying appropriate and engaging classroom environments by age range; data collection; utilization of database, spreadsheet, and word processing software. Ability to: understand that children learn through multiple avenues and contexts; identify and recommend community resources and suggest referrals; perform child assessments independently; discuss assessments with families; gather the child's work to present a full and accurate picture; recognize developmental delays; use screening tools appropriately and adapt curriculum to address individual needs and differences in the group setting; create an environment that promotes respect for all individuals; provide opportunities for children to develop friendships and social skills; collaborate with families to address children's learning, behavioral, and social needs, resources available, etc.; monitor compliance for regulatory requirements; plan, implement, and modify the learning environment/schedule according to individual and group needs which promote developmental domains; adapt curriculum/individual plans for children with disabilities.*

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

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Early Childhood Educator IV.)*

**EARLY CHILDHOOD EDUCATOR II**

**EDUCATION AND EXPERIENCE:** *Associate's degree from an accredited college or university in education, early childhood education, or closely related field and two years of experience teaching children in a child care, pre-school, or group setting to include implementation of curricular activities and environmental design, supporting developmental assessments, establishing relationships with families, and ensuring the health, wellness, and safety of children; OR graduation from high school or equivalent education and three years of experience as described above; OR one year of experience as an Early Childhood Educator I in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements)*

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

*Working knowledge of: how children learn in each domain (physical, social, emotional, cognitive, linguistic, and general learning competencies); application of teaching strategies that address all developmental domains in early childhood; General knowledge of: family relationships in early childhood education settings; design of learning centers to encourage play-based learning; observation and assessment tools used to assist in the collection of information; emergency protocols; ethics requirements and how they affect the daily work; effective, developmentally appropriate, and stimulating indoor/outdoor learning environments. Ability to: plan activities and contribute to curriculum to addresses children's*

<b>EARLY CHILDHOOD EDUCATOR IV</b>	<b>33</b>	<b>B</b>	<b>5.181</b>
<b>EARLY CHILDHOOD EDUCATOR III</b>	<b>31</b>	<b>B</b>	<b>5.182</b>
<b>EARLY CHILDHOOD EDUCATOR II</b>	<b>29</b>	<b>E</b>	<b>5.183</b>
<b>EARLY CHILDHOOD EDUCATOR I</b>	<b>27</b>	<b>E</b>	<b>5.184</b>

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*learning across developmental domains; recognize and positively respond to children’s behavior, developmental, and/or emotional distress; identify and participate in appropriate guidance approaches; assist in the design of the learning center; set-up the learning environment and implement schedules to promote competencies in all developmental domains; collaborate with supervisors in communicating with families regarding issues of concern; participate in*

**MINIMUM QUALIFICATIONS (cont’d)**

**EARLY CHILDHOOD EDUCATOR II (cont’d)**

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont’d)**  
*parent-teacher conferences to review children’s assessment data; adhere to plans for children with disabilities or special needs; practice emergency drills with children; implement a safe and effective environment for learning; work with children and families of diverse backgrounds; convey inclusion and belonging of diverse backgrounds.*

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

**EARLY CHILDHOOD EDUCATOR I**

**EDUCATION AND EXPERIENCE:** *Associate’s degree from an accredited college or university in education, early childhood education, or closely related field and one year of experience teaching children in a childcare, pre-school, or group setting; OR graduation from high school or equivalent education and two years of experience teaching children in a childcare, pre-school, or group setting; OR two years of experience as a Child Care Worker II in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements)*

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):**  
*General knowledge of: instructional methods and techniques used in early learning classrooms; curriculum planning and development; the process and purpose of observation and assessment in an academic practicum setting; Early Learning Guidelines and Pre-Kindergarten Standards; play-based learning, creative spaces, and the different domains of development and subjects of learning in early childhood education; code of ethics; applicable laws and regulations; database, spreadsheet, and word processing software. Ability to: assist in curriculum planning and selection; provide age-appropriate instruction to children; recognize individual needs and differences in children; treat children with fairness and consistency; provide emotional and physical support; support aspects of diversity as strengths; observe, record, and report daily activities to families; uphold the safety of the learning environment; understand and carry out verbal and written instructions; communicate effectively both verbally and in writing; perform first aid, CPR, and other health and safety functions; recognize signs and symptoms of neglect and abuse and report accordingly.*

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

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.*

	<u>5.181</u>	<u>5.182</u>	<u>5.183</u>	<u>5.184</u>
<b>ESTABLISHED:</b>	X/X/XXUC	X/X/XXUC	X/X/XXUC	X/X/XXUC



**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>
<b>[COMPUTER] FACILITY MECHANICAL TECHNICIAN</b>	<b>31</b>	<b>G</b>	<b>9.438</b>
<i>FACILITY MECHANICAL TECHNICIAN TRAINEE</i>	<i>29</i>	<i>G</i>	<i>9.436</i>

***SERIES CONCEPT***

~~[Under general supervision,]~~ *Facility Mechanical Technicians within Enterprise IT Services (EITS)* control power supplies and the building environment at a computer facility *data center*; provide technical analysis and consultation relative to power supplies and the computing environment to other State agencies; and plan, install, operate, and maintain computer support systems and equipment.

Ensure contracts are in place at the State computer facility including the uninterrupted power supply (UPS), power monitoring systems, back-up generators, heating, air conditioning and humidification equipment and the building security system in order to sustain State data processing services and avoid costly computer downtime and power supply repairs; ensure compliance with terms and requirements of Board of Examiners contracts.

Prepare criteria for service contracts and oversee the work of contractors engaged in overhauling and performing major repairs on the facility heating and air conditioning equipment, back up generators, and UPS.

Test equipment for proper operation; troubleshoot and make emergency repairs to equipment using volt/amp meters, soldering equipment and a variety of hand and power tools.

Research equipment, supplies, and costs; prepare specifications and cost estimates relative to new equipment purchase and installation; and act as agency liaison with State Public Works Board during major capital improvements associated with computer support systems and computer facility.

Compile special and monthly power event statistics using readings from power disturbance analyzing equipment; chart the data for trend analysis, justification for future power conditioning equipment, and to provide evidence when filing damage claims against the utility company.

Monitor the building environment at a data processing facility and remote sites using specialized software and a personal computer.

Provide technical support to the agencies served by conceptualizing the placement of data processing equipment, power distribution fixtures, heating, air conditioning and humidification equipment, power conditioning equipment such as uninterruptible power supplies and voltage regulators needed for remote computer installations.

Evaluate causes of data loss, line errors and equipment failures by monitoring power supplies using power disturbance equipment to analyze power surges, sags and line noise; and recommend appropriate power conditioning equipment.

Compile, translate, and distribute power event summaries collected from power analyzing equipment to State agencies and the utility company upon request, apprising them of power distribution conditions and/or problems.

Perform related duties as assigned.

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**CLASS CONCEPTS**

***Facility Mechanical Technician:*** Under general supervision, incumbents perform the full range of duties as described in the series concept. This is the journey level in the series.

***Facility Mechanical Technician Trainee:*** Under close supervision, incumbents receive training in performing the full range of duties as described in the series concept. 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 recommendation of the appointing authority.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- *A valid Class C driver’s license is required at the time of appointment and as a condition of continuing employment.*
- *Persons offered employment in this position are required to submit to a pre-employment fingerprint and background check.*
- *This position is subject to call-back after work hours and call-out on weekends and holidays.*

**FACILITY MECHANICAL TECHNICIAN**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and ~~[three]~~ **two** years of technical experience in the operation, testing, and maintenance of computer support systems including commercial heating, air conditioning and humidifying equipment and uninterruptible power supplies and diesel generators; ***OR Associate’s degree from an accredited college or university in an electrical and/or mechanical field and one year of experience as described above; OR graduation from an accredited trade school in an electrical and/or mechanical trade and one year of experience as described above; OR one year of experience as a Facility Mechanical Technician Trainee in Nevada State service; OR*** an equivalent combination of education and experience as described above. ~~[Two years of college or trade school in an electronics related field may be substituted for one year of the experience.]~~

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):  
**Working knowledge of:** methods, materials and tools used to operate, test, and maintain heating and large-scale air-conditioning equipment; electricity including AC/DC circuitry and the transferring of power loads; diesel generators. **General knowledge of:** the application of high voltage computer support systems including commercial heating, air conditioning and power conditioning equipment and diesel generators to control the computer environment, power supply, and distribution to computer equipment; principles of power conditioning equipment such as uninterruptible power supplies and voltage regulators; malfunctions caused by power anomalies on data processing equipment; non-linear loads and their effect on building power distribution; computer grounding and signal reference grids. **Ability to:** use power disturbance analyzers, voltage and amp meters, soldering equipment, and hand and power tools; read and comprehend mechanical schematics, building blueprints and equipment service manuals; ***and all knowledge, skills, abilities required at the lower level.***

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):  
**Detailed knowledge of:** the assigned computer facility's computer support systems. **Working knowledge of:** State purchasing procedures; State procedures involved in preparing and awarding contracts; vendors and contractors that serve the data processing community. **Ability to:** prepare purchasing and contractual specifications; conceptualize the physical environment of computer equipment and personnel; program and operate specialized software on a personal computer for monitoring local and remote building environments; prepare data charts and summaries; communicate effectively, both verbally and in writing, with vendors, contractors, agency representatives and the power company.

### MINIMUM QUALIFICATIONS

#### FACILITY MECHANICAL TECHNICIAN TRAINEE

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and two years of experience performing semi-skilled work in the electrical and/or mechanical trades; OR Associate's degree from an accredited college or university in an electrical and/or mechanical field and one year of experience as described above; OR graduation from an accredited trade school in an electrical and/or mechanical trade and one year of experience as described above; OR one year of experience as a Maintenance Repair Worker III in Nevada State service performing electrical and/or mechanical trades work; OR an equivalent combination of education and experience as described above.

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):  
General knowledge of: safety hazards and safe working procedures in the electrical and/or mechanical trades; standard practices, methods, materials, tools, and equipment used in the repair of electrical and/or mechanical equipment. Ability to: read and understand repair orders, service and operation manuals, building plans, and building codes; adapt standard repair and maintenance procedures or methods to accommodate unusual circumstances; perform a variety of semi-skilled work relevant to the position to which assigned; safely operate and maintain a variety of hand tools, power tools, and equipment; follow verbal and written instructions; communicate effectively both verbally and in writing.

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

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>9.438</u>	<u>9.XXX</u>
ESTABLISHED:	4/19/90R	X/X/XXUC
	10/19/90PC	
REVISED:	7/1/91P	
	11/29/90PC	
REVISED:	6/27/03PC	
REVISED:	3/19/18PC	
<b>REVISED:</b>	<b>X/X/XXUC</b>	



**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>
<b>WATER SYSTEM MANAGER</b>	<b>36*</b>	<b>G</b>	<b>9.475</b>
<b>WATER SYSTEM OPERATOR II</b>	<b>33*</b>	<b>G</b>	<b>9.498</b>
<b>[OPTIONS:</b>			
<b>A. BUILDINGS &amp; GROUNDS</b>			
<b>B. STATE PARKS]</b>			
<b>WATER SYSTEM OPERATOR I</b>	<b>31*</b>	<b>G</b>	<b>9.478</b>
<b>WATER SYSTEM WORKER</b>	<b>29*</b>	<b>G</b>	<b>9.499</b>

**SERIES CONCEPT**

Water System Operators perform technical duties related to testing and treatment of ground and surface water, the operational duties associated with the collection and storage of ground and surface water, and the treatment and distribution of water.

Operate and maintain water treatment and distribution equipment; monitor compliance with State health regulations and Environmental Protection Agency regulations and implement corrective water treatment procedures; analyze treated water samples for turbidity, pH level, TPH, and chlorine residual tests; monitor contaminate levels to ensure compliance with regulatory requirements; adjust chemical dosages on analysis; collect water samples on a periodic basis and forward samples to the Nevada State Public Health Laboratory as required.

Route stream water into reservoir feed lines by installing and maintaining a catchment system including aprons, culverts, sand traps and transmission pipes.

Control reservoir levels and water distribution by releasing or retaining water through manual or computer systems; install and maintain the water-pumping system as needed to replenish water levels.

Perform preventive maintenance and repairs on the water system by inspecting distribution systems and maintaining pumps, valves, motors, air lines, and related machinery; rebuild motors, pumps and pipelines as necessary; clear debris; flush sand traps; repair pressure relief boxes, valves and pumps using a variety of hand and power tools, welders, dump trucks, loader and backhoe; maintain access roads within the water system by grading road surface and using a snow plow; transport vehicles and equipment on public roads and highways.

Assist supervisor in overseeing the management, collection, treatment, and distribution of water resources; gather information including reservoir levels, water released and diverted, snow depth information, and system activities; develop reports, cost estimates and projections related to water collection, treatment, and distribution.

May provide supervision to lower-level operators and workers, seasonal staff, and the work of inmates.

Perform related duties as assigned.

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\* Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.

WATER SYSTEM MANAGER	36*	G	9,475
WATER SYSTEM OPERATOR II	33*	G	9,498
<b>[OPTIONS:</b>			
<b>A. BUILDINGS &amp; GROUNDS</b>			
<b>B. STATE PARKS]</b>			
WATER SYSTEM OPERATOR I	31*	G	9,478
WATER SYSTEM WORKER	29*	G	9,499

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**CLASS CONCEPTS**

**Water System Manager:** Under general direction, in addition to performing the duties described in the series concept, the incumbent oversees the management and collection of the State's water resources distributed to Carson City and Storey counties and the treatment and distribution of water to the Stewart building complex. The incumbent is certified as a Water Treatment Operator, grade 1 and a Water Distribution Operator, grade 2.

The incumbent participates with Carson City and Storey counties, the Carson Water Subconservancy District, special interest groups, and legislative committees in developing water policies, long range water needs assessments, water budgeting and distribution plans, and conservation and education plans and initiatives; oversees the development and maintenance of the collection (lake and run-off) system, maintenance or replacement of pipelines and equipment, and operation of the Stewart well and treatment and distribution system.

This position also develops and oversees a dedicated budget including projecting revenues and expenditures; monitors expenditures during the fiscal year; ensures the proper payment for water distributed to Carson City and Storey counties; assists the Division Administrator in the development of water supply contracts; supervises operators, workers, and seasonal employees, and directs the work of inmates.

**Water System Operator II:**

**[Option A:] Buildings & Grounds:** Under general direction, incumbents *function as a lead worker over lower-level Water System Operator and/or Water System Worker positions to include training, work assignment and review, and providing input regarding performance evaluations and work performance standards.* [~~serve as a first line supervisor including performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline.~~] Incumbents function at the journey level and are certified as a Water Treatment Operator, grade 1 and Water Distribution Operator, grade 2. [~~;~~]

**[Option B:] State Parks:** *Under general direction, incumbents* [W]work at the advanced journey level on a water system designated by the Nevada Division of Environmental Protection as requiring certification as a Water Treatment Operator, grade 2 or higher or a Water Distribution Operator, grade 2. Duties at this level require advanced knowledge of treatment technology and operation of associated equipment.

**Water System Operator I:** Under general supervision, incumbents perform most of the duties described in the series concept and may direct the work of seasonal employees and inmates. Incumbents function as an entry-level operator and are certified as Water Treatment Operator, grade 1. Operators at this level must become certified as a Water Distribution Operator, grade 1 within 12 months of appointment.

Depending on the needs of the agency, incumbents may be permanently assigned to this level and function below the journey level, or progress to the next level in the series upon attainment of the required certification, license endorsement, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

**Water System Worker:** Under close supervision, incumbents participate in a training program consisting of a course of self-study and on-the-job training to acquire the necessary skills and experience required to perform the duties described in the series concept and become certified as a Water Treatment Operator, grade 1. This is the trainee level in the series and progression to the next level in the series may occur upon attainment of the required certification, license endorsement, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

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WATER SYSTEM MANAGER	36*	G	9,475
WATER SYSTEM OPERATOR II	33*	G	9,498
<b>[OPTIONS:</b>			
<b>A. BUILDINGS &amp; GROUNDS</b>			
<b>B. STATE PARKS]</b>			
WATER SYSTEM OPERATOR I	31*	G	9,478
WATER SYSTEM WORKER	29*	G	9,499

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### MINIMUM QUALIFICATIONS

#### SPECIAL REQUIREMENTS:

- \* A valid Class C driver's license is required at the time of appointment and as a condition of continuing employment.
- \* Working outdoors is required. Duties frequently require walking to elevations over 6000 feet and using snowmobiles and snowshoes to inspect and maintain the water system and equipment.
- \* Working weekends may be required.
- \* Positions are subject to callout or callback.
- \* Water System Manager positions require certification as a Water Treatment Operator, grade 1 and a Water Distribution Operator, grade 2 at the time of appointment and as a condition of continued employment.
- \* Water System Operator II, ~~[Option A]~~ **Buildings & Grounds**, positions require certification as a Water Treatment Operator, grade 1 and Water Distribution Operator, grade 2 at the time of appointment and as a condition of continued employment.
- \* Water System Operator II, ~~[Option B]~~ **State Parks**, positions require certification as a Water Treatment Operator, grade 2 and Water Distribution Operator, grade 2 at the time of appointment and as a condition of continued employment.
- \* Water System Operator I positions require certification as a Water Treatment Operator, grade 1 at the time of appointment and a Water Distribution Operator, grade 1 within 12 months of appointment and as a condition of continued employment.

#### INFORMATIONAL NOTES:

- \* Some Water System Worker positions may be required to obtain a commercial driver's license with hazardous materials and tanker endorsements within 12 months of appointment.
- \* All licenses, endorsements, and certifications must be issued by the State of Nevada and must be maintained as a condition of continuing employment.

#### WATER SYSTEM MANAGER

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and three years of experience in the operation and maintenance activities of a water treatment or water distribution system, one year of which included supervising lower-level water treatment or distribution operators; **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):

**Detailed knowledge of:** principles and techniques of operating and maintaining a reservoir water system including reservoir management and intake structures, coagulation and flocculation, sedimentation, filtration, disinfections, corrosion control, taste and odor control, plant operation, safety, and laboratory procedures; principles and techniques of surveying water sources and surface storage for capacity and potential contamination, and operation of water distribution system including storage facilities, distribution system operation and maintenance, disinfections, and safety; computer logging and graphing methods related to water treatment and distribution; federal statutes regarding water quality, treatment, and reporting requirements.

**Ability to:** establish work performance standards, assign and review work, provide work direction, evaluate performance, and provide counseling and discipline to subordinate staff; read and interpret statutes and regulations regarding water quality, distribution, water rights, easements, and right-of-way; organize work and direct staff and inmates; prepare monthly reports from field data and maintenance logs; establish and maintain effective working relationships with staff and interested parties; *and all knowledge, skills, and abilities required at the lower levels.*

WATER SYSTEM MANAGER	36*	G	9,475
WATER SYSTEM OPERATOR II	33*	G	9,498
<b>[OPTIONS:</b>			
<b>A. BUILDINGS &amp; GROUNDS</b>			
<b>B. STATE PARKS]</b>			
WATER SYSTEM OPERATOR I	31*	G	9,478
WATER SYSTEM WORKER	29*	G	9,499

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### MINIMUM QUALIFICATIONS (cont'd)

#### WATER SYSTEM MANAGER (cont'd)

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

**Detailed knowledge of:** State statutes and regulations regarding water quality, treatment, and reporting requirements. **Working knowledge of:** State rules and regulations regarding personnel management, fiscal management, and purchasing; preparation of grants and grant reporting requirements. **Ability to:** oversee the management and collection of the State's water resources distributed to Carson City and Storey counties and the treatment and distribution of water provided to the Stewart building complex; work effectively with special interest groups, interested parties, and legislative committees who are developing water policies, long range water needs assessments, water budgeting and distribution plans, and conservation and education plans and initiatives; oversee the development and maintenance of Sierra water collection; establish maintenance or replacement schedules for equipment, facilities, pipelines, and catchments; develop and oversee a dedicated budget including projecting revenues and expenditures; monitor expenditures during the fiscal year; ensure the proper payment for distributed water; assist in the development of water supply contracts.

#### WATER SYSTEM OPERATOR II [~~BOTH OPTIONS~~]

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in the operation and maintenance of a water treatment or water distribution system; **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):

**Working knowledge of:** principles and techniques of operating and maintaining a reservoir water system including reservoir management and intake structures, coagulation and flocculation, sedimentation, filtration, disinfections, corrosion control, taste and odor control, plant operation, safety, and laboratory procedures; principles and techniques of surveying water sources and surface storage for capacity and potential contamination, and operation of water distribution systems including storage facilities, distribution system facilities, distribution system operation and maintenance, disinfections, and safety; computer logging and graphing methods related to water treatment and distribution; federal and State rules and regulations regarding water quality, treatment, and reporting requirements; transportation of fuel using a tanker truck. **Ability to:** provide first-line supervision to lower-level employees and inmates; *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 Water System Manager.*)

#### WATER SYSTEM OPERATOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience in the operation and maintenance of a water treatment or water distribution system; **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):

**General knowledge of:** principles and techniques of operating and maintaining a reservoir water system including reservoir management and intake structures, coagulation and flocculation, sedimentation, filtration, disinfections, corrosion control, taste and odor control, plant operation, safety, and laboratory procedures; principles and techniques of surveying water sources and surface storage for capacity and potential

WATER SYSTEM MANAGER	36*	G	9.475
WATER SYSTEM OPERATOR II	33*	G	9.498
<b>[OPTIONS:</b>			
<b>A. BUILDINGS &amp; GROUNDS</b>			
<b>B. STATE PARKS]</b>			
WATER SYSTEM OPERATOR I	31*	G	9.478
WATER SYSTEM WORKER	29*	G	9.499

**MINIMUM QUALIFICATIONS (cont'd)**

**WATER SYSTEM OPERATOR I (cont'd)**

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)  
 contamination; federal and State rules and regulations regarding water quality, treatment, and reporting requirements; transportation of fuel using a tanker truck. **Ability to:** operate a water treatment plant according to federal and State statutes and regulations regarding water quality and treatment; analyze water samples and calculate correct chemical dosages; inspect equipment to assess maintenance and replace needs; use tools and operate heavy equipment to maintain roads, and maintain, repair or replace pipelines, culverts, valves, pumps, meters and other devices; conduct on-site inspections and maintain inspection logs of equipment, pipelines, catchments and reservoirs; record and chart data using computer graphing software; direct the work of seasonal employees and inmates; *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:** operation of water distribution systems including storage facilities, distribution system facilities, distribution system operation and maintenance, disinfections, and safety procedures. **Ability to:** oversee assigned projects and provide work direction to seasonal employees and inmates; read plans and determine materials and equipment needs to complete a project; develop reports, cost estimates and projections related to water collection, treatment, and distribution.

**WATER SYSTEM WORKER**

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of semi-skilled experience maintaining equipment, operating machinery, constructing pipelines, and/or other related work experience; **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):  
**General knowledge of:** algebra and geometry; the operation, repair, and maintenance of valves, meters, pipes, gages, and culverts. **Ability to:** operate and transport vehicles weighing 26,001 pounds or more; collect field data and prepare maintenance logs; enter and retrieve data using a computer; perform heavy physical labor; use hand tools and equipment used in maintaining roads, pipelines, culverts, valves, pumps, and meters; perform mathematic computations; read and comprehend administrative policy, regulatory laws and procedures, safety and equipment publications; read and understand water flow meters and snow depth gauges; communicate effectively both orally and in writing.

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

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>9.475</u>	<u>9.498</u>	<u>9.478</u>	<u>9.499</u>
ESTABLISHED:	8/17/01R 7/5/02UC	6/22/70	12/26/91R	12/26/91R
REVISED:		1/24/84-3	11/3/92UC	11/3/92UC
REVISED:		3/3/89		

WATER SYSTEM MANAGER	36*	G	9,475
WATER SYSTEM OPERATOR II	33*	G	9,498
<b>[OPTIONS:</b>			
<b>A. BUILDINGS &amp; GROUNDS</b>			
<b>B. STATE PARKS]</b>			
WATER SYSTEM OPERATOR I	31*	G	9,478
WATER SYSTEM WORKER	29*	G	9,499

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	<u>9.475</u>	<u>9.498</u>	<u>9.478</u>	<u>9.499</u>
REVISED:		7/1/91P 11/29/90PC		
REVISED:		4/17/02R 7/5/02UC	4/17/02R 7/5/02UC	4/17/02R 7/5/02UC
REVISED:	6/27/03PC	6/27/03PC	6/27/03PC	6/27/03PC
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	1/24/08UC	1/24/08UC	1/24/08UC	1/24/08UC
REVISED:	3/25/22PC	3/25/22PC	3/25/22PC	3/25/22PC
<b>REVISED:</b>		<b>X/X/XXUC</b>		



**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>
<b>ENERGY PROGRAM[S] MANAGER</b>	<b>41</b>	<b>B</b>	<b>7.758</b>

Within the Governor’s Office of Energy (GOE), Energy Program[s] Managers plan, organize, coordinate, administer, direct, and evaluate complex statewide energy programs and activities to ensure compliance with State and federal laws and regulations.

Establish goals, objectives, schedules, policies, and procedures compatible with statutory, regulatory and GOE requirements; develop work plans, budgets, and applications for federal grants in accordance with applicable laws and regulations; and conduct on-site visits to projects to ensure progress and compliance.

Provide programmatic direction and guidance to effectively achieve objectives and strategies; develop, implement, and provide day-to-day oversight of assigned program and project areas; direct subordinates in the execution of strategies to attain goals and objectives.

Train, supervise and evaluate the performance of professional, technical and support staff; assign and review work; provide guidance and training; monitor and evaluate progress on projects; and provide counseling and discipline as required.

Assist in the preparation of grant applications and oversee preparation of interim and final reports to funding agencies; develop public and private partnerships to encourage support for funding energy efficiency and conservation programs at the State and local levels.

Plan and coordinate activities and projects with other agencies, public and private organizations and industry representatives; write requests for proposals and facilitate selection committees; represent GOE at various hearings, meetings and conferences to provide information and answer questions pertaining to federal and State regulations and GOE policies, procedures and programs; provide technical assistance to various committees and groups; and serve on regional and national oversight boards and committees.

Prepare informational materials to assist the GOE Director in developing agency policies, procedures, and guidelines; provide technical information for public information campaigns and marketing strategies for assigned programs and projects.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENT:**

- \* A valid driver’s license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

**INFORMATIONAL NOTES:**

- \* Positions may require specialized *certification*, education, and/or experience *specific to the program assigned* ~~[which]~~ *and* will be identified by the agency at the time of recruitment.

## MINIMUM QUALIFICATIONS (cont'd)

~~[INFORMATIONAL NOTES: (cont'd)]~~

- \* ~~[Some positions may require specialized certification specific to the program assigned and will be identified at the time of recruitment.]~~

ENERGY PROGRAM[S] MANAGER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university and four years of professional experience *planning, designing, administering and evaluating programs and/or projects*, to include one or more of the following: ~~[the planning, design, administration and evaluation of energy programs and/or projects;]~~ *strategic planning and analysis*; fiscal ~~*budget development*~~, management to include budget development, implementation and monitoring, ~~[two years of which was equivalent to a Management Analyst III in Nevada State service; or]~~ *federal grant development or management [and oversight]* to include grant writing, monitoring and/or ensuring compliance with grant deliverables, *including one year of the above experience at the State, federal, county, and/or local government level and one year of supervisory experience*; ~~[, two years of which was equivalent to a Grants & Projects Analyst III in Nevada State service;]~~ *OR graduation from high school or equivalent education and six years of professional experience as described above, which included one year of this experience at the State, federal, county, and/or local government level and one year of supervisory experience*; ~~[OR one year of experience as an Energy Efficiency Manager, Energy Efficiency Specialist, or State Public Works Energy Efficiency Specialist in Nevada State service; OR two years of experience as an Energy Outreach Coordinator in Nevada State service;]~~ *OR two years of experience as a Management Analyst III or Grants & Projects Analyst III in Nevada State service performing duties as described above, which included one year of supervisory experience*; ~~[for an energy program; OR three years of experience as a Renewable Energy Analyst in Nevada State service;]~~ *OR an equivalent combination of education and experience as described above. (See Special Requirement and Informational Notes)*

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

**Working knowledge of:** budget preparation and fiscal management; strategic planning processes; public and private funding sources; advocacy techniques. **General knowledge of:** theories, principles, techniques, and practices applicable to the administration and/or implementation of energy efficiency, ~~[and]~~ conservation, ~~[programs and/or projects]~~ *and/or* renewable energy programs and/or projects; governmental and legislative procedures; *supervisory principles and practices*. **Ability to:** implement the mission, goals and objectives for the GOE; plan, design, administer and evaluate energy-related programs and projects; *supervise staff*; establish and maintain positive working relationships with agency management, staff, local and federal officials, and the general public; communicate effectively both ~~[orally]~~ *verbally* and in writing; prepare technical and fiscal reports, professional papers, program guidelines and other materials and publications to include issues of public policy, economic impact and related areas.

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

**Working knowledge of:** agency policies, procedures, and guidelines; public sector administration to include budget preparation, fiscal management, and governmental and legislative procedures. **Ability to:** develop cooperative partnerships with local, State, regional and federal agencies and with non-profit and private sector organizations; prepare and research grant proposals to government agencies, foundations, and private funding institutions; prepare input and review legislative bill draft requests; represent GOE and the State on boards and committees of State, regional and national organizations.

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.

7.758

ESTABLISHED: 9/21/09UC  
REVISED: 2/20/14UC  
REVISED: 6/18/18UC  
*REVISED: X/XX/XXUC*



**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>
<b>GROUNDS MAINTENANCE WORKER V - <i>IRRIGATION</i></b> <del><b>[OPTION A: IRRIGATION]</b></del> <del><b>[OPTION B: GROUNDS SERVICES]</b></del> <b><i>GROUNDS MAINTENANCE WORKER V – GROUNDS SERVICES</i></b>	<b>26</b>	<b>H</b>	<b>9.630</b>
<b>GROUNDS MAINTENANCE WORKER IV</b>	<b>24</b>	<b>H</b>	<b>9.633</b>
<b>GROUNDS MAINTENANCE WORKER III</b>	<b>23</b>	<b>H</b>	<b>9.635</b>
<b>GROUNDS MAINTENANCE WORKER II</b>	<b>22</b>	<b>H</b>	<b>9.639</b>
<b>GROUNDS MAINTENANCE WORKER I</b>	<b>20</b>	<b>H</b>	<b>9.641</b>

**SERIES CONCEPT**

Grounds Maintenance Workers perform a wide variety of landscape, garden, and greenhouse duties such as planting, pruning, mowing, trimming, watering, fertilizing, and weeding; operate hand and power tools, and light mechanized equipment such as power mowers, tractor mowers, trenching devices, forklifts, and hoists.

Maintain grounds areas clean and free of trash, fallen leaves, and snow and ice by sweeping, raking, shoveling, picking up debris, and operating light, medium and heavy equipment such as pickup trucks, dump trucks, trash compactors, and loaders.

Prepare new landscape sites by reviewing plans with supervisor, purchasing necessary supplies, and installing sprinklers, topsoil, decorative material, and appropriate plantings according to instructions and/or landscape design plans.

Perform periodic maintenance and make minor repairs on tools, equipment, and vehicles ~~[in order]~~ to maximize efficiency and life span.

Operate, repair, and install sprinkler systems and drip systems including pipes, valves, sprinklers, and timing devices ~~[in order]~~ to provide effective and economic watering cycles.

Identify plant diseases, undesirable pests and noxious weeds associated with landscaping and apply corrective measures to eradicate them ~~[through the use of]~~ **using** hand and power tools and application of appropriate chemicals.

Perform specialized horticulture tasks such as plant propagation, transplanting, climate control, and irrigation in a greenhouse on a university campus.

Perform related duties as assigned.

\*\*\*\*\*

**CLASS CONCEPTS**

**Grounds Maintenance Worker V - Irrigation:** Under general supervision, incumbents ~~[either perform specialized irrigation duties or assist a grounds supervisor at a university or community college campus.]~~ ~~[OPTION A – Irrigation: Incumbents]~~ prepare designs for new irrigation systems or modifications to existing irrigation systems and serve as lead workers in the construction, maintenance, and repair of irrigation systems; draw irrigation system plans to scale, calculate flow rates, determine components needed for optimum coverage,

<b>GROUNDS MAINTENANCE WORKER V - IRRIGATION</b>	<b>26</b>	<b>H</b>	<b>9.630</b>
<del>[OPTION A: IRRIGATION OPTION B: GROUNDS SERVICES]</del>			
<b>GROUNDS MAINTENANCE WORKER V – GROUNDS SERVICES</b>	<b>26</b>	<b>H</b>	<b>9.632</b>
<b>GROUNDS MAINTENANCE WORKER IV</b>	<b>24</b>	<b>H</b>	<b>9.633</b>
<b>GROUNDS MAINTENANCE WORKER III</b>	<b>23</b>	<b>H</b>	<b>9.635</b>
<b>GROUNDS MAINTENANCE WORKER II</b>	<b>22</b>	<b>H</b>	<b>9.639</b>
<b>GROUNDS MAINTENANCE WORKER I</b>	<b>20</b>	<b>H</b>	<b>9.641</b>

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### CLASS CONCEPTS (cont'd)

#### Grounds Maintenance Worker V - Irrigation: (cont'd)

prepare estimates for amount and cost of material needed and oversee and participate in project implementation; research product publications and attend seminars to keep current on irrigation system design and maintenance.

Perform or oversee the more technical repairs to irrigation systems including repairs to controllers, remote valves, pumps, and vacuum breakers; determine when irrigation system components should be repaired or replaced, what types of components and materials are best suited for the job and when a project requires the services of an outside contractor.

Positions in this class are distinguished from those at the lower level by the knowledge, skills and abilities required to design, construct and repair irrigation systems and determine appropriate system components.

Grounds Maintenance Worker V – Grounds Services: ~~[OPTION B – Grounds Service: Incumbents]~~ *Under general supervision, incumbents* assist Grounds Supervisors at a large facility such as a community college or main college campus by performing the higher-level duties described in the series concept. Incumbents prioritize and schedule grounds maintenance functions, purchase supplies, maintain inventory and may direct the work of contractors. ~~[They also]~~ *Incumbents* supervise a small subordinate staff ~~[including work assignment, work review, performance evaluation and training.]~~ *to include performance evaluations, work performance standards, work assignment and review, scheduling, training, and discipline.*

Positions in this class are distinguished from those at the lower level by the knowledge, skills and abilities required and responsibility for a specified aspect of grounds maintenance program such as maintaining turf and planting and caring for trees.

Grounds Maintenance Worker IV: Under general supervision, incumbents assist in a specialized phase of grounds service to a Grounds Supervisor at a large facility such as a main college campus. They plan and schedule some routine activities and oversee a small permanent subordinate staff including work assignment, work review, and training, or under general supervision of a Grounds Supervisor, perform technical work on facility irrigation systems on a full-time basis including assisting higher level Grounds Maintenance Workers in laying out new construction or modifications to existing systems; inspect system for proper function and diagnose malfunctions; and schedule irrigation according to campus events, seasonal demands and adverse weather conditions. In addition, incumbents may perform preventive maintenance and make repairs by maintaining and cleaning wells and storage tanks and repairing controllers, valves lines, sprinklers, and backflow preventors.

Positions in this class are distinguished from those at the lower level by responsibility for other permanent staff to include the timely and accurate completion of tasks assigned to the work unit; or by the technical knowledge required to construct, maintain, and repair a complex network of irrigation systems that have a greater impact on the grounds service budget and the overall landscape program. Some positions may be required to have specialized training and experience in horticulture, tree care, or greenhouse gardening.

Grounds Maintenance Worker III: Under general supervision, incumbents perform all or part of the duties in the series concept and perform a wide variety of landscape, gardening, and greenhouse duties such as planting, pruning, mowing, trimming, watering, fertilizing, pesticide and herbicide application, weeding, operating hand and power tools and light mechanized equipment such as power mowers, tractor mowers, trenching devices, forklifts, and hoists. Incumbents are distinguished from those at the lower levels by the variety of duties and the equipment used.

<b>GROUNDS MAINTENANCE WORKER V - <i>IRRIGATION</i></b>	<b>26</b>	<b>H</b>	<b>9.630</b>
<b>[<del>OPTION A: IRRIGATION</del></b>			
<b><del>OPTION B: GROUNDS SERVICES</del></b>			
<b><i>GROUNDS MAINTENANCE WORKER V – GROUNDS SERVICES</i></b>	<b>26</b>	<b>H</b>	<b>9.632</b>
<b>GROUNDS MAINTENANCE WORKER IV</b>	<b>24</b>	<b>H</b>	<b>9.633</b>
<b>GROUNDS MAINTENANCE WORKER III</b>	<b>23</b>	<b>H</b>	<b>9.635</b>
<b>GROUNDS MAINTENANCE WORKER II</b>	<b>22</b>	<b>H</b>	<b>9.639</b>
<b>GROUNDS MAINTENANCE WORKER I</b>	<b>20</b>	<b>H</b>	<b>9.641</b>

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**CLASS CONCEPTS (cont'd)**

**Grounds Maintenance Worker II:** Under general supervision, incumbents perform all or part of the duties in the series concept to include gardening and landscaping. This class is distinguished from the lower-level class by the variety and complexity of duties performed; the variety of tools, equipment and techniques used; and the supervision received which allows incumbents to identify and perform routine tasks, prioritize daily assignments, and select methods, materials, and equipment to perform assignments.

**Grounds Maintenance Worker I:** Under close supervision, incumbents perform the most routine duties described in the series concept such as weed and trash removal, sweeping sidewalks, debris, and snow removal, and perform general labor in maintaining grounds using hand tools such as rakes and shovels.

\*\*\*\*\*

**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.

**GROUNDS MAINTENANCE WORKER V - *IRRIGATION***

**[OPTION A – Irrigation:]**

**EDUCATION AND EXPERIENCE:** Three years of grounds maintenance experience, one year which included installing, maintaining, and repairing irrigation systems and related equipment; **OR** one year of experience as a Grounds Maintenance Worker IV in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement*)

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

**Working knowledge of:** principles, methods and materials used in irrigation system installation, maintenance, and repair. **Ability to:** prepare sprinkler system drawings to scale, calculate flow rates, and determine compatible components; perform technical repairs on irrigation system controllers, valves, and vacuum breakers; prepare written estimates of materials and costs; read technical publications related to irrigation system installation, maintenance, and repair.

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

**Working knowledge of:** the facility irrigation systems including the location of the irrigation network of controllers, valves, lines, and heads; the publications available that provide technical assistance in the design, installation, and repair of irrigation systems. **General knowledge of:** area vendors that supply irrigation system components. **Ability to:** prepare a scale sprinkler system drawing, calculate flow rates, and determine compatible components; perform technical repairs on irrigation system controllers, valves, and vacuum breakers; prepare written estimates of materials and costs; read technical publications related to irrigation system installation, maintenance, and repair.

<b>GROUNDS MAINTENANCE WORKER V - IRRIGATION</b>	<b>26</b>	<b>H</b>	<b>9.630</b>
<del><b>[OPTION A: IRRIGATION</b></del>			
<del><b>OPTION B: GROUNDS SERVICES]</b></del>			
<b>GROUNDS MAINTENANCE WORKER V – GROUNDS SERVICES</b>	<b>26</b>	<b>H</b>	<b>9.632</b>
<b>GROUNDS MAINTENANCE WORKER IV</b>	<b>24</b>	<b>H</b>	<b>9.633</b>
<b>GROUNDS MAINTENANCE WORKER III</b>	<b>23</b>	<b>H</b>	<b>9.635</b>
<b>GROUNDS MAINTENANCE WORKER II</b>	<b>22</b>	<b>H</b>	<b>9.639</b>
<b>GROUNDS MAINTENANCE WORKER I</b>	<b>20</b>	<b>H</b>	<b>9.641</b>

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**MINIMUM QUALIFICATIONS (cont'd)**

**GROUNDS MAINTENANCE WORKER V – GROUNDS SERVICES**

**[OPTION B – Grounds Services:]**

**EDUCATION AND EXPERIENCE:** Three years of experience providing grounds maintenance service including landscape, garden, or greenhouse maintenance; **OR** one year of experience as a Grounds Maintenance Worker IV in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special requirement)*

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

**Ability to:** independently prioritize and schedule agency-wide grounds maintenance activities; communicate orally and in writing with varying levels of agency staff and outside vendors; *and all knowledge, skills, and abilities required at the lower levels.*

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

**Working knowledge of:** agency purchasing policies and procedures. **General knowledge of:** area vendors that supply grounds maintenance products and equipment. **Ability to:** maintain adequate inventories of frequently used grounds maintenance supplies.

**GROUNDS MAINTENANCE WORKER IV**

**EDUCATION AND EXPERIENCE:** Two years of experience performing grounds maintenance work using a variety of tools and techniques; **OR** one year of experience as a Grounds Maintenance Worker III in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

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

**Working knowledge of:** efficient irrigation methods; landscape methods, materials, equipment, and techniques; automatic irrigation systems and related equipment; sprinkler systems and related equipment. **General knowledge of:** the principles and practices of supervision. **Ability to:** supervise and direct the work of subordinate staff; *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 Grounds Maintenance Worker V.)*

**GROUNDS MAINTENANCE WORKER III**

**EDUCATION AND EXPERIENCE:** One year of experience performing grounds maintenance work using a variety of tools, equipment, and techniques; **OR** six months of experience as a Grounds Maintenance Worker II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

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

**Working knowledge of:** gardening and landscape methods, techniques, material, and equipment; irrigation methods and practices; methods, materials and tools used in grounds service work; identification and eradication of common weeds, pests and plant diseases associated with gardening; health and safety practices applicable to grounds maintenance work. **Ability to:** plan and schedule routine grounds service activities;

<b>GROUNDS MAINTENANCE WORKER V - IRRIGATION</b>	<b>26</b>	<b>H</b>	<b>9.630</b>
<del>[OPTION A: IRRIGATION</del>			
<del>OPTION B: GROUNDS SERVICES]</del>			
<b>GROUNDS MAINTENANCE WORKER V – GROUNDS SERVICES</b>	<b>26</b>	<b>H</b>	<b>9.632</b>
<b>GROUNDS MAINTENANCE WORKER IV</b>	<b>24</b>	<b>H</b>	<b>9.633</b>
<b>GROUNDS MAINTENANCE WORKER III</b>	<b>23</b>	<b>H</b>	<b>9.635</b>
<b>GROUNDS MAINTENANCE WORKER II</b>	<b>22</b>	<b>H</b>	<b>9.639</b>
<b>GROUNDS MAINTENANCE WORKER I</b>	<b>20</b>	<b>H</b>	<b>9.641</b>

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**MINIMUM QUALIFICATIONS (cont'd)**

**GROUNDS MAINTENANCE WORKER III** (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)  
safely and properly operate a wide variety of grounds maintenance tools and equipment; *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 Grounds Maintenance Worker III.)*

**GROUNDS MAINTENANCE WORKER II**

EDUCATION AND EXPERIENCE: Six months of experience performing basic grounds maintenance work; **OR** six months of experience as a Grounds Maintenance Worker I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):  
**General knowledge of:** gardening and landscape methods, techniques, material, and equipment; irrigation methods and practices; methods, materials and tools used in grounds service work; identification and eradication of common weeds, pests and plant diseases associated with gardening; health and safety practices applicable to grounds maintenance work. **Ability to:** operate and perform preventive maintenance on equipment used in grounds service work; *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 Grounds Maintenance Worker III.)*

**GROUNDS MAINTENANCE WORKER I**

EDUCATION AND EXPERIENCE: Six months of experience as a general laborer that included the operation of tools and small equipment; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):  
**Ability to:** follow oral and written instructions; perform heavy physical labor; use common hand tools such as rakes and shovels.

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

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.630</u>	<u>9.632</u>	<u>9.633</u>	<u>9.635</u>	<u>9.639</u>	<u>9.641</u>
ESTABLISHED:	7/1/91P	X/X/XXUC	7/1/91P	7/1/91P	11/16/72	11/16/72

<b>GROUNDS MAINTENANCE WORKER V - IRRIGATION</b>	<b>26</b>	<b>H</b>	<b>9.630</b>
<del><b>[OPTION A: IRRIGATION</b></del>			
<del><b>OPTION B: GROUNDS SERVICES]</b></del>			
<b>GROUNDS MAINTENANCE WORKER V – GROUNDS SERVICES</b>	<b>26</b>	<b>H</b>	<b>9.632</b>
<b>GROUNDS MAINTENANCE WORKER IV</b>	<b>24</b>	<b>H</b>	<b>9.633</b>
<b>GROUNDS MAINTENANCE WORKER III</b>	<b>23</b>	<b>H</b>	<b>9.635</b>
<b>GROUNDS MAINTENANCE WORKER II</b>	<b>22</b>	<b>H</b>	<b>9.639</b>
<b>GROUNDS MAINTENANCE WORKER I</b>	<b>20</b>	<b>H</b>	<b>9.641</b>

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	<u>9.630</u>	<u>9.632</u>	<u>9.633</u>	<u>9.635</u>	<u>9.639</u>	<u>9.641</u>
	11/29/90PC		11/29/90PC	11/29/90PC	7/1/91P	7/1/91P
REVISED:	7/1/91P		7/1/91P	7/1/91P	11/29/90PC	11/29/90PC
	2/15/91-3		2/15/91-3	2/15/91-3		
REVISED:	10/1/04PC		10/1/04PC	10/1/04PC	10/1/04PC	10/1/04PC
REVISED:	3/19/21PC		3/19/21PC	3/19/21PC	3/19/21PC	3/19/21PC