Joe Lombardo
Governor

Joy Grimmer
Director

Mandy Hagler
Deputy Director

Bachera Washinton
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

515 E. Musser Street, Suite 101 | Carson City, Nevada 89701
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HUMAN RESOURCES COMMISSION

Meeting Notice

DATE: October 28, 2026

TIME: 1:00 p.m.

LOCATION:

State Library and Archives Building
100 N. Carson Street
Room 110
Carson City, NV

Eureka Building
7251 Amigo Street
Room 2
Las Vegas, NV

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 distant locations.

Notice: The Human Resources 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. Call To Order, Welcome, Roll Call, Announcements

II. 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 **III. Approval of Minutes of Previous Meetings:**

A. June 26, 2026

FOR POSSIBLE ACTION **IV. Review and Possible Adoption of Amended Language Access Plan to Address Barriers to Individuals with Limited English Proficiency Pursuant to NRS 232.0081**

FOR POSSIBLE ACTION **V.** **Discussion and Approval or Denial of Degree Requirement Removal Objections**

1.724 - Biologist
1.772 - Fisheries Technician
4.106 - Librarian
5.181 - Early Childhood Educator
6.809 - Manager, Environmental Programs
7.634 - Executive Branch Budget Analyst
10.230 - Manager, Health Programs
10.240 - Quality Assurance
10.545 - Environmental Scientist

Received after June 26, 2026 HRC Meeting
7.854 - Manager, Cultural Resources
7.856 - Cultural/Natural Resource Specialist Series

FOR POSSIBLE ACTION **VI.** **Solicitation and review of stakeholder and agency recommendation regarding the streamlining, clarification, or removal of existing regulations pursuant to State of Nevada Executive Order 2026-003. Committee members may make recommendations to Division of Human Resource Management. Affected regulations include:**

a. Nevada Administrative Code (NAC) 281.305 and 281.315
b. Nevada Administrative Code (NAC) Chapter 284

INFORMATIONAL ITEM **VII.** **Report on Revisions of List of Job Titles and Positions Approved for Pre-Employment Screening for Controlled Substances**

INFORMATIONAL ITEM **VIII.** **Report of Uncontested Classification Changes Not Requiring Human Resources Commission Approval per NRS 284.160**

Posting #19-26
7.135 – Supervisor, Accountant Series
7.139 – Manager, Auditor
7.145 – Supervisor, Auditor Series
7.509 – Manager, Human Resources
7.514 – Supervisor, Human Resources Business Partner Series
7.517 – Supervisor, Human Resources Professional Series
7.532 – Human Resources Generalist Series
7.602 – Fiscal Analyst
7.850 – Sales and Promotion Representative
11.509 – Supervisor Fire and Life Safety Plans Examiner
11.510 – Fire and Life Safety Inspector
11.511 – Safety Program Coordinator – Dir
11.512 – Manager, Safety
11.556 – Supervisor, Emission Control Technician
11.559 – Supervisor, Manufactured Housing Inspector
12.334 – Senior Food Distribution Specialist
12.382 – Supervisor, Cadre Team Leader
12.402 – Manager, Rehabilitation Programs
12.435 – Manger, Veterans Service Program
12.436 – Veterans Service Representative Series
12.551 – Manager, Offender Management

12.554 – Supervisor, Correctional Classification and Planning
12.556 – Supervisor, Correctional Casework Specialist Series
12.619 – Supervisor, Parole and Probation Specialist Series
13.202 – DPS Major
13.217 – University Police Detective
13.237 – Cybercrime Investigator

Posting #27-26
7.804 – Senior Public Affairs Specialist
7.813 – Publications Specialist
7.818 – Supervisor, Retail Storekeeper Series
7.833 – Audiovisual Technician
7.837 – Audiovisual Assistant
7.846 – Museum Assistant Series
9.322 – Supervisor, Equipment Mechanic Series
9.327 – Auto Body Worker
9.334 – Supervisor, Fleet Service Worker Series
9.354 – Supervisor, Pilot Series
9.402 – Piano Technician
9.407 – Precision Machinist
9.430 – Welder Series
9.431 – Locksmith Series
9.477 – Student Worker, Trades
9.482 – Maintenance Repair Assistant Series
9.514 – Manager, Ranch Operations
9.530 – Supervisor, Dairy Operations
9.551 – Supervisor, Farm Operations
9.560 – Dairy Milker
9.603 – Manager, Facilities Maintenance
9.637 – Facility Attendant
12.466 – Substance Abuse Counselor

Posting #26-26
9.205 – Equipment Operator

IX. Discussion of Dates for Upcoming Meetings

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 (DHRM) at 515 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 7251 Amigo Street, Suite 120, Las Vegas, NV, 89119; or on our website: https://hr.nv.gov/Boards/PersonnelCommission/Human_Resources_Commission_-_Meetings/. To obtain a copy of the supporting material, you may contact Akrista Aslin at (775) 684-0120 or aaslin@admin.nv.gov.

Inquiries regarding the items scheduled for this Commission meeting may be made to Akrista Aslin at (775) 684-0120 or aaslin@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 DHRM in writing at 515 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 DHRM LISTSERV HR Memorandums, which can be found on the following webpage: 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 Akrista Aslin at (775) 684-0120 or aaslin@admin.nv.gov to make such requests.

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

Carson City
515 East Musser Street, Suite 101
Nevada State Library and Archives Building, 100 North Stewart Street
Nevada State Capitol Building, 101 North Carson Street
Nevada State Legislature Building, 401 South Carson Street

Las Vegas
Eureka Building, 7251 Amigo Street

Websites:
Nevada Public Notice website: http://notice.nv.gov
Division of Human Resource Management: www.hr.nv.gov

ITEM III

STATE OF NEVADA

HUMAN RESOURCES COMMISSION

Held at the Legislative Building, 401 S Carson Street, Room 3137, Carson City; and via video conference in Las Vegas at the Legislative Hearing Rooms Building, 7120 Amigo Street, Room 3.

MEETING MINUTES

June 26, 2026

(Subject to Commission Approval)

COMMISSIONERS PRESENT:	Mr. Mark Olson, Chairperson Ms. Angela Scurry, Commissioner Mr. Armen Asherian, Commissioner Mr. Rick McCann, Commissioner Ms. Christine Santiago, Commissioner
STAFF PRESENT:	Ms. Bachera Washington, Administrator, DHRM Ms. Michelle Garton, Deputy Administrator, DHRM Ms. Keisha Harris, Deputy Administrator, DHRM Mr. Dakota Peterson, Deputy Attorney General

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

Chairperson Olson called the meeting to order and conducted roll call.

Michelle Garton, Deputy Administrator, DHRM, informed the members that today, the agenda binder will be presented via projection monitors, to make visualization of the dais is better. She also indicated that Item 8 on today's agenda is being withdrawn, for further consideration.

II. PUBLIC COMMENT

Chairperson Olson, asked for public comments.

There were no public comments.

III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

A. March 20, 2026

Chairperson Olson, asked for questions or comments on the March 20, 2026, minutes. There were no questions or comments from members.

MOTION:	Moved to approve the March 20, 2026 meeting minutes.
BY:	Commissioner McCann
SECOND:	Commissioner Scurry

VOTE: The motion passed unanimously, with Commissioner Asherian recusing himself.

IV. POSSIBLE DECISION TO ENTER INTO A NEW CONTRACT WITH THE HEARINGS DIVISION OR POSSIBLE RECRUITMENT OF INDEPENDENT HEARING OFFICERS

Michelle Garton, Deputy Administrator, DHRM, explained that this is a request for a new, interlocal contract with the Hearings Division of the Department of Administration, beginning July 1, 2026, through June 30, 2027. She stated the Hearings Division has been hearing appeals filed by State employees for ten years, a system that works well. The rates will remain the same, with travel by special appeals officers allowable, although not utilized often.

Chairperson Olson asked for questions or comments on entering into the new contract. There were no questions or comments from members.

MOTION: Moved to approve the new contract with the Hearings Division or possible recruitment of independent hearing officers.
BY: Commissioner McCann
SECOND: Commissioner Asherian
VOTE: The motion passed unanimously.

V. DISCUSSION AND POSSIBLE AMENDMENTS TO THE HEARING OFFICER RULES OF PROCEDURE

Michelle Garton, Deputy Administrator, DHRM, explained that this is to request changes to the hearing officer rules of procedure, which were approved on March 6, 2020, which are currently in effect. There are several amendments, but the significant change is to add an exception to the requirement that a strike list containing three qualified hearing officers be provided, only in the event that the Hearings Division does not have three, qualified hearing officers on staff to place on the list. She stated, the change will allow appeals to proceed timely, such as where discipline is overturned, which may have an agency impact. It will shorten duration, if appeals are moved along. She also indicated that, in a couple of places, the word, personnel, has been changed to the phrase, human resources, as well as an address changes and an approved date change reflecting today, if approved today.

Commissioner Christine Santiago asked, if the person who is appealing has room to object, and would this ever be an issue.

Michelle Garton, Deputy Administrator, DHRM, explained that it was her understanding that this option is currently being offered to appellants and agencies right now, with the vast majority taking the offer, just having the Hearings Division assign them a hearing officer. This revision, she stated, states, shall. She stated that, in the event there aren't three, the Hearings Division will assign the hearing officer.

Chairperson Olson asked for questions or comments. There were no questions or comments from members.

MOTION: Moved to approve the changes, as given by the DHRM.
BY: Commissioner Asherian
SECOND: Commissioner McCann
VOTE: The motion passed unanimously.

VI. DISCUSSION AND APPROVAL OR DENIAL OF PROPOSED PERMANENT REGULATION CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 28

A. LCB File No. R022-26
Sec. 1. NAC 284.096 "Reinstatement" defined
Sec. 2. NAC 284.313 Limitation of competition in recruitment; applications
Sec. 3. NAC 284.386 Reinstatement of former permanent employee

B. LCB File No. R023-26
Sec. 1. NAC 284.693 Removal of ineligible request for adjustment of grievance or complaint from procedure; notice; appeal

C. LCB File No. R024-26
Sec. 1. NEW Paid family leave: Substantiating medical leave documentation
Sec. 2. NAC 284.589 Administrative leave with pay

Nicole Peek, Supervisory Human Resources Analyst, DHRM Recruitment Unit, presented amendments to three different NAC codes. In reference to LCB File No. R022-26, the first was NAC 284.096. DHRM proposed to removed the word, non-competitive, from the definition, meaning a reinstatement will be allowable, whether it's competitive or non-competitive.

Ms. Peek then moved to NAC 284.313. This regulation currently requires an application to be submitted on or before 5 p.m. on the closing date of the posting. The first, proposed amendment will generalized or broaden subsection three (3) to state, the application must be received on or before the closing date. This will allow for flexibility for any recruitment tracking system the state may be using at any given time. The second amendment is in subsection six (6), which defines who is eligible to apply to a promotional recruitment. The regulation currently states that employees in classified service must have served six, continuous months in state service. The proposal is to remove this as the amount of time served in state service as irrelevant and arbitrary.

Ms. Peek them moved to the final amendment, which was to NAC 284.386, subsection four (4). DHRM is proposing to remove the words, to a similar class, which will then require all reinstatements to be approved by DHRM. It also adds language to reiterate that only former, permanent employees are eligible for reinstatement.

Armen Asherian, Commissioner, stated that hiring is a very expensive process, stating his understanding that removal of the six months' required time for moving to another position, as it is considered arbitrary. He asked why there wasn't some thought put into the return on investment for the time that an employee had worked before allowing them to move on.

Nicole Peek, Supervisory Human Resources Analyst, DHRM Recruitment Unit, stated that their believe is that, whether the employee promotes at three, six, or seven months, the same amount of money will be spent on training and onboarding that employee. Therefore, it is just a matter of the moving to a different department, but still being employed by the State, making the six months an arbitrary number.

Bachera Washington, Administrator, DHRM, stated that they discovered a lot of employees that want to work for the State, and at times, they're taking any position, with a future plan to be qualified for higher positions, but being hired at lower skill levels. If there is a position that is open and matches their skillset, they're being prevented, with the State not being able to fully utilize that employee's full capability, being prohibited from promotion until the six month time frame is met. Additionally, the employee knows that they will only be in a position for six months, and then apply to other positions. By eliminating the six month time frame, this will afford them an opportunity to promote as soon as they get into State employee, saving training opportunities within that six months.

Nora Johnson, Human Resource analyst, DHRM, Consultation, Accountability, and Regulation Unit, then presented file LCB R023-26, an amendment to NAC 284.693. This amendment will establish a ten-working-day timeframe for an

employee to appeal the removal of a grievance not covered under a collective bargaining agreement, absent extenuating circumstances. An extenuating circumstance example he gave were the employee being out on leave covered under the Family Medical Leave Act.

Nora Johnson, presented on file LCB R024-26, which is a new regulation that will clarify the department's authority to requires reasonable, medical documentation that substantiates the need for paid family leave, related to recovering from or undergoing treatment for a serious illness or to care for a seriously ill member of the immediate family of the employee.

Commissioner Christine Santiago, asked if this was separate from the Family Medical Leave Act and if this was an additional benefit.

Carrie Hughes, Supervisory HR Analyst, DHRM, stated the reference to paid family leave in the new regulation will be different from the federal, Family Medical Leave Act provision. The new regulation provides for paid leave, versus the federal provision, which simply protects those that meet the criteria and take leave.

Nora Johnson then presented an amendment to NAC 284.589, which will expand the current provisions available to an employee who is a veteran during the first 12 months of employment to attend an appeal hearing related to the determination of a service connected disability. This proposed change will broaden the veteran employee administrative leave benefits previously approved.

Chairperson Olson asked for questions or comments. There were no further questions or comments from members.

MOTION:	Moved to approve Agenda Item 6, Subsections A, B, and C, as presented.
BY:	Commissioner McCann
SECOND:	Commissioner Santiago
VOTE:	The motion passed unanimously.

VII. SPECIAL REPORT ON JOB CLASSIFICATION PROJECT

Keisha Harris, Deputy Administrator, DHRM, stated this is a special report being provided to the committee to inform on the progress of the job classification project. Members will see job specifications that have gone through the 30-day progress, and the process, also seeing received objections and other information related to the project. To date, there are 92 that have been finalized. She stated this is just a status report and that there will be more to come.

Bachera Washington, Administrator, DHRM, voiced her acknowledgement and gratitude to the team members working on this large project -- Keisha Harris and Heather Dapice. Ms. Washington indicated they are doing a tremendous amount of work, handling all of it with grace and professionalism.

VIII. DISCUSSION AND APPROVAL OR DENIAL OF DEGREE REQUIREMENT REMOVAL OBJECTIONS

This agenda item was pulled, for further consideration.

IX. REPORT OF UNCONTESTED CLASSIFICATION CHANGES NOT REQUIRING HUMAN RESOURCES COMMISSION APPROVAL PER NRS 284.160

Keisha Harris, Deputy Administrator, DHRM, stated they pulled three of the posting 1826 job specifications after the agenda had been posted. They received objections for 1.724, biologist; 1.770, wildlife and technician; and 1.772. All objections received were similar to what had been pulled for agenda item eight, which is the removal of a degree requirement. They have responded by email about those objections.

X. DISCUSSION OF DATES FOR UPCOMING MEETINGS

Deputy Administrator Michelle Garton indicated tentative dates of September 18, and September 25, with finalization to occur later. The tentative, December dates are the 11th and 18th.

Chair Olson asked the Commissioners to look at their schedules and get back to Ms. Garton on a date to confirm an agreed-upon date. Chair Olson asked for any other questions or comments. There were no further questions or comments.

VII. COMMISSIONER COMMENTS

Chairperson Olson called for Commission comments.

Commissioner Rick McCann voiced his gratitude and appreciation to the DHRM team, as a whole, for the work they do. He was grateful for the employee benefits being added, as adding benefits for state employees is always a good thing.

IX. PUBLIC COMMENT

Chairperson Olson asked for public comment.

Demaris Aguirre, Assistant Director of Compensation Classification, UNLV, thanked DHRM for their work on the classification project. She asked for clarification regarding how effective dates for job specifications are determined. She indicated DHRM had previously confirmed that all classification specifications would have a single, standard effective date, but stated it appeared the approach has changed, as now they are seeing approved job specifications released on a staggered basis. She stated, for agencies that utilize separate personnel systems, implementing job specification changes with effective dates that coincide with public release, it limits their ability to proactively, necessarily address system changes. As a result, agencies are often required to process changes retroactively and provide employees with delayed notifications. She suggested that to better support the implementation and ensure a smoother transition, they would appreciate receiving advanced notice of effective dates prior to public release of job specifications, allowing them to have sufficient time to prepare necessary system and operational changes.

There were no further public comments.

X. ADJOURNMENT

Chairperson Olson adjourned the meeting.

ITEM IV

State of Nevada Human Resources Commission

LANGUAGE ACCESS PLAN

Approved by the HRC: <DATE>

I. Purpose and Authority

The Human Resources Commission (Commission or HRC) is committed to compliance with Nevada Revised Statute (NRS) 232.0081 and Title VI of the Civil Rights Act of 1964, 2 C.S. § 561 et seq. (Act 172 of 2006) to ensure meaningful access to the Commission's services for individuals with limited English proficiency (LEP).

NRS 232.0081 and the federal guidance on Title VI both agree that language should not be a barrier to accessing governmental programs and services. As stated in NRS 232.0081, "Persons with limited English proficiency require and deserve meaningful, timely access to government services in their preferred language," and the legislation states that it is the responsibility of government to provide that access:

> *State and local agencies and entities that receive public money have an obligation to provide meaningful, timely access for persons with limited English proficiency to the programs and services of those agencies and entities.*

The purpose of this document is to establish an effective plan and protocol for HRC staff to follow when providing services to, or interacting with, LEP individuals.

II. General Policy

The Commission consists of five members and five alternate members appointed by the Governor. The Commission is responsible for adopting human resource regulations for the Nevada Administrative Code and is advisory to the Administrator of the Division of Human Resource Management (Division or DHRM) on matters of its administration. The Administrator is the nonvoting recording secretary of the Commission.

The Commission adopts the following policies and procedures to ensure that LEP individuals are afforded equal access to services and effective communication. The HRC is well versed in accommodating individuals with language barriers and limited language proficiency.

It is the HRC's policy to grant access to services to every person regardless of their ability to speak, understand, read, or write English, without discrimination based on race, color, gender, gender identity, or expression, sexual orientation, religion, national origin, age, pregnancy, genetic information, domestic partnership, or disability in accordance with state and federal law. The HRC intends to take all reasonable steps to provide LEP individuals with meaningful access to its services. The Commission seeks to reduce barriers by increasing its capacity to deliver services and benefits to people in their preferred languages.

To this end, the HRC endorses the following policies:

- A commitment to equity and taking reasonable steps to provide LEP individuals with meaningful access to all its services.

- The HRC, rather than the LEP individual, bears the responsibility for providing appropriate language services, regardless of the LEP individual's preferred language, at

no cost to the LEP individual.

- Staff at the initial points of contact have the specific duty to identify and record language needs.

- The HRC will not suggest or require that an LEP individual provide an interpreter in order to receive agency services.

The HRC Language Access Coordinators are:

Kimberly Smith, EEO Administrator
7251 Amigo Street, Suite #120
Las Vegas, NV 89119
Phone: (702) 486-8876
Email: KimberlySmith@admin.nv.gov

Kendrick McKinney, EEO Officer
7251 Amigo Street, Suite #120
Las Vegas, NV 89119
Phone: (702) 486-2903
Email: KendrickMcKinney@admin.nv.gov

III. Profile of the HRC's LEP Clients

The Commission's clients consist of current state employees, agency management and the public. Based on our interactions with our client base, a large percentage of our current state employees, applicants and vendors are typically English proficient. The HRC does not collect information on its client base regarding English proficiency. The HRC is committed to tracking the languages preferred for communication among our LEP clients so staff can provide meaningful, timely access to services.

The Commission used national demographic data from the U.S. Census to identify limited English proficiency in the State of Nevada. According to U.S. Census data, 69% of the Nevada population speaks English only with 31% speaking a language other than English. The American Community Survey (ACS) administered by the U.S. Census Bureau is the nation's most current, reliable, and accessible data source for local statistics on critical planning topics. The survey samples approximately 3.5 million addresses each year. Data is collected continuously throughout the year to produce annual social, economic, housing, and demographic estimates. The ACS data indicates Limited English Proficiency for the State of Nevada as follows:

Limited English – Households Speaking --

Spanish	20.9%
Other Indo-European Languages	2.50%
Asian and Pacific Island Languages	6.70%
Other Languages	1.0%

IV. The HRC's Language Access Services and Procedures

The Commission provides the following language access services (LAS) to facilitate LEP individuals' access to the HRC's services and ensures that all language service providers are fully competent to provide these services. The HRC will handle language access on a case-by-case basis, as the need arises.

A. Oral and Sign Language Services

As requested, the HRC will provide spoken and sign language translation services utilizing two resources. The State's bi-lingual list or contracted vendors through the statewide contract #99SWC-S1847 held by the Purchasing Division for the State of Nevada.

In accordance with the Americans with Disabilities Act (ADA), the HRC will not discriminate against any individual based on disability and will make reasonable accommodations to ensure equal opportunity to access services. LEP individuals who are deaf, hard of hearing, speech impaired, visually impaired, blind, deaf/blind, or persons with language disorders may request assistive technology or alternative language access services.

Assistive technology or alternative language access services may include but are not limited to:

- Augmentative and Assistive Communication Systems
- Braille Translations
- CapTel
- Screen Braille Communicator
- Text Telephone (TTY) or Telecommunication Devices (TDD)

Statewide Contract #99SWC-S3538 makes 29 vendors accessible to state agencies for on-site spoken, sign language interpretation and document translation services at a cost:

Link: https://www.purchasing.nv.gov/statewide-contracts/translation-interpretation/

The Bilingual Contact list provided by DHRM can be found here.

B. Written Language Services

As requested, the HRC will provide translated "vital documents" and related written translation services by vendors contracted through statewide contracts by the Purchasing Division for the State of Nevada.

C. Providing Notice of Language Assistance Services

The HRC will provide notification of the relevant points of contact on the Division of Human Resource Management's website.

V. Implementing the HRC's Language Access Services

In order to implement LAS for clients who have limited English proficiency, the HRC requires it's members, alternate members and Division staff to follow the policies and procedures referenced below to ensure meaningful access to available language services. The Commission is committed to full compliance with these procedures and provides staff with the training described below so that all staff are familiar with these policies and procedures and recognize their importance to the HRC's mission.

<u>Language Access Procedures</u>

To promote diversity and inclusion of all individuals who receive services from the HRC, it will facilitate all types of language access for LEP individuals who they serve.

The HRC will provide notice of its available language services to LEP individuals at the relevant points of contact, at no cost to the LEP individuals.

A. Identifying Client Language Needs and Preferred Language

In order to understand the HRC's client language access needs, the Division, on behalf of the HRC, will gather and assess data, and update the LAP as needed. This will include DHRM staff: (1) interacting appropriately with LEP clients, (2) informing clients of the availability of language services, (3) determining clients' preferred languages, and (4) documenting and tracking LEP client language preferences. These policies and procedures will guide the HRC's staff through all their interactions with LEP clients.

B. Accessing Appropriate Oral and Sign Language Services

The HRC recognizes that certain circumstances may require specialized interpretation and translation services even when staff with bilingual abilities are available, and in those instances, staff should seek assistance from the Language Access Coordinators along with staff on the bi-lingual contact list or contracted vendors for professional in-person or

telephone interpreters.

C. Accessing Appropriate Written Language Services

A determination of "vital" documents will be based on front-line interactions with LEP clients and an evaluation of the HRC's documents. These actions will identify the necessary steps to ensure meaningful access to qualified written language services. This will apply to both written information intended for broad distribution, as well as written communication between the HRC and individuals accessing services.

If qualified staff are unable to meet these needs, the HRC will utilize State of Nevada contracted language translation services to provide accessible vital documents.

D. Language Services Quality Assurance

The Commission is committed to ensuring that all language service providers it uses are qualified and competent to provide those services. The following procedures are in place to establish provider qualifications and track provider performance.

- DHRM staff, on behalf of the HRC, who are identified as possible interpreters or translators will be screened to determine qualifications and officially designated as interpreters or translators if qualifications are deemed sufficient.
- The HRC will use vendors contracted through statewide contracts by the Purchasing Division for the State of Nevada.

E. Staff Training Policies and Procedures

The Commission acknowledges that appropriate interactions with diverse clients and the provision of language services for clients with limited English proficiency is vital to the fulfillment of its mission. To that end, DHRM, on behalf of the HRC, will ensure that its staff are familiar with its LAP for providing services.

VI. Evaluation of and Recommendations for the HRC's Language Access Plan

The HRC is committed to monitoring the performance of the applicable policies, procedures, and resources to ensure that its LAP is responsive to the needs of its clients. At a minimum, DHRM, on behalf of the HRC, will review, evaluate, and, as appropriate, update the LAP biennially.

A. Processes for Monitoring and Evaluation

On behalf of the HRC, the Language Access Coordinators will solicit qualitative and quantitative data biennially from DHRM employees and review statistical data to determine LAP needs and program compliance.

B. Evaluation Outcomes and Proposed Changes

DHRM, on behalf of the HRC, will evaluate LAP data and propose changes to LAP policy and procedures as necessary.

C. Proposed Budgetary Implications

Additional funding needs are currently being identified.

D. Suggested Legislative Amendments

No suggestions at this time.

VII. Language Access Complaint Process

This process provides a formal mechanism for employees, applicants, and members of the public to report concerns about language access barriers, including lack of interpretation, inaccurate translation, or failure to provide meaningful access to HRC programs or services. It applies to all HRC contractors, grantees, and partners, consistent with NRS 232.0081 requirements.

A. How to File a Complaint

Complaints may be submitted in any language and through multiple accessible channels:

- Email DHRM.EEO@admin.nv.gov is a dedicated email inbox monitored by the Language Access Coordinators.
- Phone the EEO hotline at 1 (800) 767-7381.
- Mail written complaints, accepted in any language.

B. Required Complaint Information

Complainants are encouraged—but not required—to provide:

- Name and contact information (anonymous complaints accepted).
- Date, time, and location of the incident.
- Description of the language barrier encountered.
- Language spoken by the complainant.
- Names of staff involved (if known).
- Any supporting documents or screenshots.

C. Intake and Acknowledgment

- Complaints are logged within 3 business days.
- Complainant receives confirmation in their preferred language.
- If clarification is needed, Language Access Coordinators contact the complainant using interpretation services.

D. Investigation Process

Language Access Coordinators conduct a neutral, timely review that includes:

- Interviewing staff and the complainant (with interpretation as needed).
- Reviewing relevant documents, recordings, or service logs.
- Assessing whether the issue reflects noncompliance with NRS 232.0081.
- Identifying whether contractors or grantees were involved and ensuring they meet required standards.

E. Resolution and Corrective Action

If a violation or gap is confirmed, the HRC may implement:

- Staff retraining on language access obligations.
- Updates to translation or interpretation procedures.
- Revisions to signage, forms, or digital content.

- Immediate provision of the previously denied language service.

F. Recordkeeping and Reporting

To comply with the requirements of NRS 232.0081 for monitoring and public engagement, the HRC will:

- Maintain a secure log of all complaints, outcomes, and corrective actions
- Analyze trends annually to identify systemic issues
- Include complaint data in biennial updates to the Language Access Plan
- Provide anonymized summaries during public comment periods required by the statute

G. Non-Retaliation

The HRC prohibits retaliation against any person who files a complaint or participates in an investigation. This protection applies to employees, applicants, and members of the public.

ITEM V

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
BIOLOGIST I	**30**	**B**	**1.737**
BIOLOGIST II	**33**	**B**	**1.734**
SENIOR BIOLOGIST	**35**	**B**	**1.729**
SUPERVISOR, BIOLOGIST	**37**	**B**	**1.724**

JOB SUMMARY

Biologists conduct fisheries, wildlife, botanical, and/or habitat management projects and research studies including data collection, analysis, and interpretation.

JOB DUTIES

BIOLOGIST I

1. Perform biological management relevant to fish, wildlife, plants, and habitat.
2. Collect, analyze, and interpret data.
3. Perform related duties as assigned.

BIOLOGIST II

1. Duties performed at the previous level, AND:
2. Prepare correspondence and technical reports concerning activities.
3. Calculate population statuses, prepare species and habitat distribution and density maps, and evaluate trends.
4. Organize and implement biological surveys such as for fish, wildlife, plants, and habitat.
5. Conduct fisheries, wildlife, and habitat management projects and field studies.
6. Conduct biological surveys and inventories to determine a population's composition, productivity, reproductive status, and condition.
7. Provide survey data and analysis as input to land management planning processes.
8. Perform related duties as assigned.

SENIOR BIOLOGIST

1. Duties performed at the previous levels, AND:
2. Lead studies to protect and preserve the State's biodiversity and natural resources.
3. Develop, recommend, and implement project proposals and work plans.
4. Develop recommendations and/or document and determine conservation status and management needs of fish, wildlife, botanical, and habitat resources.
5. Prepare species and habitat management plans and recommendations.
6. Review and evaluate use documents relevant to species or biological communities.
7. Appear before regulatory, governing, and advisory boards and commissions to explain and defend the department's position and answer questions.
8. Manipulate fish and wildlife populations and habitats by introducing species into suitable habitats.
9. Investigate and assess damage caused by wildlife, threats to species or habitat and recommend appropriate courses of action to mitigate or resolve the problem.

BIOLOGIST I	**30**	**B**	**1.737**
BIOLOGIST II	**33**	**B**	**1.734**
SENIOR BIOLOGIST	**35**	**B**	**1.729**
SUPERVISOR, BIOLOGIST	**37**	**B**	**1.724**

10. Develop seasonal and harvest recommendations and implement related regulations.
11. Analyze and evaluate data, reports, and proposals to make program recommendations.
12. Coordinate State and regional activities with other federal, State, special interest groups, and the public.
13. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
14. Perform related duties as assigned.

SUPERVISOR, BIOLOGIST

1. Duties required at the previous levels, AND:
2. Oversee the operation of wildlife programs involving fish, wildlife, plants, and habitats.
3. Provide technical expertise to regional staff and others.
4. Participate in the development of the work unit's budget, authorize purchases, allocate funds, and monitor budgets.
5. Develop, monitor, and administer grants.
6. Prepare, review, and edit reports, project evaluations, grant applications, and letters.
7. Oversee equipment maintenance.
8. Ensure compliance with contractual agreements, policies, and procedures.
9. Prepare press releases, interact with the media, and make presentations.
10. Train, supervise, schedule, evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

BIOLOGIST I

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

BIOLOGIST II

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR BIOLOGIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, BIOLOGIST

Four or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

BIOLOGIST I	**30**	**B**	**1.737**
BIOLOGIST II	**33**	**B**	**1.734**
SENIOR BIOLOGIST	**35**	**B**	**1.729**
SUPERVISOR, BIOLOGIST	**37**	**B**	**1.724**

BIOLOGIST I

Knowledge of:

- Technical and professional resource material such as biological abstracts and journals; biological and ecology principles needed to formulate management recommendations; habitat requirements and life cycles of wildlife and/or plants.
- Mathematical calculations; scientific research methodology including data collection, analysis, and interpretation.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Participate in wildlife and/or botanical surveys and field operations; interpret written materials such as regulations, policy statements, and scientific literature related to wildlife, plants, and habitats.
- Read and interpret maps; organize data and prepare charts, tables, and graphs; assist in developing and evaluating wildlife, plant, and habitat management options.

BIOLOGIST II

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Principles of ecology required to analyze the effect of environmental changes and land use practices on specific fish, wildlife, and plant species; animal anatomy and physiology.
- Statistical concepts and principles used to analyze data and develop a management strategy; survey techniques and equipment.

Ability to:

- Write clear and concise reports; make presentations.
- Maintain and operate equipment such as entrapment devices; operate and maintain vehicles used in field surveys; participate in ground, water, and air surveys.

SENIOR BIOLOGIST

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Land management agencies' policies and programs for habitat management, resource planning, and memoranda of understanding; analyzing the effects of wildlife, botany, and ecology practices.
- Survey techniques to collect biological data basic to understanding status of fish, wildlife, plants, and habitats, including monitoring changes in status related to human and natural disturbances and changes in land use.

BIOLOGIST I	**30**	**B**	**1.737**
BIOLOGIST II	**33**	**B**	**1.734**
SENIOR BIOLOGIST	**35**	**B**	**1.729**
SUPERVISOR, BIOLOGIST	**37**	**B**	**1.724**

Ability to:

- Write clear and concise technical reports and recommendations; present information to various audiences concerning ecological relationships, agency policies and recommendations, and effectiveness of current management.
- Monitor and research fish, wildlife, plants, and habitats; operate and maintain specialized equipment such as 4-wheel drive vehicles, GPS units, and optical instruments.
- Conduct surveys from the ground, water and/or air.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR, BIOLOGIST

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Principles and practices of supervision and training; budget and grant development and administration.
- Fish, wildlife, plant, and habitat management activities including surveys, population analysis, and data analysis.
- Resource planning and memoranda of understanding to analyze the effect of practices on wildlife, plants, and/or habitat.
- Methodology and equipment used in the restoration, management and conservation of habitats and plants.
- Scheduling personnel and equipment to accomplish and report results of wildlife surveys and inventory.

Ability to:

- Plan, organize, and evaluate monitoring and management projects and research studies; evaluate results of projects and studies.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

BIOLOGIST I	**30**	**B**	**1.737**
BIOLOGIST II	**33**	**B**	**1.734**
SENIOR BIOLOGIST	**35**	**B**	**1.729**
SUPERVISOR, BIOLOGIST	**37**	**B**	**1.724**

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☒ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FISHERIES TECHNICIAN	**29**	**H**	**1.778**
SENIOR FISHERIES TECHNICIAN	**31**	**H**	**1.776**
SUPERVISOR I, FISHERIES TECHNICIAN	**34**	**H**	**1.774**
SUPERVISOR II, FISHERIES TECHNICIAN	**36**	**H**	**1.772**

JOB SUMMARY

Fisheries Technicians care for fish, adjust feed levels, and provide maintenance of fish hatchery or fish rearing stations.

JOB DUTIES

FISHERIES TECHNICIAN

1. Monitor fish and equipment during transport, determine suitable release site, and release fish.
2. Maintain equipment and structures and respond to emergency situations and equipment malfunctions.
3. Conduct inspections, provide routine maintenance, and clean and paint buildings.
4. Provide information to the public and explain policies and procedures.
5. Give directions, answer questions, and lead tours of facilities.
6. Inspect hauling units, weigh and load fish, and operate and maintain life support systems.
7. Ensure protocols are followed for disinfection of equipment and elimination of the risk of spread of Aquatic Invasive Species (AIS) into the hatchery or rearing station.
8. Patrol facility areas.
9. Perform related duties as assigned.

SENIOR FISHERIES TECHNICIAN

1. Duties performed at the previous level, AND:
2. Detect and treat fish diseases and parasites, identify and correct stress, and remove fish mortalities.
3. Maintain records of treatments, chemicals used, and mortalities.
4. Test and maintain water quality.
5. Separate brood fish by development, take spawn from fish, and prepare eggs for shipment or incubation.
6. Take spawn from fish and prepare eggs for shipment or incubation.
7. Care for fish eggs and fry by treating them with disinfectants and other chemicals, distribute them into hatchery troughs, and ensure adequate care is provided during critical periods of growth and development.
8. Perform watercraft inspection and decontamination to prevent the spread of aquatic invasive species.
9. Assist biologists perform survey work.
10. Develop job procedures, summarize data, and submit various reports.
11. Oversee contract staff performing watercraft inspections and decontamination.
12. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
13. Perform related duties as assigned.

FISHERIES TECHNICIAN	**29**	**H**	**1.778**
SENIOR FISHERIES TECHNICIAN	**31**	**H**	**1.776**
SUPERVISOR I, FISHERIES TECHNICIAN	**34**	**H**	**1.774**
SUPERVISOR II, FISHERIES TECHNICIAN	**36**	**H**	**1.772**

SUPERVISOR I, FISHERIES TECHNICIAN

1. Duties performed at the previous levels, AND:
2. Manage a fish rearing station that raises fish from fingerling to stocking size.
3. Prepare work programs and estimate personnel, material, supply, and operating expenses.
4. Prepare budgets, monitor and control expenditures, and purchase items.
5. Negotiate contracts, leases, and vendor services.
6. Compile statistics and prepare reports.
7. Establish and develop priorities, goals, and objectives.
8. Modify work activities to meet objectives and resolve problems.
9. Supervise or perform operational tasks by checking equipment and fish and monitor status of activities.
10. Improve and maintain fish culture facilities, provide biological expertise, and identify and treat diseases.
11. Inventory supplies and equipment.
12. Maintain a security plan to protect resources and equipment.
13. Train, supervise, schedule, evaluate the performance of other employees, and other supervisory duties as appropriate for managing people.
14. Perform related duties as assigned.

SUPERVISOR II, FISHERIES TECHNICIAN

1. Duties performed at the previous levels, AND:
2. Oversee a fish cultural facility that hatches various kinds of fish eggs and raises them to stocking size.
3. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

FISHERIES TECHNICIAN

Graduation from high school or equivalent education.

SENIOR FISHERIES TECHNICIAN

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR I, FISHERIES TECHNICIAN

Two or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

SUPERVISOR II, FISHERIES TECHNICIAN

Three or more years of applicable experience as described in the job duties with a minimum of two years of supervisory experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

FISHERIES TECHNICIAN	**29**	**H**	**1.778**
SENIOR FISHERIES TECHNICIAN	**31**	**H**	**1.776**
SUPERVISOR I, FISHERIES TECHNICIAN	**34**	**H**	**1.774**
SUPERVISOR II, FISHERIES TECHNICIAN	**36**	**H**	**1.772**

FISHERIES TECHNICIAN

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Plumbing, electrical, masonry, and carpentry work to assist in construction and maintenance; mechanical servicing procedures such as oil changes, lubrication, and basic tune-ups.
- Fish feeding practices; trout spawning operations; proper care and shipment of green and eyed fish eggs.
- Techniques and precautions used in applying fish treatment chemicals, algaecides, and herbicides; fish transportation and life support systems
- Mathematics including fractions, decimals, and percentages; metric system units of volume and capacity, U.S. equivalents, and conversion factors.
- Safety procedures used in the operation of specialized tools and equipment.
- Water quality sampling techniques and tests needed to perform dissolved oxygen tests on the station's water supply.
- Various types of watercrafts including but not limited to, outboards, inboards and ballast boasts.

Skill in:

- Cleaning and maintaining ponds, troughs, tanks, raceways, screens, aeration devices, and water sources.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read and comprehend technical reports, repair manuals, and documents; maintain accurate records and reports.
- Recognize unusual behavior in fish resulting from stress or disease.
- Identify combination of fish fin clips under field conditions to facilitate sorting of fish at spawning stations; sort brood fish by species, sex, and degree of ripeness; recognize water source maintenance problems to avoid fish losses.
- Operate and maintain specialized equipment and four-wheel drive vehicles, hauling equipment, arc and gas welding equipment, heated pressure washers, and others.

SENIOR FISHERIES TECHNICIAN

Knowledge skills, and abilities required at the previous level; AND:

Knowledge of:

- Fish diseases and abnormal behavior that require diagnosis and treatment; techniques and precautions used in handling, storing, and disposal of fish treatment chemicals, algaecides, and herbicides.

Ability to:

- Organize and schedule equipment and personnel to effectively complete assigned projects and work; assist in day-to-day operation of the fish hatchery.
- Inspect a watercraft and identify aquatic invasive species.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

FISHERIES TECHNICIAN	**29**	**H**	**1.778**
SENIOR FISHERIES TECHNICIAN	**31**	**H**	**1.776**
SUPERVISOR I, FISHERIES TECHNICIAN	**34**	**H**	**1.774**
SUPERVISOR II, FISHERIES TECHNICIAN	**36**	**H**	**1.772**

SUPERVISOR I, FISHERIES TECHNICIAN

Knowledge skills, and abilities required at the previous levels; AND:

Knowledge of:

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.
- Emergency procedures to prevent loss of fish during fish hauling; salmonid fish cultural practices.
- Calculating water flows, chemical treatment, and feeding levels.

Ability to:

- Maintain budget and expenditure accounts; speak effectively in public at meetings and workshops.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.

SUPERVISOR II, FISHERIES TECHNICIAN

Knowledge skills, and abilities required at the previous levels; AND:

Ability to:

- Analyze and forecast budget expenditures relating to completion of annual work programs.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

FISHERIES TECHNICIAN	**29**	**H**	**1.778**
SENIOR FISHERIES TECHNICIAN	**31**	**H**	**1.776**
SUPERVISOR I, FISHERIES TECHNICIAN	**34**	**H**	**1.774**
SUPERVISOR II, FISHERIES TECHNICIAN	**36**	**H**	**1.772**

☒ standing	☐ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☒ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
LIBRARIAN	**33**	**B**	**4.112**
SENIOR LIBRARIAN	**35**	**B**	**4.109**
SUPERVISOR, LIBRARIAN	**37**	**B**	**4.106**

JOB SUMMARY

Librarians perform duties in support of a library that manages and provides access to information resources in a variety of formats.

JOB DUTIES

LIBRARIAN

1. Administer, plan, coordinate, and direct activities in acquisitions, cataloging, metadata, reference, circulation, collection maintenance, serials, document delivery/interlibrary loans, government documents, library services for the blind and physically disabled, and/or statewide library development.
2. Assess informational needs, develop collections, stay current on review sources and formats, and develop and implement collection policies.
3. Participate in developing policy recommendations regarding the organization, access, and delivery of information.
4. Plan for emerging technologies and electronic resources to accommodate growing and/or changing library collections and environments.
5. Monitor and evaluate changing information needs and trends for continuous service improvements.
6. Respond to information requests, assist patrons, manage resource use, and refer requests to a subject specialist as appropriate.
7. Promote information services and notify users of available materials and services.
8. Perform original cataloging, advanced copy cataloging, and metadata to maintain the online library catalog.
9. Establish, develop, and maintain statewide resource sharing agreements and establish and participate in regional, national, and international information sharing.
10. Provide consultation, advice, and technical assistance to other libraries, agencies of the State, political subdivisions, planning groups, and other entities and organizations.
11. Design and develop the library's website and ensure electronic access to the library collection by patrons and other libraries.
12. Perform related duties as assigned.

SENIOR LIBRARIAN

1. Duties described at the previous level, AND:
2. Manage special library services to meet specific needs, contracts or State programs.
3. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
4. Perform related duties as assigned.

LIBRARIAN	**33**	**B**	**4.112**
SENIOR LIBRARIAN	**35**	**B**	**4.109**
SUPERVISOR, LIBRARIAN	**37**	**B**	**4.106**

SUPERVISOR, LIBRARIAN

1. Duties described at the previous level, AND:
2. Oversee a library unit, staff, and budgets.
3. Assist in the development and revision of policies and procedures for new and existing programs.
4. Conduct continuing studies and analyses of challenges facing libraries.
5. Plan and conduct institutes and workshops.
6. Research, coordinate, write, and manage federal and State grants.
7. Review and monitor programs, services, and building programs.
8. Train, supervise, schedule, and evaluate the performance of employees and other supervisory duties as appropriate for managing people.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

LIBRARIAN

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR LIBRARIAN

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, LIBRARIAN

Four or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

LIBRARIAN

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Library role, mission, principles and practices, organization and classification of materials; copyright and intellectual freedom issues; legal and regulatory environments of libraries.
- Review sources and collection development principles and practices; established cataloging rules and formats; national, regional, and State system for interlibrary loans.
- Reference interview methods.
- Computer hardware and software applications for library functions and services.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment.

LIBRARIAN	**33**	**B**	**4.112**
SENIOR LIBRARIAN	**35**	**B**	**4.109**
SUPERVISOR, LIBRARIAN	**37**	**B**	**4.106**

Ability to:

- Read and evaluate instructional materials; research, plan, and implement new programs and services.
- Participate in agency, department, and statewide planning; apply evaluation criteria to select appropriate research sources; function as an information librarian to market and promote library services and information.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Use library technologies; assess and satisfy user information needs.

SENIOR LIBRARIAN

Knowledge, skills and abilities required at the previous level, AND:

Knowledge of:

- Principles and practices used in providing specialized services and developing specialized collections.
- Resources and services available through professional associations.
- Legal and regulatory environments of libraries.

Ability to:

- Participate in library policy determination.
- Respond to trends in society regarding information services, librarians, and the library profession.
- Develop and maintain a specialized library collection.
- Develop and implement organizing and classification schemes.
- Plan for advancements in technology.
- Write grant applications.
- Monitor and respond to trends in society regarding information services, librarians, and the library profession; design appropriate library programs and information services based on community use and needs studies.

SUPERVISOR, LIBRARIAN

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Agency goals and criteria related to the assigned functional area of the library.
- Principles and practices of supervision; budget preparation and administration; accounting; purchasing; contracts; grants application, management, and reporting; and library building plans and programs.

Ability to:

- Negotiate licensing agreements and contracts.
- Lead and motivate staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

LIBRARIAN	**33**	**B**	**4.112**
SENIOR LIBRARIAN	**35**	**B**	**4.109**
SUPERVISOR, LIBRARIAN	**37**	**B**	**4.106**

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 35 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 35 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 35 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 35 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
EARLY CHILDHOOD EDUCATOR	**29**	**E**	**5.183**
SENIOR EARLY CHILDHOOD EDUCATOR	**31**	**E**	**5.182**
SUPERVISOR, EARLY CHILDHOOD EDUCATOR	**33**	**B**	**5.181**

JOB SUMMARY

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.

JOB DUTIES

EARLY CHILDHOOD EDUCATOR

1. Identify and implement strategies appropriate to the developmental levels and learning styles of each child.
2. Research, design, obtain resources, and implement lesson plans, emerging trends, and best practices.
3. Contribute to the development of the curriculum, themes, and goals and coordinate the classroom setting.
4. Instruct, observe, and guide children's performance, behavior, social development, and physical health.
5. Develop and provide unique responses to individual child needs.
6. Observe and monitor the instruction and response of assigned staff.
7. Administer, write, and compile individual assessments of each child's development and communicate results.
8. Implement intervention strategies.
9. Identify and collaborate with special educators and other allied education and health professionals.
10. Assist in the development of academic practicum students in a lab setting, provide guidance, observe, and communicate with their academic instructions.
11. May oversee academic practicum and field experience students in the lab environment.
12. Coordinate with academic faculty to enhance the teaching/learning laboratory environment.
13. Review, implement, monitor, and participate in emergencies, fire and life safety activities, and drills.
14. Perform basic first aid, CPR, and other health and safety functions.
15. Ensure first-aid kits are stocked and up to date.
16. Recognize signs and symptoms of neglect and abuse and report accordingly.
17. Ensure compliance with applicable federal and State laws, regulations, and agency policies and procedures.
18. Perform related duties as assigned.

SENIOR EARLY CHILDHOOD EDUCATOR

1. Duties performed at the previous level, AND:
2. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
3. Assist in curriculum design and development and in the performance of administrative functions.
4. Perform related duties as assigned.

EARLY CHILDHOOD EDUCATOR	**29**	**E**	**5.183**
SENIOR EARLY CHILDHOOD EDUCATOR	**31**	**E**	**5.182**
SUPERVISOR, EARLY CHILDHOOD EDUCATOR	**33**	**B**	**5.181**

SUPERVISOR, EARLY CHILDHOOD EDUCATOR

1. Duties performed at the previous levels, AND:
2. Assist in budget development and monitoring and grant writing.
3. Coordinate and perform accreditation and licensing activities.
4. Assist in policy, procedure, and emergency plan development and quality improvement activities.
5. Develop and disseminate communications on agency activities.
6. Participate and contribute to programs concerned with improvements in the field of early childhood education.
7. May oversee students, interns, and volunteers.
8. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

EARLY CHILDHOOD EDUCATOR

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR EARLY CHILDHOOD EDUCATOR

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, EARLY CHILDHOOD EDUCATOR

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

EARLY CHILDHOOD EDUCATOR

Knowledge of:

- Applicable federal and State laws, regulations, guidelines, and agency policies and procedures.
- How children learn in each developmental domain (physical, social, emotional, cognitive, linguistic, and general learning competencies); application of teaching strategies that address all domains in early childhood; 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.
- 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 subjects of learning in early childhood education.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Plan activities and contribute to curriculum planning and selection to address children's 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 in communicating with families regarding issues of concern; participate in parent-teacher conferences to review 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 and convey inclusion and belonging.
- Provide appropriate instruction to children; recognize individual needs and differences; 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; perform first aid, CPR, and other health and safety functions; recognize signs and symptoms of neglect and abuse and report accordingly.

SENIOR EARLY CHILDHOOD EDUCATOR

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Administering assessments validly and reliably; how assessments inform curricular planning; integration of creative expressions, diversity, and respect through curriculum.
- Accreditation and licensing requirements; 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.

Ability to:

- Understand that children learn through multiple avenues and contexts; identify and recommend community resources and suggest referrals; perform child assessments and discuss assessments with families; organize 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; 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 and the resources available; monitor compliance for regulatory requirements; plan, implement, and modify the learning environment and schedule according to individual and group needs; promote developmental domains; adapt curriculum and individual plans for children with disabilities.

SUPERVISOR, EARLY CHILDHOOD EDUCATOR

EARLY CHILDHOOD EDUCATOR	**29**	**E**	**5.183**
SENIOR EARLY CHILDHOOD EDUCATOR	**31**	**E**	**5.182**
SUPERVISOR, EARLY CHILDHOOD EDUCATOR	**33**	**B**	**5.181**

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Principles and practices of supervision; State budget and grant administration.
- Early childcare and education; pedagogy, developmental psychology, and child development; developmentally appropriate teaching strategies; data and metric analysis to evaluate success and identify trends.
- Emerging research trends in the profession and necessary program modification; mentoring practices; emergency management plans.
- 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.

Skill in:

- Classroom assignments and staffing schedules.
- Annual data assessment tools for early childhood.

Ability to:

- Gauge children's development across all domains; oversee completion of administrative duties; analyze and summarize data; analyze administrative programs; work directly with regulatory agencies, community experts, and faculty on practicum student academic experiences; advocate for early childhood education.
- Collaborate in program center planning activities; 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.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the

possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 40 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 40 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 40 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 40 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, ENVIRONMENTAL PROGRAMS	**44**	**A**	**6.809**

JOB SUMMARY

Managers, Environmental Programs coordinate, plan, direct, and manage environmental activities related to air quality, environmental or drinking water quality, mining regulation and reclamation, management of waste, chemical hazards and sustainable materials, environmental planning and/or environmental remediation.

JOB DUTIES

1. Plan, organize, and direct environmental programs related to natural or physical science, environmental science or studies, engineering, water infrastructure, or other closely related fields.
2. Establish and review goals, objectives, schedules, policies, procedures, work plans, budgets, and applications for federal grants.
3. Establish organizational structures, provide programmatic direction and guidance, and develop and implement long term strategies.
4. Formulate programmatic regulations to meet statutory authorities, or regulations to generate fees.
5. Evaluate fee revenues to ensure their adequacy to support environmental regulatory programs.
6. Establish and monitor program policies for accurate processing of bills, contract payments, travel claims, other expenditures, and for the management of consultant contracts and agreements.
7. Represent the agency at various hearings, meetings, conferences, public news media interviews, and city and county council meetings to provide information and answer questions.
8. Coordinate communications with stakeholders to coordinate activities, solve problems, and negotiate solutions.
9. Communicate with the public on program inquiries or complaints.
10. Provide programmatic and technical assistance to staff and various committees.
11. Evaluate laws, regulations, studies, reports, scientific or engineering principles, technical data, or other sources of information to apply judgement, draw conclusions to provide direction to staff and/or make recommendations to department leaders.
12. Direct the application of federal and State laws and regulations to accurately conduct compliance and enforcement actions.
13. Serve as an expert witness in lawsuits and other court matters.
14. Identify needed statutory amendments, assist in the preparation of bill draft requests and fiscal notes.
15. Review, monitor, and research applicable bills that impact the agency, inform management of possible implications, and recommend a course of action.
16. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
17. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies, procedures, goals, and objectives; federal, State, and local agencies involved in environmental protection; legal procedures as applied to the enforcement of pollution control; industry standards.
- Environmental terminology; environmental assessment; program development and implementation; scientific principles and practices and current technology of the assigned program area; various scientific disciplines for the review of written technical data and presentations, including those by expert witnesses at hearings.
- Environmental impact associated with the release of toxic chemicals and biological agents; principles of economics to analyze impacts of decisions on the regulated community; applied principles of ecological mitigation techniques in the natural and/or social science disciplines.
- Principles and practices of management, supervision, and training; collective bargaining agreements; budget preparation, monitoring, revenue projections, and the approval of expenditures; data processing.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Make decisions and establish priorities; interpret and enforce agency policies and rules; assess statutes and regulations and prepare and justify proposed amendments; identify relevant concerns, factors, patterns of operation, tendencies and relationships; respond to anticipated and unanticipated changes to reach organizational goals and objectives.
- Write accurate analytical, narrative, statistical, and/or technical reports and correspondence; estimate project costs; prepare and administer budgets; estimate revenues derived from State appropriated funds, federal grants, permit fees, and penalties.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, regulated community, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.

- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☒ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
EXECUTIVE BRANCH BUDGET ANALYST	**41**	**B**	**7.632**
SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST	**43**	**B**	**7.634**

JOB SUMMARY

Executive Branch Budget Analysts prepare, analyze, and manage State budgets and are assigned to various departments for the management of their department budget.

JOB DUTIES

EXECUTIVE BRANCH BUDGET ANALYST

1. Develop and prepare the State's annual budget, including revenue and expenditure projections.
2. Review and manage budgets within an assigned group of agencies.
3. Present and defend the Governor's budget before legislative money committees.
4. Prepare Executive budget documents, review agency budget requests, prepare Governor's recommendations, review and prepare bill draft requests, and prepare the final legislative approved biennial budget.
5. Evaluate budget requests, monitor agency expenditures, and provide financial analysis.
3. Analyze budget requests and ensure budgets are aligned with the Governor's priorities and fiscal policies.
4. Assist departments in identifying cost-saving measures and improving financial management practices.
5. Prepare budget-related testimony and presentations for legislative hearings.
6. Analyze proposed legislation for its fiscal impact on the State budget.
7. Conduct special studies and research on budgetary and fiscal issues.
8. Conduct cost-benefit analyses, program evaluations, and evaluate the financial impact of proposed programs, policies, and legislative initiatives.
9. Ensure compliance with federal and State budgetary laws, regulations, and guidelines.
10. Monitor State expenditures and revenues and identify variances and potential issues.
11. Prepare financial reports, summaries, and presentations.
12. Provide recommendations for improving budgetary processes, resource allocation, and program performance.
13. Provide budgetary and financial information to legislative committees, the Governor's Office, and other stakeholders.
14. Review and analyze agency budget proposals, expenditure plans, and financial reports.
15. Maintain position control.
16. Perform related duties as assigned.

SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST

1. Duties described at the previous level, AND:
2. Present and defend the Governor's budget before legislative money committees.
3. Critically review agency programs to identify duplication or overlap of efforts, legal mandates to provide services, and opportunities to improve efficiency.
4. Review modifications to approved work programs.
5. Review, analyze, and prepare agenda items for the Board of Examiners and the Interim Finance Committee.

EXECUTIVE BRANCH BUDGET ANALYST	**41**	**B**	**7.632**
SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST	**43**	**B**	**7.634**

6. Reconcile budgets at the end of each fiscal year.
7. Develop position control procedures.
8. Review contracts.
9. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

EXECUTIVE BRANCH BUDGET ANALYST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

EXECUTIVE BRANCH BUDGET ANALYST

Knowledge of:

- Applicable federal and State laws, regulations, and rules; governmental accounting and budgeting; statistical methods.
- Government administrative processes including internal control procedures, policy development, planning, and management analysis.
- Accounting, budgeting, contractual, and inter-local requirements; management of federal grants and the federal payment management system; strategic planning process.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Perform financial administration, analysis, budget preparation, and fiscal resource development; provide technical expertise and guidance to agency fiscal staff regarding the appropriateness and legal restrictions applicable to expenditures.
- Negotiate with agency management to arrive at solutions to complex funding issues and problems; prepare, analyze, and monitor budgets with a variety of funding sources including general, internal service, enterprise, and fiduciary funds; analyze financial and statistical data; approve or reject budgets and requested changes to work programs.
- Analyze and project State revenues; provide input in the determination of priorities for the expenditure of tax dollars as applied to the strategic planning process.
- Establish and maintain positive working relationships with legislative staff, agency management, and agency fiscal staff; develop and follow up on corrective action plans consistent with audit recommendations, applicable agency policies, legal requirements, and legislative directives.

EXECUTIVE BRANCH BUDGET ANALYST	**41**	**B**	**7.632**
SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST	**43**	**B**	**7.634**

SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Potential funding sources and alternate revenue streams; Governor's overall administrative plan and fiscal priorities for State government; legislative processes; internal control procedure development and implementation; fiscal and organizational management principles and practices.
- Functions and scope of agencies within the executive branch of State government; fiscal forecasting techniques; sources of information and research techniques.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Review, analyze, approve or reject budget requests and adjustments; ensure compliance with budgetary directives, legislative intent, regulations, policies, and limitations; analyze data and make short- and long -range fiscal projections.
- Control and oversee budgets to ensure compliance with authorized spending limitations; determine the necessity of work program adjustments; monitor budgets through review of audit reports, verification of compliance, and review of agency internal controls and performance levels.
- Present and defend budgets at agency meetings, before the legislature, and to administrators; make presentations and respond to budget related questions; prepare and analyze legislative bill drafts and comments to fiscal notes; estimate revenue impact of legislative proposals; analyze expenditures and monitor fiscal transactions for assigned budget accounts.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER I, HEALTH PROGRAM	**37**	**A**	**10.232**
MANAGER II, HEALTH PROGRAM	**39**	**A**	**10.217**
MANAGER III, HEALTH PROGRAM	**41**	**A**	**10.230**

JOB SUMMARY

Managers, Health Program plan, develop, organize, coordinate, direct, and evaluate programs related to maternal, child and family health, nutrition, disease control, and/or other health programs.

JOB DUTIES

MANAGER I, HEALTH PROGRAM

1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies and procedures.
3. Develop goals and objectives and plan and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Compile and analyze data related to performance indicators, quality assurance, and related information.
5. Ensure appropriate records and reports are prepared, maintained, and submitted.
6. Research, develop, write, administer, and maintain grant proposals and processes.
7. Develop and conduct surveys and assessments.
8. Design, formulate, establish, and implement methods, standards, and data collection techniques to evaluate program outcomes and success.
9. Analyze, prepare, and present data to stakeholders and adjust priorities based on agency and program needs.
10. Coordinate with stakeholders to identify health needs, issues, and gaps in service.
11. Coordinate and participate in task forces and other work groups.
12. Analyze and propose legislative changes for program management, draft amendments and provide testimony.
13. Conduct public education, outreach campaigns, and promotional activities.
14. Prepare, justify, implement, and monitor program budgets.
15. Negotiate contracts for services and prepare, review, and monitor service contracts.
16. Develop and prepare comprehensive analytical, narrative, and statistical reports.
17. Conduct or attend meetings, conferences, and make presentations to a variety of groups as required.
18. Manage programs related to health education and prevention.
19. Track, analyze, and report health-related data for compliance.
20. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
21. Perform related duties as assigned.

MANAGER II, HEALTH PROGRAM

1. Oversee long-range, broad-based planning and policy development for a statewide program involved in health service delivery to at-risk populations with significant health issues, nutritional deficiencies, or other health related problems.

MANAGER I, HEALTH PROGRAM	**37**	**A**	**10.232**
MANAGER II, HEALTH PROGRAM	**39**	**A**	**10.217**
MANAGER III, HEALTH PROGRAM	**41**	**A**	**10.230**

2. Perform related duties as assigned.

MANAGER III, HEALTH PROGRAM

1. Control and administer multiple complex funding sources and budgets.
2. Oversee staff engaged in providing services through a regional Early Intervention Services program.
3. Serve as a regional manager of the Heath Care Quality and Compliance Bureau and carry out policy and management directives.
4. Assist the Child, Family, and Community Wellness Bureau Chief in administration of the bureau and manage the Communicable Disease, Chronic Disease, and Office of Minority Health sections and the Children With Special Health Care Needs program and billing functions.
5. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MANAGER I, HEALTH PROGRAM

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory/managerial experience and graduation from high school or equivalent education.

MANAGER II, HEALTH PROGRAM

Four or more years of applicable experience as described in the job duties with a minimum of two years supervisory/managerial experience and graduation from high school or equivalent education.

MANAGER III, HEALTH PROGRAM

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

MANAGER I, HEALTH PROGRAM

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; political and social context; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources; teambuilding and group dynamics.
- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Principles, practices, and current trends in planning, organizing, delivering, evaluating, and managing a public health program; health programs, agencies, and initiatives related to disease prevention, health promotion, and health awareness.

MANAGER I, HEALTH PROGRAM	**37**	**A**	**10.232**
MANAGER II, HEALTH PROGRAM	**39**	**A**	**10.217**
MANAGER III, HEALTH PROGRAM	**41**	**A**	**10.230**

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

MANAGER II, HEALTH PROGRAM

Knowledge, skills, and abilities required at the previous level, AND:

Ability to:

- Organize, coordinate, and direct the activities of professional staff and clinicians in a specified health program; administer multiple program activities; resolve complex issues and problems related to health service delivery.
- Analyze workload indicators, organizational structures, conduct cost/benefit studies, and make recommendations to facilitate the delivery of services to clients.
- Increase the optimum level of professional services available to clients; monitor performance levels and analyze a variety of written and statistical information.

MANAGER I, HEALTH PROGRAM	**37**	**A**	**10.232**
MANAGER II, HEALTH PROGRAM	**39**	**A**	**10.217**
MANAGER III, HEALTH PROGRAM	**41**	**A**	**10.230**

MANAGER III, HEALTH PROGRAM

Knowledge, skills, and abilities required at the previous levels, AND:

Ability to:

- Coordinate and integrate clinic services with federal, State, and local programs and resources; participate in presentations, special committees, and statewide conferences.
- Plan, organize, coordinate, and manage health, social, and other services for children who have, or may be at risk for developmental delays and/or chronic diseases.
- Manage the activities, services, staff, and physical facilities of a regional Early Intervention Services program; coordinate the services of multiple therapeutic disciplines.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations,

MANAGER I, HEALTH PROGRAM	**37**	**A**	**10.232**
MANAGER II, HEALTH PROGRAM	**39**	**A**	**10.217**
MANAGER III, HEALTH PROGRAM	**41**	**A**	**10.230**

which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
QUALITY ASSURANCE SPECIALIST	**35**	**B**	**10.242**
SUPERVISOR I, QUALITY ASSURANCE SPECIALIST	**38**	**B**	**10.241**
SUPERVISOR II, QUALITY ASSURANCE SPECIALIST	**39**	**B**	**10.240**

JOB SUMMARY

Quality Assurance Specialists review program effectiveness to ensure quality care for clients with diverse needs.

JOB DUTIES

QUALITY ASSURANCE SPECIALIST

1. Review and evaluate the appropriateness of client services, including access, outcomes, and prevention.
2. Conduct case reviews, assist in identification of problem areas, and monitor high risk/impact areas and processes vulnerable to litigation, adverse publicity, or involvement of law enforcement.
3. Evaluate compliance with accreditation, licensing, health and safety, and funding requirements, provide written reports and summaries, and present findings.
4. Review citations and plans of correction from federal, State, and accreditation reviews, participate in developing corrections, and monitor for compliance.
5. Provide technical guidance to stakeholders on quality assurance and improvement activities.
6. Ensure stakeholders are aware of accreditation, licensing, funding, and human rights requirements.
7. Provide training to staff, providers, and outside agencies.
8. Review a variety of incident reports and complaints, conduct investigations, and contact outside enforcement agencies as appropriate.
9. Ensure client confidentiality, privacy, and the security of documents, reports, and findings.
10. Coordinate efforts to achieve and maintain accreditation.
11. Develop quality assurance and improvement criteria and methodology and coordinate self-assessment.
12. Research, develop, and collate data and coordinate, write, and organize information received.
13. Prepare narrative and statistical reports.
14. Participate in budget and grant preparation and monitoring.
15. Perform related duties as assigned.

SUPERVISOR I, QUALITY ASSURANCE SPECIALIST

1. Duties performed at the previous level, AND:
2. Design, implement, and oversee a comprehensive quality assurance program encompassing community-based programs and inpatient services.
3. Interpret federal and State regulations regarding licensure, certification, health, and safety.
4. Lead and participate in the evaluation of facility, program, and/or agency policies, procedures, and practices.
5. Identify problems relating to treatment methodology, standards of care, and client services.
6. Serve on committees to formulate solutions to service delivery problems and maintenance of medical records.
7. Conduct special investigations related to the delivery of health services and prepare reports.
8. Serve as a liaison to accrediting and regulatory agencies to achieve and maintain licensure and accreditation.
9. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as

appropriate for managing people.

10. Perform related duties as assigned.

SUPERVISOR II, QUALITY ASSURANCE SPECIALIST

1. Duties performed at the previous levels, AND:
2. Plan, organize, and conduct quality assurance and utilization reviews on medical, dental, psychological, pharmacy, and other therapeutic services at correctional institutions.
3. Oversee and monitor inmate health care services.
4. Evaluate policies, procedures, and practices in relation to internal and external rules, regulations, and community standards.
5. Identify problems relating to treatment methodology, standards of care, and inmate health services.
6. Develop and coordinate the utilization management system to monitor the progress of hospitalized inmates.
7. Audit medical records of inmates receiving care to identify patient care problems and variances from accepted standards of practice.
8. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

QUALITY ASSURANCE SPECIALIST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR I, QUALITY ASSURANCE SPECIALIST

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

SUPERVISOR II, QUALITY ASSURANCE SPECIALIST

Four or more years of applicable experience as described in the job duties with a minimum of two years supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

QUALITY ASSURANCE SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; accreditation standards for human services programs; accepted practices and methods used in designing quality assurance and improvement reviews and audits; medical and behavioral terminology; data collection methods and statistical analysis techniques; medical, clinical, or client records documentation standards and procedures.
- Mental illness or intellectual disabilities; current community standards in human services and safeguards to protect human rights; psychology; human development; theories of learning; psychotherapy; behavior analysis; human services delivery systems.

QUALITY ASSURANCE SPECIALIST	**35**	**B**	**10.242**
SUPERVISOR I, QUALITY ASSURANCE SPECIALIST	**38**	**B**	**10.241**
SUPERVISOR II, QUALITY ASSURANCE SPECIALIST	**39**	**B**	**10.240**

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Locate, analyze, interpret, and apply information, data, and research findings; write narrative and statistical reports, recommendations, correspondence, and other materials; provide technical assistance regarding quality assurance, improvement, and accreditation standards; apply accreditation, licensing, and certification standards to specific situations; provide training related to quality assurance standards and compliance requirements; evaluate program effectiveness, recognize existing or potential problems, and formulate recommendations for corrective action; develop surveys and questionnaires to produce reliable and valid data.
- Read and understand clinical and statistical reports; conduct interviews to obtain consumer feedback; make observations and report findings; recognize and evaluate services, planning, and related issues; assist in formulating recommendations for improved services; compile information from various sources; learn, understand, and apply applicable laws, standards, and policies; establish positive working relationships with others.

SUPERVISOR I, QUALITY ASSURANCE SPECIALIST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.
- Auditing procedures and evaluation techniques for comprehensive services; Occupational Safety and Health Administration regulations, rules, and principles of workplace safety.
- Quality improvement concepts and processes in organizations; appropriateness and adequacy of psychological, psychiatric, and clinical services in residential, inpatient, and community-based services; professional credentialing requirements.

Ability to:

- Solicit cooperation in identifying needed changes and formulating solutions; prepare service areas for audits; plan, organize, and direct a quality assurance program for a hospital, residential care facility, or community-based program.
- Inspect and audit services and systems to determine compliance with accreditation and regulatory standards; read and interpret technical reports, documents, and reference manuals; establish and coordinate an internal review process; organize and lead performance improvement teams; serve as a liaison with accrediting, regulatory, licensing, and other governing bodies; perform statistical computations and comparisons; assist committees in analyzing issues and formulating recommendations consistent with quality assurance goals; write recommendations which integrate best practices, current research, and professional and national literature.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.

QUALITY ASSURANCE SPECIALIST	**35**	**B**	**10.242**
SUPERVISOR I, QUALITY ASSURANCE SPECIALIST	**38**	**B**	**10.241**
SUPERVISOR II, QUALITY ASSURANCE SPECIALIST	**39**	**B**	**10.240**

- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR II, QUALITY ASSURANCE SPECIALIST

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Policies and procedures related to custody, security, and classification of inmates; limitations of medical services available at various correctional facilities within the State; outside specialists and facilities in various communities which may provide services to inmates; federal forensic laws.
- Utilization review audit and compliance activities; uses, effects, side effects, and interactions of commonly prescribed medications for physical ailments and psychological problems; laboratory tests and diagnostic procedures; typical courses of a variety of illnesses, injuries, and conditions; physical restraint techniques and procedures appropriate to specific situations in a correctional setting.

Ability to:

- Review medical records and evaluate the appropriateness, timeliness, and quality of care provided; conduct special studies and case reviews; read and interpret court orders and decisions related to inmate health care.
- Assist committees in internal investigations related to quality-of-care issues; monitor the care of inmates hospitalized outside the correctional system.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing

QUALITY ASSURANCE SPECIALIST	**35**	**B**	**10.242**
SUPERVISOR I, QUALITY ASSURANCE SPECIALIST	**38**	**B**	**10.241**
SUPERVISOR II, QUALITY ASSURANCE SPECIALIST	**39**	**B**	**10.240**

☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ENVIRONMENTAL SCIENTIST	**35**	**B**	**10.536**
SENIOR ENVIRONMENTAL SCIENTIST	**36**	**B**	**10.525**
SUPERVISOR, ENVIRONMENTAL SCIENTIST	**38**	**B**	**10.545**

JOB SUMMARY

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

JOB DUTIES

ENVIRONMENTAL SCIENTIST

1. Develop program documents, environmental assessments, annual program plans, and environmental impact statements.
2. Assist in developing legislation, regulations, procedures, and protocols.
3. Provide information, technical assistance, and training to the public, regulated community, and staff.
4. Prepare analytical, narrative, and statistical reports.
5. Conduct public hearings and justify actions and information with fact sheets and discussion.
6. Conduct technical, scientific, and historical research and provide data for planning and decision making.
7. Using scientifically sound methodologies, research, compile, verify, and analyze data and trends and propose standards.
8. Develop grant applications, negotiate commitments, and monitor grant performance.
9. Provide guidance to governmental agencies, environmental programs, industries, or the public.
10. Draft and issue applicable permits to industry and governmental entities, compile facility data, examine and adapt permits to applicable standards, establish limitations, and perform public notification.
11. Respond to environmental complaints, conduct investigations, and determine appropriate actions.
12. Conduct inspections and onsite observations and prepare detailed reports.
13. Collect samples, operate and maintain instrumentation for the monitoring of air, water, and soil using scientifically sound methodologies.
14. Initiate enforcement actions and negotiate resolutions, administrative settlements, and civil penalties.
15. Give depositions, testify in court, and serve as an expert witness in lawsuits and other court matters.
16. Perform various technical services required to carry out responsibilities.
17. Input and access data from the Environmental Protection Agency (EPA) national system(s) and other federal and state information systems.
18. Conduct computer modeling to manipulate and evaluate data and make decisions.
19. Perform related duties as assigned.

SENIOR ENVIRONMENTAL SCIENTIST

1. Duties performed at the previous level, AND:
2. Perform planning, enforcement, contract coordination, pollution prevention, monitoring, and/or permitting functions as a primary responsibility.

ENVIRONMENTAL SCIENTIST	**35**	**B**	**10.536**
SENIOR ENVIRONMENTAL SCIENTIST	**36**	**B**	**10.525**
SUPERVISOR, ENVIRONMENTAL SCIENTIST	**38**	**B**	**10.545**

3. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
4. Perform related duties as assigned.

SUPERVISOR, ENVIRONMENTAL SCIENTIST

1. Duties performed at the previous levels, AND:
2. Develop, implement, and manage new or existing programs.
3. Create and make presentations to boards, commissions, natural resource agencies, and the legislature.
4. Draft legislation and develop regulations and rules.
5. Participate in the development of the work unit's budget, approve purchases, and monitor expenses.
6. Negotiate with other governmental entities concerning contracts, grants, cases, incidents, and other multi-jurisdictional issues.
7. Interpret and implement appropriate federal and State laws and regulations.
8. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

ENVIRONMENTAL SCIENTIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR ENVIRONMENTAL SCIENTIST

Four or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, ENVIRONMENTAL SCIENTIST

Five or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

ENVIRONMENTAL SCIENTIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; environmentally sustainable practices; safety measures as applied to investigations and surveys of a regulated industry; laboratory test methods and equipment; computer data input and retrieval; computer modeling using computer programs to manipulate data; available sources within the agency to obtain needed information.
- Physical and biological aspects and methods of the environment such as zoology, biology, hydrology, bioclimatology, ecology, geology, physics and organic/inorganic chemistry; environmental terminology.

ENVIRONMENTAL SCIENTIST	**35**	**B**	**10.536**
SENIOR ENVIRONMENTAL SCIENTIST	**36**	**B**	**10.525**
SUPERVISOR, ENVIRONMENTAL SCIENTIST	**38**	**B**	**10.545**

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.
- Technical writing.

Ability to:

- Collect samples according to established sampling protocol and preservation methods; maintain and operate technical and scientific instrumentations; write technical reports, memoranda, and letters regarding pollution control which contain clear and concise information and analysis; evaluate environmental, economic, legal, health, and safety variables, reach proper conclusions, and make correct decisions; calibrate, operate, maintain, and repair a variety of technical equipment.
- Read, comprehend, and summarize technical, scientific and legal documents and agreements, scientific papers, laws, regulations, policies, engineering plans and specifications, and technical guidance manuals; prepare and present written reports; apply mathematical concepts and principles.
- Write technical documents and reports that summarize findings, conclusions and recommendations from assigned task(s).
- Communicate effectively with peers, office staff, the regulated community, other agencies, attorneys, technicians, and the public; respond calmy and professionally to resistant, indifferent, or hostile individuals and resolve problems; establish and maintain a good working rapport with the regulated community.

SENIOR ENVIRONMENTAL SCIENTIST

Knowledge, skills, and abilities required at the previous level, AND

Knowledge of:

- Applicable legal procedures related to the enforcement of pollution controls; applicable grant requirements.

Ability to:

- Evaluate potential radiological, chemical, and/or biological hazards and determine proper actions to safeguard individual and public safety; recognize existing or potential problems; act as a lead worker to organize, oversee, and delegate work responsibilities; interpret and enforce agency policies and rules; draft complete, accurate, and legally defensible enforcement/mitigation action and programmatic documents; effectively implement enforcement/mitigation action procedures; analyze complex data and apply concepts to difficult problems.
- Effectively communicate technical, scientific, environmental, regulatory, and legal information verbally and in writing to staff, individuals, and groups with varying backgrounds; negotiate with the regulated and natural resource community to ensure compliance and resolve issues.

SUPERVISOR, ENVIRONMENTAL SCIENTIST

Knowledge, skills, and abilities required at the previous levels, AND

Knowledge of:

- Legal procedures such as open meeting laws, criminal enforcement, and administrative proceedings; diverse programs and regulations being implemented by other federal, State, and local agencies which relate to the program areas being managed; socio-economic and environmental impact of decisions and proposed regulations on the regulated community, the public, and the agency.

ENVIRONMENTAL SCIENTIST	**35**	**B**	**10.536**
SENIOR ENVIRONMENTAL SCIENTIST	**36**	**B**	**10.525**
SUPERVISOR, ENVIRONMENTAL SCIENTIST	**38**	**B**	**10.545**

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.

Ability to:

- Develop and make presentations to regulatory boards, natural resource agencies, commissions, and others; develop regulations, standards, guidelines, and procedures; maintain an awareness of, understand, and work within complex interactions and recognize implications of any decision making at the federal, State, and local level which may impact programs; organize national, statewide, and regional conferences and meetings to negotiate solutions to major or controversial issues.
- Estimate project costs; identify more effective methods of work operation; analyze information, technical data, problems, situations, practices, and procedures to define a problem or objective; identify relevant concerns or factors, patterns of operation, tendencies and relationships and recognize their implications to resolve conflicts; make comprehensive recommendations on environmental problems; organize and manage complex programs related to the control of hazardous chemicals, biological agents, radioactive and/or hazardous waste and/or pollutants discharged into the environment.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing ☐ running ☒ lifting, 20 lbs ☒ observing ☒ turning

ENVIRONMENTAL SCIENTIST	**35**	**B**	**10.536**
SENIOR ENVIRONMENTAL SCIENTIST	**36**	**B**	**10.525**
SUPERVISOR, ENVIRONMENTAL SCIENTIST	**38**	**B**	**10.545**

☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

1.727 BIOLOGIST AND 1.772 FISHERIES TECHNICIAN

Outlook

FW: Comments for Posting 18-26

From Keisha I. Harris <kiHarris@admin.nv.gov>
Date Mon 6/22/2026 4:35 PM
To Akrista Aslin <a.aslin@admin.nv.gov>

1 attachment (149 KB)
NDOW Comments for HR Memo 20-26 on Posting 18-26 - 06-2026.docx

Respectfully,

Keisha I. Harris, Deputy Administrator
State of Nevada
Department of Administration
Division of Human Resource Management
Classification and Compensation Section
515 Musser St., Suite 101, Carson City, NV 89701
Telephone: 775.684.0139
E-mail: kiHarris@admin.nv.gov

Division of Human Resource Management

From: Nicole Peek <nicole.p@admin.nv.gov>
Sent: Monday, June 22, 2026 4:11 PM
To: Keisha I. Harris <kiHarris@admin.nv.gov>; Heather Dapice <hdapice@admin.nv.gov>
Subject: FW: Comments for Posting 18-26

Good afternoon,

Please see the attached document regarding Wildlife's objections to job spec changes in the 18-26 posting. It looks like they emailed within the required timeframe but the job specs are showing as uncontested for the HRC.

Regards,

Nicole Peek
Supervisory Human Resources Analyst
Department of Administration
Division of Human Resource Management
Recruitment Unit

(P) 775-684-0129 (F) 775-684-0122
Nicole.p@admin.nv.gov

Department of Administration
Division of Human Resource Management

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From: Quinn Ashley <q.ashley@admin.nv.gov>
Sent: Monday, June 22, 2026 3:55 PM
To: Nicole Peek <nicole.p@admin.nv.gov>
Subject: FW: Comments for Posting 18-26

Here you go 😊

Quinn Ashley
Human Resources Analyst 3
Recruitment
(P) 775-684-0132 (F) 775-684-0122

From: Kristin Bowling <klbowling@ndow.org>
Sent: Monday, June 22, 2026 3:50 PM
To: Quinn Ashley <q.ashley@admin.nv.gov>
Subject: FW: Comments for Posting 18-26

From: Kristin Bowling
Sent: Thursday, June 18, 2026 7:50 AM
To: Keisha I. Harris <kiHarris@admin.nv.gov>
Subject: Comments for Posting 18-26

Please see the attached letter that lists the comments received for job specifications of Biologist, Wildlife Technician, and Fisheries Technician series.

NEVADA DEPARTMENT OF WILDLIFE

Kristin Bowling
HR Officer
Director's Office – Human Resources

Phone: 775-688-1522
Fax: 775-688-1987
Email: klbowling@ndow.org
Email - Human Resources: ndowhr@ndow.org

Nevada Department of Wildlife
6980 Sierra Center Pkwy, Ste 120

Reno, NV 89511

Support Nevada's Wildlife... buy a Hunting & Fishing license!

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JOE LOMBARDO
Governor

STATE OF NEVADA

DEPARTMENT OF WILDLIFE

6980 Sierra Center Parkway, Suite 120

Reno, Nevada 89511

Phone (775) 688-1500 • Fax (775) 688-1595

ALAN JENNE
Director

JORDAN GOSHERT
Deputy Director

CALEB MCADOO
Deputy Director

MIKE SCOTT
Deputy Director

June 17, 2026

Keisha Harris
Deputy Administrator
Division of Human Resource Management

Re: HR Memo 20-26 on Job Specification Posting 18-26

Below is list of comments or objections that the Department of Wildlife has received for changes to the job specification that were posted on HR Memo 20-26.

Job Specification:

Biologist Series:

- Biologist 1:
  - Job Duties section, task item 2, add task "develop technical reports".
  - KSA section, Ability to section, add "operate and maintain specialized equipment such as 4-wheel drive vehicles, GPS units, and optical instruments." This was only under the Senior Biologist section and should be all levels. Secondary option "Maintain and operate equipment such as entrapment devices; operate and maintain vehicles used in field surveys; participate in ground, water, and air surveys. operate and maintain specialized equipment such as 4-wheel drive vehicles, GPS units, and optical instruments."
- Biologist 2:
  - Job Duties section, task item 2, add "management" before "activities" to read "…reports concerning management activities."
  - KSA section, Ability to section, remove second bulleted item (i.e. reword and move to Biologist 1)
- Senior Biologist:
  - Job Duties section, task 12 should be moved to Biologist 1 level. Other option is add similar verbiage of "Communicate and organize state and regional activities…." to the Biologist 1 level.
  - KSA section, Knowledge of section, reword first bulleted item "Federal and state laws, regulations, and policies related to wildlife, habitat conservation, and environmental compliance."
  - KSA section, Knowledge of section, add "Advanced ecological principles, population dynamics, habitat management, and conservation planning."
  - KSA section, Knowledge of section, add "Experimental design, statistical analysis, and interpretation of biological data."
  - KSA section, Knowledge of section, add "Principles of project management, strategic planning, and budget development."
  - KSA section, Knowledge of section, add "Scientific literature review and application of research findings to management decisions."

- Special Requirements section:
    - For information notation, certifications such as the Certified Wildlife Biologist, cannot be obtained without a college degree.
- All Levels:
    - Essential Qualifications sections, each of the four levels will need to require a Bachelor's Degree. Justification for this will be a separate communication external to this posting. In part, it relates to both professional standard and foundational knowledge needed for wildlife management, research and decision making. Also, Department of Wildlife's Director position requires specific experience and academic degree, per NRS 501.333. Other NRS and reasonings will be submitted later.

Fisheries Technician Series:

- Job Summary:
    - Add verbiage "….levels, provide maintenance of fish hatchery or fish rearing stations, and assist biologists with sampling and routine field work."
- Fisheries Technician:
    - Add task "Perform Watercraft Inspection and Decontamination."
    - Add task "Assist biologists in standardized fisheries sampling events"
    - KSA section, Knowledge section, add "Standardized fisheries sampling techniques"
    - KSA section, Ability section, add "Inspect watercraft and identify Aquatic Invasive Species."
- Senior Fisheries Technician:
    - KSA section, Ability section, remove "Inspect watercraft and identify Aquatic Invasive Species."
- Fisheries Technician Supervisor 1:
    - Add task "Supervise contract staff at watercraft inspection and decontamination stations"
    - Essential Qualifications sections will need to require a Bachelor's Degree. Justification for this will be a separate communication external to this posting. In part, it relates to Department of Wildlife's Director position requires specific experience and academic degree, per NRS 501.333. Other NRS and reasonings will be submitted later.
    - KSA section, Knowledge section, remove "salmonid fish cultural practices"
- Fisheries Technician Supervisor 2:
    - Essential Qualifications sections will need to require a Bachelor's Degree. Justification for this will be a separate communication external to this posting. In part, it relates to Department of Wildlife's Director position requires specific experience and academic degree, per NRS 501.333. Other NRS and reasonings will be submitted later.

Wildlife Technician Series:

- Wildlife Technician:
    - Job Duties/Essential Qualifications: as both areas currently listed on proposed version fails to allow individuals to qualify if they have construction, maintenance, farming, or ranching experience. Historically, department has only been able to hire from these types of experiences which has been classified as Wildlife Area Technician 1. Estimated 90% of hires have been with candidates that had maintenance and construction experience due to the tasks they perform need those skills. The current version doesn't allow for those skills. *Recommendation*: Add Wildlife Technician 1 level, Grade 27 back, with only construction, maintenance, farming, or ranching experience required.

    - KSA section, Ability section, add “Operate and maintain specialized equipment and four-wheel drive vehicles, hauling equipment, arc and gas welding equipment, heated pressure washers, and others”
    - Essential Qualifications: Job title is incorrect- should not have “area” – “Wildlife Technician”
    -
- Supervisor 2, Wildlife Technician:
    - KSA section, Ability section, add “Train, supervise and evaluate the performance of assigned staff; organize and schedule equipment and staff in various locations efficiently and effectively.”
- All Levels:
    - Essential Qualifications: Job title is incorrect- shouldn’t have “area” in the title. “Wildlife Technician”, “Senior Wildlife Technician”, “Supervisor 1, Wildlife Technician”, “Supervisor 2, Wildlife Technician”
    - KSA section: Job title is incorrect- shouldn’t have “area” in the title. “Wildlife Technician”, “Senior Wildlife Technician”, “Supervisor 1, Wildlife Technician”, “Supervisor 2, Wildlife Technician”

Regards,

Human Resources
Director’s Office
Nevada Department of Wildlife

Outlook

FW: Memorandum HR# 45-25 - Objection

From Keisha I. Harris <kiHarris@admin.nv.gov>
Date Thu 3/19/2026 1:04 PM
To Akrista Aslin <a.aslin@admin.nv.gov>

1 attachment (34 KB)
HR45-25 Objection.pdf;

From: Keisha I. Harris
Sent: Thursday, January 22, 2026 4:48 PM
To: 'nrfowler@hotmail.com' <nrfowler@hotmail.com>
Cc: Bachera Washington <bachera@admin.nv.gov>
Subject: FW: Memorandum HR# 45-25 - Objection

Good afternoon Ms. Fowler,

We have received your object and will take it into consideration. Please note that the department may add to a position's recruitment a preference for a specific degree requirement, which is how AB 547, Section 3, subsection 2 is interpreted by the State.

Respectfully,

Keisha I. Harris, Deputy Administrator
State of Nevada
Department of Administration
Division of Human Resource Management
Classification and Compensation Section
515 Musser St., Suite 101, Carson City, NV 89701
Telephone: 775.684.0139
E-mail: kiHarris@admin.nv.gov

Department of Administration
Division of Human Resource Management

From: Norma Fowler <nrfowler@hotmail.com>
Sent: Tuesday, January 20, 2026 9:14 PM
To: Keisha I. Harris <kiHarris@admin.nv.gov>
Subject: Memorandum HR# 45-25 - Objection

WARNING - This email originated from outside the State of Nevada. Exercise caution when opening

attachments or clicking links, especially from unknown senders.

Dear Ms Harris:
Attached is a written notification of objections to the proposed classification change to the Librarian Series as outlined in HR Memo 45-25. Thank you for providing the opportunity to comment on the proposed changes. Please feel free to contact me if needed.

Sincerely,
Norma Fowler

282 Carlisle Ct.
Carson City, NV 89703

January 19, 2026

Keisha I. Harris, Deputy Administrator
Classification and Compensation Section
Division of Human Resource Management
515 E. Musser St., Suite 101
Carson City, NV 89701

Dear Ms. Harris:

I am writing as a Nevada resident and retired librarian to formally express my objection to the proposed classification changes for the Librarian series described in Memorandum HR# 45-25.

I understand that the proposed changes are intended to align certain positions with Assembly Bill 547 (2025), including the removal of the bachelor's degree requirement for some classifications. However, the title Librarian has long denoted a professional role requiring specialized, graduate-level education. As such, these positions fall squarely within the exception outlined in AB 547, Section 3, subsection 2 which states: "The provisions of subsection 1 do not apply if the appointing authority determines that the knowledge, skills or abilities required for the position for which the applicant is applying may only be obtained through a course of study in pursuit of and that culminates in the award of a bachelor's degree."

In the library profession, the accepted and nationally recognized entry-level requirement for positions carrying the title of Librarian is not merely a bachelor's degree, but a Master's degree in Library or Information Science (MLS or MLIS) from an institution accredited by the American Library Association. This educational requirement reflects the complexity, professional judgment, and public responsibility inherent in librarian roles.

The Nevada State Library, Archives and Public Records (NSLA) serves as the role model for libraries across the state, including academic, public, special, and school libraries. As such, it is imperative that NSLA maintain alignment with established professional standards. An individual whose qualifications consist of a high school diploma and two to four years of library experience will not have obtained the theoretical foundation, professional competencies or breadth of training necessary to perform the duties expected of a Librarian at the state level.

Moreover, NSLA is responsible for ensuring statewide compliance with the Minimum Public Library Standards for Nevada, which were developed and adopted by Nevada's public libraries to ensure adequate library services for all residents. Standard #8, Library Certification for Staff, explicitly outlines education requirements for library directors and professional staff. Libraries serving a population of 50,000 or more are required to "have a director who holds a master's degree in library or information science from a college or university accredited by the American Library Association." Additionally, for those libraries: "Any additional staff in the position of

librarian or other full time professional position performing the duties of reference and/or children's services shall hold the credential of MLS and/or certified librarian from the State of Nevada (NAC 379.010)."

With regard to library certification, libraries and library positions that are not required to employ MLS-degreed personnel due to population size must comply with Nevada's librarian certification program as authorized by NRS 379.0073 and administered by NSLA. The levels of education and experience required for certification, as outlined in NAC 379.020, are significantly more rigorous than those proposed in HR 45-25. It is inconsistent, and potentially undermining to statewide standards, to expect NSLA personnel to enforce certification and professional requirements that they themselves may not be required to meet under the revised classification.

The points outlined above form the basis of my objection to the inclusion of the Librarian series in HR 45-25. I respectfully urge you to reconsider the proposed classification changes in order to maintain consistency with established library standards and the requirements NSLA is responsible for administering statewide. Thank you for your consideration of these concerns. I would be happy to provide additional information or clarification if helpful.

Sincerely,
Norma Fowler

5.181 EARLY CHILDHOOD EDUCATOR

UNLV

HUMAN RESOURCES

TO: Keisha I. Harris, Deputy Administrator, Classification & Compensation

FROM: Michelle Hogan, Director of Compensation and Talent Acquisition

DATE: January 27, 2026

SUBJ: UNLV's concerns in relation to Posting #10-26, HR #45-25

Dear Ms. Harris,

I am writing to formally submit UNLV's comments and objections regarding the proposed classification changes identified in Posting #10-26, issued pursuant to NRS 284.160, subsections 3 through 5.

After reviewing the notice and supporting information, we have some concerns regarding the proposed revisions to the class specifications listed below. While we understand the intent to modernize job specifications and align them with new state standards, we believe aspects of the proposal warrant further review and reconsideration before implementation. We respectfully request state engagement with our agency's subject matter experts to consider our comments.

Specifically, UNLV's concerns include:
Consultation with subject matter experts: To our knowledge, subject matter experts within our agency may have not been consulted prior to the posting and development of these proposed changes, which raises questions about whether the revised specifications fully reflect the needs of the positions.
Revisions to minimum qualifications: While we acknowledge the statutory changes under Assembly Bill 547, we are concerned that revised minimum qualifications may not sufficiently account for the practical knowledge, experience, or competencies required to perform the duties effectively.
Consistency with actual job functions: The revised specifications may not fully align with the day-to-day responsibilities performed by positions and would like edits to be considered.

EARLY CHILDHOOD EDUCATOR SERIES

The proposed changes substantially modify the minimum qualification requirements for Early Childhood Educator classifications, including the removal of degree requirements in several categories. As institutions of higher education and employers within the Nevada System of Higher Education (NSHE), it is essential to uphold professional standards by requiring relevant academic degrees for senior and supervisory roles, as well as maintaining clear and appropriate educational pathways for entry-level positions.
Degree requirements are also essential to meeting Nevada's quality rating standards and maintaining accreditation through the National Association for the Education of Young Children (NAEYC). Per NAEYC guidance, formal education and professional credentialing are important elements of quality in early learning settings. We believe certain degree requirements remain justified, as these positions require the application of child development theory, instructional design, assessment methodologies, and evidence-based educational practices.
Additionally, these roles are responsible for designing and implementing developmentally appropriate lesson plans, contributing to curriculum development, and actively participating in academic preparation related to pedagogy, curriculum planning, and learning theory—competencies that are typically developed through structured postsecondary coursework. We also request that "running" be incorporated into the physical requirements, given the nature of these positions and oversight of children's physical activities.
A redline document is included for your review and consideration.

SENIOR EARLY CHILDHOOD EDUCATOR	**31**	**E**	**5.182**
SUPERVISOR, EARLY CHILDHOOD EDUCATOR	**33**	**B**	**5.181**

JOB SUMMARY

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.

JOB DUTIES

EARLY CHILDHOOD EDUCATOR

1. Identify and implement strategies appropriate to the developmental levels and learning styles of each child.
2. Research, design, obtain resources, and implement lesson plans, emerging trends, and best practices.
3. Contribute to the development of the curriculum, themes, and goals and coordinate the classroom setting.
4. Instruct, observe, and guide children's performance, behavior, social development, and physical health.
5. Develop and provide unique responses to individual child needs.
6. Observe and monitor the instruction and response of assigned staff.
7. Administer, write, and compile individual assessments of each child's development and communicate results.
8. Implement intervention strategies.
9. Identify and collaborate with special educators and other allied education and health professionals.
10. Assist in the development of student workers and academic practicum students in a lab setting, provide guidance, observe, and communicate with their academic instructions.
11. May oversee and provide input for academic practicum and field experience students in the classroom/lab environment.
12. Coordinate with academic faculty to enhance the teaching/learning laboratory environment.
13. Review, implement, monitor, and participate in emergencies, fire and life safety activities, and drills.
14. Perform basic first aid, CPR, and other health and safety functions.
15. Ensure first-aid kits are stocked and up to date.
16. Recognize signs and symptoms of neglect and abuse and report accordingly.
17. Ensure compliance with applicable federal and State laws, regulations, and agency policies and procedures.
18. Perform related duties as assigned.

SENIOR EARLY CHILDHOOD EDUCATOR

1. Duties performed at the previous level, AND:
2. Act as a lead team worker by assigning and reviewing work, training, and providing input to performance evaluations for graduate level students assigned ~~and discipline.~~
3. Assist in curriculum design and professional development ~~and in the performance of administrative functions.~~
4. Provide mentorships to new early childhood educators.
5. Coordinate and support family learning and school events.
6. Perform related duties as assigned.

SUPERVISOR, EARLY CHILDHOOD EDUCATOR

1. Duties performed at the previous levels, AND:

2. Assist in budget development and monitoring and grant writing.
3. Coordinate and perform accreditation and licensing ~~activities~~ requirement.
4. Assist in policy, procedure, and emergency plan development and quality improvement ~~activities~~ requirements.
5. Develop and disseminate communications on agency activities.
6. Participate and contribute to programs concerned with improvements in the field of early childhood education.
7. ~~May~~ Will oversee students, interns, and volunteers.
8. Hire, train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
9. Oversee curriculum, assessment and environment.
10. Support research activities assigned in the field.
11. Promote community outreach and collaboration.
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

EARLY CHILDHOOD EDUCATOR

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; Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR EARLY CHILDHOOD EDUCATOR

~~Three~~ Four or more years of applicable experience as described in the job duties and graduation from high school or equivalent education. Minimum of Bachelor's degree in early childhood or education field.

SUPERVISOR, EARLY CHILDHOOD EDUCATOR

~~Four~~ Five or more years of applicable experience as described in the job duties with a minimum of one-year supervisory/administrative experience preferred and graduation from high school or equivalent education. Minimum of Bachelor's degree in early childhood or education field.

KNOWLEDGE, SKILLS, AND ABILITIES
(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

EARLY CHILDHOOD EDUCATOR

Knowledge of:

- Applicable federal and State laws, regulations, guidelines, and agency policies and procedures.
- How children learn in each developmental domain (physical, social, emotional, cognitive, linguistic, and general learning competencies); application of teaching strategies that address all domains in early childhood; 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.
- 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 subjects of learning in early childhood education.

Skill in:

- Interpersonal and communication, both verbal and written.
- NAEYC Code of Ethics
- Use and operation of office and job-related equipment and software.

Ability to:

- Plan activities and contribute to curriculum planning and selection to address children's 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 in communicating with families regarding issues of concern; participate in parent-teacher conferences to review 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 and convey inclusion and belonging.
- Provide appropriate instruction to children and individualized assessments; recognize individual needs and differences; 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; perform first aid, CPR, and other health and safety functions; recognize signs and symptoms of neglect and abuse and report accordingly.

SENIOR EARLY CHILDHOOD EDUCATOR

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Administering and compiling assessments validly and reliably; how assessments inform curricular planning; integration of creative expressions, diversity, and respect through curriculum.
- Accreditation and licensing requirements; 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.
- Implementing best practices for mentorship.

Ability to:

- Understand that children learn through multiple avenues and contexts; identify and recommend community resources and suggest referrals; perform child assessments and discuss assessments with families; organize 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; 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 and the resources available; monitor compliance for regulatory requirements; plan, implement, and modify the learning

environment and schedule according to individual and group needs; promote developmental domains; adapt curriculum and individual plans for children with disabilities.

SUPERVISOR, EARLY CHILDHOOD EDUCATOR

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Principles and practices of supervision;
- State/program budget and grant administration. (Created a new bullet point)
- Early childcare and education; pedagogy, developmental psychology, and child development; developmentally appropriate teaching strategies; data and metric analysis to evaluate success and identify trends.
- Emerging research trends in the profession and necessary program modification; mentoring practices; emergency management plans.
- 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.

Skill in:

- Classroom assignments and staffing schedules.
- Annual data assessment tools for early childhood.
- Budget planning.
- Health and wellness management.

Ability to:

- Gauge children's development across all domains; oversee completion of administrative duties; analyze and summarize data; analyze administrative programs; work directly with regulatory agencies, community experts, and faculty on practicum student academic experiences; advocate for early childhood education.
- Collaborate in program center planning activities; 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.
- Lead, evaluate, and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.

2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting, 40 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 40 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 40 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 40 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

SUPERVISOR, LIBRARY TECHNICIAN **31** **E** **4.116**

JOB SUMMARY

Library Technicians perform duties in support of the operation of libraries that house and provide access to a variety of materials in a variety of formats.

JOB DUTIES

LIBRARY TECHNICIAN

1. Create catalog records or other metadata to facilitate discovery and access to materials by establishing access points following national standards.
2. Provide reference services, respond to requests for information, and instruct patrons in the use of library resources.
3. Establish and maintain primary bibliographic and check-in records for all types of serials.
4. Develop and maintain web pages or websites and monitor web statistics.
5. Maintain library services platform, records for patrons, circulation, and acquisitions, and collection management.
6. Acquire federal documents, claim missing items, assess retention policies, and instruct patrons in the use of materials.
7. Maintain government document policies and track changes in government document numbers.
8. Research and procure materials, books, multimedia, electronic resources, databases, and other resources from vendors, donors, and publishers.
9. Receive orders, troubleshoot issues, and verify and process invoices for payment approval.
10.
11. Process and receive library print materials, oversee print serials management, including predictive check-in, receiving, claiming, and troubleshooting
12. Oversee in-house book and paper repair and conservation operations.
13. Coordinate binding activities with an external binding vendor.
14. Provide digital services such as converting analog materials to digital format and describing the materials to enable retrieval and access.
15. Perform related duties as assigned.

SENIOR LIBRARY TECHNICIAN

1. Duties required at the previous level, AND:
2. Oversee circulation, stacks management, federal document depositories, reference, cataloging, digital services, electronic resource management, interlibrary loans, document delivery, and/or acquisitions.
3. Recommend and implement unit procedures and policies.
4. Manage and test e-resource access and holdings in the knowledge base and link resolver.
5. Review, strategize, and develop improvements in subscription management.
6. Maintain and troubleshoot web service links and other discovery services.
7. Perform related duties as assigned.

SUPERVISOR, LIBRARY TECHNICIAN

1. Duties required at the previous level, AND:
2. Manage operations and activities of a computerized acquisitions system.
3. Manage materials budget tracking, funds, structure, allocation, and donor-funds allocation.
4. Coordinate requisitions and prepare financial and valuation reports.
5. Oversee donor-funded acquisitions and approve processed and posted invoices.
6. Justify budgets and conduct materials budget meetings.

6.809 MANAGER, ENVIRONMENTAL EDUCATOR

Outlook

FW: Comments and Objection Re HR Memo #41-25 Proposed Classification Change - 6.809 Manager, Environmental Programs

From Keisha I. Harris <kiHarris@admin.nv.gov>
Date Thu 3/19/2026 1:05 PM
To Akrista Aslin <a.aslin@admin.nv.gov>

3 attachments (65 KB)

6.809 Manager Environmental Programs NDEP comments on Final Proposed.docx; Chief-to-Manager class specs CoPilot comparison AI.docx; CoPilot Assistance on Bachelors of Science vs High School degree.docx;

From: Keisha I. Harris
Sent: Friday, November 7, 2025 5:07 PM
To: Jennifer Carr <jcarr@ndep.nv.gov>
Cc: Genevieve Hudson <g.hudson@dcnr.nv.gov>; Sheryl Fontaine <sfontaine@ndep.nv.gov>; Ronda Snyder <rsnyder@ndep.nv.gov>; Bachera Washington <bachera@admin.nv.gov>
Subject: FW: Comments and Objection Re HR Memo #41-25 Proposed Classification Change - 6.809 Manager, Environmental Programs

Hello Jennifer, I have received your objection.

Respectfully,

Keisha I. Harris, Deputy Administrator
State of Nevada
Department of Administration
Division of Human Resource Management
Classification and Compensation Section
515 Musser St., Suite 101, Carson City, NV 89701
Telephone: 775.684.0139
E-mail: kiHarris@admin.nv.gov

Department of Administration
Division of Human Resource Management

From: Jennifer Carr
Sent: Thursday, November 6, 2025 1:19 PM
To: Keisha I. Harris
Cc: Genevieve Hudson ; Sheryl Fontaine ; Ronda Snyder
Subject: Comments and Objection Re HR Memo #41-25 Proposed Classification Change - 6.809 Manager, Environmental Programs

Dear Ms. Harris,
Thank you for the opportunity to review these proposed classification changes. NDEP has limited comments and an objection to passage at this point in the process.

Comments:
NDEP appreciates the opportunity provided previously to comment on the Manager, Environmental Programs class specification draft amendments. I would like to thank you and your team very much for incorporating feedback we provided on the earlier version. In reviewing the clean copy and receiving some additional feedback from the NDEP Chiefs, a comment document is attached with a few additional suggested additions.

Also attached is a comparison document generated by CoPilot on the existing and new proposal. It is a helpful comparative summary and really reinforces how a shift to strategic leadership and planning is generally espoused in the new version in

addition to overall program management. Thank you.

Objection:
Our only remaining true concern that I feel I must reiterate is related to the Education and Experience Requirements shifting from a "Bachelors in science/engineering plus 6 years experience (2 in supervision)" to a "High School diploma and 5 years experience (3 in supervision)". ***NDEP seeks keeping the minimum Education and Experience Requirements at they currently exist OR holding approval of this modified specification until the class specs for the underlying positions these Managers oversee are complete.*** While recognizing the desire to remove barriers to State service that could be created by degree requirements, *Please* consider the following points:

- NDEP is a science- and engineering-based organization protecting public health and the environment, requiring advanced expertise that cannot be garnered via high school + job experience, alone.
- These Managers handle complex technical issues based in science and engineering and limited on-the-job experience cannot replicate what is acquired from formal college education that provides deeper skills in critical thinking and problem solving.
- College in the sciences, or engineering, provides important structured and rigorous teaching and experience that is wholly different, and more focused, than on-the-job learning. Furthermore, redirecting State supervisory and management resources away from implementing the laws and regulations, in order to train and provide the learning environment currently obtained in College is not sustainable or even possible with the current workforce.
- Class Specification updates for Environmental Scientists and unlicensed Staff Engineers have not been proposed yet. If bachelors degrees are an education requirement for any positions in those series, then the same education requirements *must* translate up to the Manager that oversees them. We cannot have a situation where a Manager has less education and experience than their subordinate staff.
- When lower job classification series are completed (such as for our existing Environmental Scientist 1, 2, 3 and Supervisor 4) the accumulated years of experience from those position's MQ's is likely to be greater than 5 years total. A Manager cannot be eligible for hire with less years of experience than their subordinates have acquired in a State career.
- If the intent is to get more individuals on recruitment lists and let the Agency decide the qualifications and values associated with a hiring event, then candidates will inherently be added to a Manager recruitment list that are technically "eligible" <u>but not qualified</u>; which results in several things:
    - It gives a false sense of hiring hope for an unqualified individual who will not make the cut for an interview;
    - It takes state resources at DHRM in processing applications for unqualified individuals;
    - It takes state resources at NDEP in reviewing applications for unqualified individuals; and
    - If the mandate to "work the whole list" remains, then it takes additional state resources at NDEP in having to contact and interview unqualified candidates; again, giving an unqualified candidate a sense of hope for hiring.
- In NDEP history, there has been one individual who managed to promote to Deputy Administrator over time without a college degree, so even with the current requirements it is possible to make and "equivalency" demonstration – so the degree is not a true barrier to employment. However, it is important to note that this individual was not well respected by their peers or subordinates who had degrees and licenses. Removal of a Bachelors degree from the Manager series has the real potential for repercussions related to credibility and equitability.
- The Chief-to-Manager CoPilot comparison of the class specs (see page 2) accurately summarized prior comment on the fact that degree removal may reduce credibility and could be inconsistent with subordinate roles, creating potential equity issues.
- An additional (attached) CoPilot assessment generally comparing jobs for High School graduates with those of College graduates is incredibly relevant and supports the points outlined above.

Again, NDEP appreciates the active engagement by DHRM on these proposals and seeks careful consideration of these items. I am happy to have further discussion regarding Manager Education and Experience if desired.
Sincerely,
Jennifer Carr

Jennifer Carr, PE, CPM, CEM
Administrator
Nevada Division of Environmental Protection
Department of Conservation and Natural Resources
901 S. Stewart Street, Suite 4001, Carson City, Nevada 89701
jcarr@ndep.nv.gov
Office: 775-687-9302 | Fax: 775-687-5856

From: Division of Human Resource Management Memorandums <HR-MEMORANDUMS@LISTSERV.STATE.NV.US> **On Behalf Of** Yahayra Soriano
Sent: Monday, October 20, 2025 4:51 PM

To: HR-MEMORANDUMS@LISTSERV.STATE.NV.US
Subject: HR Memorandum #41-25 Proposed Classification Changes - Multiple Series (2.131, 2.300, 2.811, 6.809, 7.422, 9.410, and 13.242)

Nevada Department of Administration
Division of Human Resource Management

Joy Grimmer, Director
Bachera Washington, Administrator
515 E. Musser Street, Suite 101
Carson City, Nevada 89701
Phone (775) 684-0150
Fax (775) 687-9085
http://hr.nv.gov | hrm@admin.nv.gov

October 20, 2025

Good afternoon,

Please see the attached proposed classification changes for your reference.

Thank you,

Yahayra Soriano
Human Resource Technician III
State of Nevada | Department of Administration
Division of Human Resource Management | Classification & Compensation
515 E. Musser Street, Suite 101, Carson City, NV 89701
Email: yahayrasoriano@admin.nv.gov

Department of Administration
Division of Human Resource Management

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Manager, Environmental Programs 6.809

JOB DUTIES

1. Plan, organize, and direct environmental programs related to natural or physical science, environmental science or studies, engineering, water infrastructure, or other closely related fields.

2. Establish and review goals, objectives, schedules, policies, procedures, work plans, budgets, and applications for federal grants.

3. Establish organizational structures, provide programmatic direction and guidance, and develop and implement long term strategies.

4. Formulate programmatic regulations to meet statutory authorities, or regulations to generate fees.

ADD: Ensure development of the Bureau biennial budget, monitor expenditures to ensure compliance with budgets; account for variances between projected and actual revenue and expenditures.

5. Evaluate fee revenues to ensure their adequacy to support environmental regulatory programs.

6. Establish and monitor program policies for accurate processing of bills, contract payments, travel claims, other expenditures, and for the management of consultant contracts and agreements.

7. Represent the agency at various hearings, meetings, conferences, public news media interviews, and city and county council meetings to provide information and answer questions.

8. Coordinate communications with stakeholders to coordinate activities, solve problems, and negotiate solutions.

9. Communicate with the public on program inquiries or complaints.

10. Provide programmatic and technical assistance to staff and various committees.

11. Evaluate laws, regulations, studies, reports, scientific or engineering principles, technical data, or other sources of information to apply judgement, draw conclusions to provide direction to staff and/or make recommendations to department leaders.

12. Direct the application of federal and State laws and regulations to accurately conduct compliance and enforcement actions.

13. Serve as an expert witness in lawsuits and other court matters.

14. Identify needed statutory or regulatory amendments, assist in the preparation of bill draft requests and fiscal notes, lead Bureau activities for regulation amendment preparation and processing.

15. Review, monitor, and research applicable bills that impact the agency, including fiscal impacts; inform management of possible implications, and recommend a course of action.

16. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.

17. Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

• Applicable federal and State laws, regulations, and agency policies, procedures, goals, and objectives; federal, State, and local agencies involved in environmental protection; legal procedures as applied to the enforcement of pollution control; industry standards.

• Environmental terminology; environmental assessment; program development and implementation; scientific principles and practices and current technology of the assigned program area; various scientific disciplines for the review of written technical data and presentations, including those by expert witnesses at hearings.

• Environmental impact associated with the release of toxic chemicals and biological agents; principles of economics to analyze impacts of decisions on the regulated community; applied principles of ecological mitigation techniques in the natural and/or social science disciplines.

• Principles and practices of management, supervision, and training; collective bargaining agreements, developing teams, motivating employees, and managing in a team environment

- Principles and practices of budget preparation, monitoring, revenue projections, approval of expenditures; data processing and annual fiscal review.

📊 **Comparison Table: Chief vs. Manager – Environmental Programs (6.809)**

Category	Chief, Environmental Programs (Current – PDF)	Manager, Environmental Programs (Draft – Word)
Title	Chief	Manager
Class Code	6.809	6.809
Grade	44* (with special salary adjustment)	44
EEO-4 Code	A	A
Overall Focus	Operational oversight, regulatory compliance, technical program management	Strategic leadership, policy development, stakeholder engagement
Key Duties	- Manage environmental programs - Ensure compliance with laws - Develop regulations and budgets - Supervise staff - Represent division at hearings	- Plan and direct environmental programs - Develop long-term strategies - Draft bill requests and fiscal notes - Evaluate fee structures - Represent agency in public/media - Serve as expert witness
Education Requirement	Bachelor's degree in science/engineering field	High school diploma or equivalent
Experience Requirement	6 years (2 in supervisory role)	5 years (3 in supervisory/managerial role)
Equivalency Allowed	Yes	Yes
Knowledge Areas	- Environmental laws and regulations - Pollution control technologies - Scientific principles - Supervision and training	- Adds budgeting, legislative analysis, strategic planning - Broader leadership and stakeholder engagement
Skills & Abilities	- Interpret regulations - Manage technical programs	- Adds conflict resolution, negotiation, policy development

Category	Chief, Environmental Programs (Current – PDF)	Manager, Environmental Programs (Draft – Word)
	- Supervise staff - Write reports - Present technical info	- Lead diverse teams - Represent agency externally
Tone & Language	Traditional, regulatory, technical	Modernized, strategic, inclusive
Concerns Raised	N/A in spec, but: • Degree removal may reduce credibility • Inconsistency with subordinate roles • Potential equity issues	Documented in NDEP comments: • Degree removal controversial • Experience may not offset lack of education • Risk of devaluing technical expertise

Concerns from NDEP (based on comments in the Word doc)

- **Degree removal** is seen as a step backward for a science-based leadership role.
- **Inconsistency** with subordinate classifications (e.g., Environmental Scientists still require degrees).
- **Equity and credibility** concerns if a manager lacks formal education while overseeing highly technical staff.

CoPilot Assistance on Comparison of Bachelor of Science vs. High School Diploma

NDEP Q to CoPilot: How would you characterize the experience and knowledge of a high school graduate compared to someone who has a scientific bachelor's degree.

Copilot Said:

The difference in experience and knowledge between a high school graduate and someone with a scientific bachelor's degree can be characterized across several dimensions:

1. Depth of Knowledge

- **High School Graduate**: Has a general understanding of core subjects like math, biology, chemistry, and physics, but usually at an introductory level.
- **Scientific Bachelor's Degree Holder**: Possesses in-depth knowledge in a specific scientific field (e.g., biology, physics, chemistry, computer science), including advanced theories, methodologies, and applications.

2. Critical Thinking and Problem Solving

- **High School Graduate**: May have basic problem-solving skills, often focused on structured problems with clear solutions.
- **Bachelor's Degree Holder**: Trained to approach complex, open-ended problems using scientific methods, data analysis, and critical thinking.

3. Practical Experience

- **High School Graduate**: Limited hands-on experience, mostly from classroom labs or extracurricular activities.
- **Bachelor's Degree Holder**: Likely to have completed lab work, research projects, internships, or collaborative assignments that simulate real-world scientific work.

4. Communication and Research Skills

- **High School Graduate**: Basic skills in writing reports and giving presentations.
- **Bachelor's Degree Holder**: More advanced skills in scientific writing, literature review, data interpretation, and presenting findings to both technical and non-technical audiences.

5. Independence and Specialization

- **High School Graduate**: Learning is guided and broad.
- **Bachelor's Degree Holder**: More independent learning and specialization in a chosen field, often with the ability to pursue further research or professional work.

NDEP Follow up with CoPilot: I am thinking about this in the context of requirements for hiring.

Copilot Said:

When evaluating candidates for hiring, the distinction between a high school graduate and someone with a scientific bachelor's degree can guide how you define job requirements, responsibilities, and training needs.

Here's a breakdown tailored for **hiring decisions**:

☑ Bachelor's Degree in a Scientific Field

Best suited for roles that require:

- Analytical thinking and data interpretation
- Technical writing and documentation
- Use of scientific tools, software, or lab equipment
- Independent research or project work
- Understanding of scientific principles and methodologies

Typical roles:

- Research assistant
- Lab technician
- Data analyst
- Quality control specialist
- Technical consultant

☑ High School Graduate

Best suited for roles that require:

- Following established procedures or protocols
- Basic data entry or administrative support
- Customer service or field support
- On-the-job training with clear guidance
- Manual or operational tasks

Typical roles:

- Lab assistant (entry-level)
- Production technician
- Administrative support
- Field technician (with training)
- Customer service representative

7.634 EXECUTIVE BRANCH BUDGET OFFICER

616 Long Valley Road
Gardnerville, NV 89460
(775) 781-3866

State of Nevada
Department of Administration
Division of Human Resources
515 East Musser Street
Carson City, NV 89701

ATTN: Keisha Harris, Classification and Compensation Section

Subject: Notice of Proposed Classification Changes Number 12-26

Dear Ms. Harris:

I am writing to voice my concerns about proposed changes to the Executive Branch Budget Officer (EBBO) series in the subject notice. This letter is based on my personal objections and does not reflect thoughts or opinions of the leadership in the Governor's Finance Office (GFO).

The Office of Finance was created in Assembly Bill 469, Chapter 343, of the 2015 Legislature. During legislative hearings, it was determined that having the Budget Division report to the Director of Administration caused a conflict and that the Director of the Office of Finance should become part of the Governor's Cabinet and report directly to the Governor or delegate (such as Chief of Staff, etc.).

In September 2016, the Personnel Commission approved abolishing the Budget Analyst IV and Budget Analyst V positions and created the new EBBO series. Initially, the positions approved were for an EBBO I and EBBO II. The Class Specifications specify that these positions are within the GFO. In addition, the Series Concept differentiate the duties of the EBBO with departmental fiscal staff, whether those positions are Budget Analysts, Administrative Services Officers, or Management Analysts.

The 2023 Legislature approved the creation of a new EBBO position: the EBBO III, which would supervise teams within the Health and Human Services and Education areas. The class specification for this position requires seven years of applicable experience with a minimum of one year supervisory/managerial experience.

The current reclassifications do not specify that the Executive Branch Budget Analysts are within the GFO; instead, they are written in such a way that any executive branch agency can request the positions. This is in direct conflict with the original intent of the EBBO positions as approved.

In addition, the above Notice of Proposed Classification Changes states that "the minimum qualifications are revised pursuant to Assembly Bill 547 (2025), Nevada Revised Statute 284, removing the Bachelor degree requirement." In reviewing the proposed reclassifications for all three positions in the EBBO series, there appears to be more than just removing the Bachelor degree requirement.

Currently, the EBBO I requires five years of professional budgeting, accounting, economic or management analysis and projection, or auditing experience, one year of which is equivalent to a Budget

Analyst III in Nevada State Service **OR** one year of experience as an Administrative Services Office II, Budget analyst III, or Executive Branch Auditor I in Nevada State service **OR** two years' experience as Management Analyst III in Nevada State services to include budget responsibilities **OR** an equivalent combination of education and experience. For the EBBO II, the requirement is even more stringent in that there must be six years of professional budgeting, accounting, economic or management analysis and projection, or auditing experience, one year of which was equivalent to the EBBO I in Nevada State service **OR** one year experience as an Administrative Services Officer III or EBBO I in Nevada State service **OR** an equivalent of combination of education and experience. Finally, the approved EBBO III qualifications include seven years of professional experience in budgeting, accounting, economic or management analysis and projection and/or auditing experience, one year which is equivalent to an EBBO II in Nevada State service and one year of experience supervising staff performing such duties **OR** one year of experience as an EBBO III in Nevada State service **OR** one year of experience as an Administrative Services Officer IV in Nevada State service **OR** an equivalent combination of education and experience.

As proposed, the reclassification from the EBBO I to Executive Branch Budget Analyst would only require three or more years of application experience; the EBBO II reclass to Supervisor, Executive Branch Budget Analyst only requires four or more years of applicable experience and adds a requirement of a minimum of one-year supervisory experience. Finally, the EBBO III reclassification to Manager, Executive Branch Budget reduces the required experience from seven years to five and increases the supervisory requirement from one year to three years.

There are also several discrepancies between the job duties outlined in the proposed reclassifications. Starting with the Executive Branch Budget Analyst, the proposed "Job Summary" states that "Executive Branch Budget Analysts prepare, analyze, and manage State budgets and are assigned to various departments for the management of their department budget." The EBBO staff are not assigned to any department, nor do they manage a department budget. The EBBO staff report to the GFO Director and Deputy Directors and provide reports to the Governor's Office as requested. The EBBO staff oversee and analyze various budget accounts and provide recommendations to the GFO Director and Deputy Directors as needed. The proposed job duties do not include the duties performed for the Board of Examiners and Interim Finance Committee.

As stated earlier, the EBBO series was created to differentiate between the duties of department level fiscal staff and the GFO. The EBBOs are privy to confidential requests made by the Governor when contemplating fiscal health for the state. Department fiscal staff are not part of those decisions.

There are many employees at the department/division level who aspire to work for the GFO and who work hard to become an EBBO. Diluting this series is both demeaning to those of us who have worked so hard to be where we are and demoralizing to many who wish to come work here.

I request that this reclassification be denied.

Sincerely,

Philene O'Keefe

Philene E. O'Keefe
Executive Branch Budget Officer II

10.230 MANAGER, HEATLH PROGRAMS

2/27/2026

Dear Deputy Administrator Harris,

I am writing to formally submit my objections regarding the proposed classification changes to the Health Program Manager (HPM) series. While I have no concerns with the minor title change being suggested, I do have significant reservations about the proposal to remove the educational requirement of holding a bachelor's degree for these positions.

The Health Program Manager series carries substantial responsibility, including oversight of budgets, personnel, and complex statewide programs. In the program I manage, every staff member I directly supervise is required to possess a bachelor's degree along with either an additional teaching endorsement or a PhD. Similarly, the individuals they supervise must also meet bachelor's degree or doctoral-level requirements. Removing the degree requirement for the HPM classifications would create an inconsistency in expectations, qualifications, and professional standards between managers and the staff they oversee. This change could ultimately undermine the credibility and competency expectations traditionally associated with the HPM series.

In addition, I would like to express my concerns regarding the longer-term plan to declassify the HPM series. When I accepted my position five years ago, it was with the clear understanding that I would be part of a protected, classified service. This was a significant factor in my decision to accept the role, and I am unsure whether I would have taken an unclassified position due to the considerably higher level of employment risk.

If the State ultimately proceeds with declassifying these positions, I strongly recommend one of the following:

1. Grandfathering current employees who entered these roles under the classified system, or
2. Providing a substantial pay increase to offset the loss of job protections inherent in unclassified service.

Moving the HPM series to unclassified status may also create future challenges for recruitment and succession planning. Many qualified candidates may hesitate to assume such risks—particularly the loss of the ability to revert to a previous classified position if the new role is not a fit. Protecting current staff or appropriately compensating for the increased employment vulnerability is essential to maintaining both stability and equitable treatment.

Thank you for considering my concerns. I appreciate the opportunity to provide input, and I remain committed to supporting the integrity and effectiveness of the Health Program Manager series.

Sincerely,
Jessica Roew
Health Program Manager 2
Carson City, NV

Keisha Harris, Deputy Administrator

Department of Human Resource Management

We are writing to express our strong opposition to the proposal to reclassify the Health Program Manager (HPM) series into the unclassified service. Such a change would jeopardize the stability, oversight, and regulatory integrity of programs that support individuals with intellectual and developmental disabilities.

NRS 284.140 clearly limits which positions may be placed in the unclassified service directors, deputy directors, division administrators, certain attorneys, and other roles explicitly designated by statute. HPM positions do not fall within any of these categories. They are not political, appointed, or executive-level roles. Reclassifying them would exceed statutory authority and undermine Nevada's long-standing merit-based personnel system.

Developmental Services HPMs supervise professional staff, manage complex operations, and ensure compliance with NRS 435, NAC 435, and federal HCBS waiver requirements under 42 CFR § 441.301. They oversee Developmental Specialists (QIDP-equivalent staff) whose responsibilities include assessments, ISP development, service authorization, risk determination, and Medicaid documentation – all of which are subject to federal regulatory requirements. Federal QIDP standards (42 CFR § 483.430) require a bachelor's degree or licensure and specialized ID/DD experience. Managers must meet equal or greater competency to ensure regulatory compliance and maintain CMS-required internal controls. Removing classified protections from these roles would weaken oversight and threaten the State's ability to meet federal assurances.

Quality assurance depends on competent, stable supervision. Consistent interpretation of NAC 435, defensible Medicaid determinations, and effective health and welfare protections all require experienced, well-qualified leadership. Moving HPMs to unclassified status does nothing to strengthen these requirements and, in fact, undermines them.

Reclassification would also harm recruitment and retention. Unclassified positions lack job security and appeal rights, making them far less attractive to qualified professionals. This would reduce applicant pools, increase turnover, erode institutional knowledge, and disrupt program continuity directly affecting the individuals and families these programs serve.

The statutory framework is clear. The regulatory obligations are substantial. The risks to program integrity, federal compliance, and workforce stability are significant. For these reasons, we strongly urge that the proposal to reclassify the Health Program Manager series be withdrawn. These positions must remain in the classified service to preserve lawful practice and protect the quality and continuity of essential public programs.

Sincerely,

Aging and Disability Services Division- Regional Centers Health Program Managers

Sha'Londa Guillory, HPM III

Christen Eddington, HPM II

Jake Vogrich, HPM II

Kim Wright, HPMII

Jessica Bland, HPM III

Virginia Ramirez, HPM II

William Hammargren, HPMIII

Courtney Keys, HPM II

Carolyn Wilson, HPM III

Joanne Putnam, HPM III

Sheila Garner
Clinical Program Manager I
Nevada Early Intervention Services
State of Nevada
1161 S. Valley View Blvd, Las Vegas NV 89102
sgarner@adsd.nv.gov
March 3, 2026

Keisha Harris
Deputy Administrator
kiharris@admin.nv.gov

Subject: Opposition to the Proposal to Convert Classified Positions to Unclassified Status

Dear Deputy Harris,

My name is Sheila Garner, and I am a Clinical Program Manager 1 with the State of Nevada. I have proudly served this state for 23 years. I am writing to express my strong concerns regarding the proposed changes to the Health Program Manager (HPM) series, specifically the removal of educational requirements and the conversion of additional positions from classified to unclassified status.

While I have no objection to minor title adjustments, I have serious reservations about eliminating the bachelor's degree requirement and the change from classified to unclassified for HPM positions. In my division, all positions I supervise require at least a relevant degree, often accompanied by additional endorsements. Removing degree requirements for HPM classifications would result in misalignment between supervisory roles and the qualifications required of the staff they oversee. This change risks lowering professional standards and weakening the credibility traditionally associated with the HPM series.

I am also concerned about the long-term proposal to declassify the HPM series. Throughout my career—advancing through roles as a Developmental Specialist III and IV, Clinical Program Planner, and now Clinical Program Manager—I pursued advanced education, including a master's degree, to qualify for these positions. Although I may consider unclassified roles in the future, I am concerned about such a transition occurring while I occupy a classified position. Discussions during the last legislative session about reclassifying my own position further heighten these concerns.

These issues must also be viewed in the broader context of what Nevada state employees have endured over the past two decades: recession-era furloughs, prolonged wage stagnation, increased PERS contributions, chronic vacancy rates, and the intense pressures of maintaining essential services during the COVID-19 pandemic. Now, with the projected FY27 health care rate shortfall, employees face the likelihood of higher premiums and increased out-of-pocket costs. In this environment,

removing classified protections introduces additional instability at a time when employees are already stretched thin.

Recent succession-planning discussions with staff demonstrate the practical impact of these proposals. Every employee I spoke with indicated that converting positions to unclassified status would make them less likely to pursue leadership roles. The loss of classified protections is a clear deterrent and creates additional challenges for recruitment, retention, and long-term workforce sustainability.

If the State proceeds with declassifying HPM positions, I strongly recommend either providing pay adjustments to offset the loss of classified protections or allowing current incumbents to remain classified, with positions converting to unclassified only upon vacancy.

Nevada's state employees have demonstrated unwavering dedication through every fiscal and operational challenge. We deserve a system that supports stability, fairness, and long-term service, not one that increases vulnerability. Additionally, removing educational requirements devalues the qualifications of current incumbents and the staff who must continue to meet established degree standards.

For these reasons, I respectfully urge the State to reconsider removing educational requirements and expanding unclassified designations and instead strengthen Nevada's classified system to support the workforce that keeps our state running effectively.

Thank you for your consideration.

Sincerely,
Sheila Garner

Outlook

RE: Response to DHRM Proposed Reclassification

From Keisha I. Harris <kiHarris@admin.nv.gov>
Date Wed 3/18/2026 4:58 PM
To Heather Owsley <HOwsley@adsd.nv.gov>; Classification Compensation <class.comp@admin.nv.gov>
Cc Lynn A. Quinteros <lquinteros@adsd.nv.gov>; Gazelle Reveche <greveche@adsd.nv.gov>; Vinica Sulezich <VSulezich@adsd.nv.gov>

We have received your response and will review for consideration.

Respectfully,

Keisha I. Harris, Deputy Administrator
State of Nevada
Department of Administration
Division of Human Resource Management
Classification and Compensation Section
515 Musser St., Suite 101, Carson City, NV 89701
Telephone: 775.684.0139
E-mail: kiHarris@admin.nv.gov

Department of Administration
Division of Human Resource Management

From: Heather Owsley <HOwsley@adsd.nv.gov>
Sent: Wednesday, March 18, 2026 4:35 PM
To: Classification Compensation <class.comp@admin.nv.gov>; Keisha I. Harris <kiHarris@admin.nv.gov>
Cc: Lynn A. Quinteros <lquinteros@adsd.nv.gov>; Gazelle Reveche <greveche@adsd.nv.gov>; Vinica Sulezich <VSulezich@adsd.nv.gov>
Subject: Response to DHRM Proposed Reclassification

Good afternoon, Ms. Harris,
Attached you will find the ADSD QA's response the proposed reclassification.
Thank you,

NEVADA ADSD
Aging & Disability Services Division

Heather Owsley, MS
Quality Assurance Manager/Sierra Regional Center
adsd.nv.gov
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o: 775-687-2622
10375 Professional Circle, Reno, NV. 89521
Office Hours: Mon – Weds, 8:30 am - 5:30 pm

Thurs, 10:00 am – 5:30 pm and Fri 8:30 am – 5:00 pm

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March 18, 2026

Ms. Keisha I. Harris, Deputy Administrator, DHRM
515 East Musser St. Ste. 101
Carson City, NV. 89701-4298

Re: Quality Assurance Response to DHRM Proposed Reclassification for All Quality Assurance Positions

Dear Ms. Harris,

This submission is provided for Quality Assurance review regarding supervisory oversight structures for Developmental Specialists (QIDP-equivalent) and Certified Provider Agency QIDP positions within the ADSD IDD Waiver.

The focus of this review is system integrity — specifically whether supervisory qualification standards align with:

- NRS Chapter 435 administrative responsibilities
- NAC Chapter 435 regulatory requirements
- Federal HCBS waiver assurances under 42 CFR § 441.301
- The Medicaid Services Manual (MSM) 2100 established by the Division of Health Care Financing and Policy

Under NRS Chapter 435, ADSD serves as the State authority responsible for the administration and oversight of services to individuals with intellectual and developmental disabilities. This includes responsibility for:

- Ensuring lawful service authorization
- Maintaining health and welfare safeguards, including ensuring services meet the unique needs of individuals
- Providing competent program oversight
- Mitigating risk to vulnerable individuals
- Certification of providers and ongoing monitoring of provider performance to ensure adherence to state and federal regulations
- Regulatory compliance
- Analysis of onboarding for new provider agencies to ensure all state and federal requirements are met
- Analysis of incidents and conducting/overseeing state and provider investigations
- Analysis of assessments completed by state and provider agencies
- Development of processes, procedures, and ongoing training for the Human Rights Committee and Behavioral Intervention Committee, including oversight of due process
- Reporting data and findings to state and federal authorities

- Assurance of environmental safety and quality of living environments for individuals served
- Review of habilitation plans written by provider and state employees with bachelor's degrees, master's degrees, and/or licensure
- Tracking, trending, interpreting, and analyzing data for providers and state agencies
- Developing and maintaining quality improvement systems

- Development of and ongoing training for state and provider personnel

Oversight structures are part of the Division's statutory accountability. Quality Assurance Specialist positions require specific knowledge in Human Services, Psychology, Child Development, Special Education, Social Work, and related fields. Quality Assurance oversees providers, including review of habilitation plans, training, assessments, quarterly and annual reports, implementation of behavior plans, safety plans, quality improvement plans, and more. Quality Assurance is also responsible for ensuring agencies meet compliance with state and federal laws and regulations.

These responsibilities require education and training not provided at a high school level. Removing degree requirements undermines the ability to hire professionals with the education, knowledge, and experience necessary to maintain the fidelity of services provided to vulnerable Nevadans, as well as compliance with federal requirements under 42 CFR § 441.301, NAC 435, and NRS 435. Oversight is not merely administrative — it is regulatory and compliance-driven.

In review, Quality Assurance positions requiring bachelor's degrees meet the "limited circumstances" described in AB 547. AB 547 reflects legislative attention to workforce structure and flexibility within Nevada's IDD system; however, it does not modify the State's administrative responsibilities under NRS Chapter 435, NAC 435 regulatory compliance, or federal HCBS waiver assurances.

If supervisory minimum qualifications do not align with the regulatory complexity of these functions, potential Quality Assurance risks include:

- Inconsistent regulatory interpretations
- Increased vulnerability during CMS waiver review
- Weakness in Administrative Authority assurance
- Inadequate internal controls over Medicaid determinations
- Heightened health and welfare exposure
- Decreased accuracy in tracking, trending, and interpreting data

In closing, removing the bachelor's degree requirement from Quality Assurance positions does not support the regulatory scope of the functions overseen. It significantly weakens the State's Administrative Authority assurance, increases exposure to audits and fair hearings, undermines consistent and accurate interpretation

of NAC, NRS, and waiver policy, and decreases overall health, safety, and welfare protections for Nevadans.

Your attention in this matter is greatly appreciated.

Sincerely,

Gazelle Reveche, DRC QAS III
Lynn Quinteros, DRC QAS III
Vinica Sulezich, RRC QAS III
Heather Owsley, SRC QAS III

Outlook

Response to Quality Assurance proposed changes

From Ashley Inwood <ashleyinwood@yahoo.com>
Date Tue 3/17/2026 1:51 PM
To Classification Compensation <class.comp@admin.nv.gov>

1 attachment (17 KB)
QA Changes Response.docx;

[You don't often get email from ashleyinwood@yahoo.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

WARNING - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello,

Please see my attached response against the changes to the Quality Assurance positions.

Please confirm receipt of this documentation.

Thank you,

Ashley

Sent from my iPhone

Quality Assurance Specialist II Response to DHRM Proposed Reclassification for All Quality Assurance Positions

This submission is provided to formally contest the proposed reclassification of Quality Assurance positions.

As a subject matter expert, I must emphasize that removing the bachelor's degree requirement from all Quality Assurance positions would be detrimental to the agency's mission and a disservice to the Nevadans we are entrusted to support. The complexity, regulatory responsibility, and risk inherent in this work demand a professional foundation that cannot be reliably met without a degree requirement.

By removing degree requirements professional credibility is being undermined, inconsistencies are being created with state staff qualifications and agency's ability to recruit candidates with analytical and regulatory skill sets is greatly reduced.

Under NRS Chapter 435, ADSD serves as the State Authority responsible for the administration and oversight of services for individuals with intellectual and developmental disabilities. Quality Assurance Specialists carry out critical functions that include:

- Ensuring lawful service authorizations
- Maintaining health and welfare safeguards and ensuring services meet the unique needs of individuals
- Providing competent program oversight
- Mitigating risk to vulnerable individuals
- Certifying providers and conducting ongoing monitoring for adherence to state and federal regulations
- Ensuring regulatory compliance
- Analyzing onboarding materials for new provider agencies to verify compliance with state and federal requirements
- Analyzing incidents and conducting or overseeing state and provider investigations
- Reviewing assessments completed by state and provider agencies
- Developing processes, procedures, and ongoing training for the Human Rights Committee and Behavioral Intervention Committee, including oversight of due process
- Ensuring environmental safety and quality of living environments

- Reviewing habilitation plans written by provider and state employees with bachelor's degrees, master's degrees, and/or licensure
- Tracking, trending, interpreting, and analyzing data for providers and state agencies
- Reporting data and findings to state and federal authorities
- Developing and maintaining quality improvement systems
- Creating and delivering ongoing training for state and provider personnel

Quality Assurance Specialists are required to function at the level of a Qualified Intellectual Disability Professional (QIDP) or equivalent. The current qualifications align with:

- NRS Chapter 435 administrative responsibilities
- NAC Chapter 435 regulatory requirements
- Federal HCBS waiver assurances under 42 CFR § 441.301
- The Medicaid Services Manual (MSM) 2100 established by the Division of Health Care Financing and Policy

Lowering the qualification increases the risk to the state, including:

- Noncompliance findings
- Federal Sanctions
- Increased corrective action requirements
- Potential harm to individuals served

Given the scope and gravity of these responsibilities, the conversation should not be about removing the degree requirement. Instead, it should focus on expanding the list of acceptable degrees to better reflect the interdisciplinary nature of the work. For example, degrees such as Criminal Justice, which are currently excluded, provide relevant knowledge and skill sets that would strengthen the Quality Assurance workforce.

Thank you for your attention to this matter.

Ashley Inwood

Outlook

FW: NDOT Comments on Proposed Classification Changes Environmental Scientist Series

From Keisha I. Harris <kiHarris@admin.nv.gov>
Date Wed 4/1/2026 3:43 PM
To Akrista Aslin <a.aslin@admin.nv.gov>

Objection/Comment?

From: Dunlap, Stacey <sdunlap@dot.nv.gov>
Sent: Wednesday, April 1, 2026 2:49 PM
To: Keisha I. Harris <kiHarris@admin.nv.gov>
Cc: Wall, Allison <awall@dot.nv.gov>; Clark, Janel <jclark@dot.nv.gov>
Subject: NDOT Comments on Proposed Classification Changes Environmental Scientist Series

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Good afternoon, Keisha,

Pursuant to the review of the proposed classification changes under NRS 284.160, please see the below feedback received from NDOT regarding the Environmental Scientist series:

"I am concerned about the qualifications with the proposed Environmental Scientist series.

It appears that experience is now the limiting factor, regardless of educational background. That could be a deterrent to recruiting talent from the college ranks. For the proposed Environmental Scientist, a bachelor's degree in a relevant field should be an acceptable substitute for the three years' experience requirement. Several job duty elements of the proposed Environmental Scientist position would be inherently obtained from completing course work associated with a bachelor's degree. That experience should not be outrightly dismissed.

With the proposed Environmental Scientist qualification requirements, my gut feeling is that placing a bachelor's degree on an "equal playing field" with the high school degree could inadvertently put the State in a precarious position with future recruiting efforts, i.e., the applicant pool is significantly reduced with the State becoming a less attractive employment option for the college ranks. The State could find itself competing even harder with the private sector and other government entities for talent.

In summary: A bachelor's degree in a relevant field should be (outright) an acceptable substitute for the three years' experience requirement for the proposed Environmental Scientist position. This will help attract both high school (or equivalent) and college graduates."

Please let me know if any additional information is needed.

Thank you,
Stacey

Stacey Dunlap
Personnel Officer
Nevada Department of Transportation
o 775.888.7432
e sdunlap@dot.nv.gov | w dot.nv.gov

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7.854 Manager, Cultural Resources / 7.856 Cultural/Natural Resource Specialist Series

Outlook

AB547

From Corey Yates <coreyyates85@yahoo.com>
Date Tue 8/25/2026 10:43 AM
To Classification Compensation <class.comp@admin.nv.gov>

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WARNING - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Ms. Keisha I. Harris,

I am writing to you about the proposed changes to Assembly Bill 547 (2025), Nevada Revised Statute 284, removing the Bachelor degree requirement, unless required by statute or licensure. Specifically, I wanted to bring attention to the following job titles:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.854	Chief Cultural Resource Manager	39	A	***7.854***	***Manager, Cultural Resources***	***39***	***A***

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.858	Cultural/Natural Resource Specialist I Options for all levels: A: Department of Transportation B: Nevada Arts Council	31	B	**-**	***Abolish***		
7.857	Cultural/Natural Resource Specialist II	33	B	***7.857***	***Cultural/Natural Resource Specialist***	***33***	***B***
7.856	Cultural/Natural Resource Specialist III	35	B	***7.856***	***Supervisor, Cultural/Natural Resource Specialist***	***35***	***B***

As required by the United States Secretary of Interior under 36CFR 61 and described in the "Archeology and Historic Preservation; Secretary of the Interior's Standards and Guidelines," the Title of Cultural Resource Specialist II requires "a minimum professional qualification in archaeology of a graduate degree in archaeology, anthropology, or a closely related field plus: one year of experience in archaeology; at least 4 months of supervised field and analytic experience in North American archaeology; and demonstrated ability to carry research to completion." For this reason, you cannot remove the Bachelor degree requirement but also must include the graduate degree requirement for these positions to be in compliance with

federal statute or licensure as stated in the NOTICE OF PROPOSED CLASSIFICATION CHANGES.

As an aside, because the Titles of Cultural Resource Specialist II/III and Chief Cultural Resource Manager require a graduate degree, a more important classification change would be to increase the grades for each of these positions. The hardworking folks who work in these positions are fundamental in finding, recording, and determining what pieces of Nevada's history need to be preserved for future generations. The goals of these Cultural Resource professionals are to not only make those determinations, but also to develop historic preservation plans that are cost effective but also allow for needed infrastructure and economic development to occur with minimal delays as those projects may impact important cultural resources throughout the state of Nevada. These are not skills that can be learned in high school or a few years on the job but require years of undergraduate and graduate level education that focus on how to properly conduct an archaeological investigation, but also to learn the legal requirements and application of those laws to federal undertakings. Even with this education and a year of experience in archaeology, it takes more than that to understand the full scope of what it takes for a project to go from the planning stages to being constructed. This requires working with professionals from multiple different areas of expertise and understanding how their work may or may not impact the cultural resources which are non-renewable.

I appreciate your attention to this matter and hope that you can appreciate all the hard work and years of education it takes to properly manage cultural resources in a rapidly developing world where numerous interests are at play.

Best,

Corey Yates

Outlook

Classification Changes Objection

From Kassandra Andicoechea <kandicoechea@gmail.com>
Date Wed 8/26/2026 8:39 AM
To Classification Compensation <class.comp@admin.nv.gov>

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WARNING - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Keisha Harris,
I am writing to object to the proposed classification changes, specifically those affecting the Cultural/Natural Resource Specialist positions (codes 7.857, 7.856, and 7.854).

The proposed revisions reduce the minimum qualifications for these positions to a high school diploma or equivalent. These roles involve highly specialized work that requires academic training. Because NDOT archaeologists perform federally regulated work, employees must meet the Secretary of the Interior's Professional Qualification Standards, which include holding a graduate degree (master's or doctorate) in a related field as well as significant field experience. Removing educational requirements at the state level creates a future risk in which the State may no longer meet federal standards and would therefore be forced to contract this work to qualified outside professionals.

Additionally, excavation projects must be overseen by an archaeologist who meets SOI qualifications. Without educational requirements in our classifications, the State may ultimately find itself unable to perform required work, leading to costly delays and reduced productivity.

Many of these positions require experience conducting in-depth academic research. While research is only one facet of the job, it is fundamental to the daily responsibilities of these roles. By removing the educational requirement, hiring managers lose any assurance that applicants possess the necessary foundational knowledge and training.

I urge you to carefully consider how detrimental these changes could be to the efficiency, compliance, and long-term capability of the State.

Thank you,
Kassandra Andicoechea

Outlook

Objection to Proposed Classification Changes, Number: Posting #27-26; Classification 7.854

From Cliff Creger <cliffcreger@me.com>
Date Thu 8/27/2026 2:18 PM
To Classification Compensation <class.comp@admin.nv.gov>

You don't often get email from cliffcreger@me.com. Learn why this is important

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Dear Keisha I. Harris:
I would like to submit an objection to the proposed classification change for 7.854, previously Chief Cultural Resources Manager, proposed to Manager, Cultural Resources. Thank for the opportunity to comment. Please contact me if you have any questions.

C. Cliff Creger
Mobile - 775.338.7842

Comments on Proposed Revision of Classification 7.854

Manager, Cultural Resources

To: Nevada Department of Administration, Division of Human Resource Management

Through: Nevada Department of Transportation

Dear Keisha I. Harris:

Thank you for the opportunity to review and comment on the proposed revision to Classification 7.854.

I support the effort to update the classification specification so that it accurately reflects the current scope of the position, including its managerial, administrative, fiscal, contractual, legislative, and stakeholder responsibilities.

After reviewing the proposed specification against the current 7.854 classification, I believe several changes warrant reconsideration. My comments are focused on preserving the professional and technical characteristics of the position while accommodating the State's current classification requirements.

The proposed specification continues to assign substantial professional archaeological and cultural-resource responsibilities, including Principal Investigator responsibilities, scientific accountability, archaeological investigations, NRHP evaluation, excavation and mitigation, tribal consultation, regulatory compliance, technical oversight, and statewide cultural-resource program management.

1. Principal Investigator Status

The current classification requires the incumbent to hold Principal Investigator status at the time of application. The current duties also establish the incumbent as Principal Investigator and assign legal responsibility for the quality and ethics of scientific work performed by the Section.

The proposed specification continues to identify serving as Principal Investigator as a responsibility of the position, as well as responsibility for scientific quality and ethics, but no longer identifies PI status as a qualification.

I believe these provisions should remain aligned. The position's continuing PI responsibilities warrant retaining PI status as a Special Requirement.

This is also consistent with the history of the classification. During the 2014 review, DHRM and NDOT specifically added PI status as a Special Requirement while determining that the existing duty statements remained consistent with the work being performed by the incumbent.

Recommendation: Retain Principal Investigator status as a Special Requirement.

2. Minimum Professional Qualifications

The proposed minimum qualifications would require five years of applicable experience, including three years of supervisory or managerial experience, with high school or equivalent education.

I recognize that current State requirements, including AB 547, require reconsideration of degree requirements. My concern is therefore not simply the removal of an automatic college-degree requirement.

Rather, the proposed qualification should clearly establish the professional archaeological and cultural-resource experience necessary to perform the duties assigned to this position.

The proposed specification continues to require professional judgment concerning archaeological investigations, excavation and mitigation, NRHP evaluation, regulatory requirements, tribal consultation, scientific responsibility, PI functions, technical reports, and statewide CRM responsibilities.

The proposed qualification is also less professionally specific than the qualification currently prescribed for the Grade 35 Cultural/Natural Resource Specialist III classification that assists the Chief Cultural Resource Manager. The Grade 39 position should retain a clearly defined professional qualification standard commensurate with its higher level of technical and program responsibility.

Recommendation: Revise the minimum qualifications to require clearly defined professional archaeological/cultural-resource experience appropriate to the position's PI, statewide technical, and scientific responsibilities. The qualification structure can be revised as necessary to comply with current State law without substituting general management experience for the specialized professional experience necessary to perform the position's assigned duties.

3. Highest Level of Technical Expertise

The current classification expressly identifies the position as carrying the highest level of technical expertise in cultural resource management within the Department.

The proposed specification continues to assign extensive technical CRM responsibilities but no longer expressly identifies this level of technical authority.

I believe this distinction remains important. The position continues to serve as Principal Investigator, oversee complex archaeological work, provide technical advice concerning regulatory requirements, conduct tribal consultation, and direct the Department's statewide CRM program.

This language also helps distinguish the Grade 39 position from the Grade 35 Specialist III level.

Recommendation: Restore language establishing that the position carries the highest level of technical expertise in cultural resource management within the Department, or equivalent language preserving that substantive distinction.

4. Technical and Administrative Accountability

The current classification identifies the position as the focal point of administrative and technical accountability for the Department's cultural resource management obligations.

The proposed specification does not retain equivalent explicit language.

The underlying responsibility, however, remains apparent in the proposed duties. The position continues to have statewide CRM, PI, scientific, regulatory, tribal-consultation, archaeological, and technical responsibilities.

Recommendation: Restore explicit language establishing Department-level technical and administrative accountability for cultural-resource obligations, or equivalent language preserving that distinction.

5. Most Complex and Sensitive Projects

The current classification specifically assigns the incumbent responsibility to personally manage the most complex and sensitive projects.

The proposed specification continues to assign responsibility for complex archaeological work, but does not retain equivalent language identifying the most complex and sensitive projects as the responsibility of the Grade 39 incumbent.

This distinction helps establish the technical level of the position relative to the professional classifications beneath it.

Recommendation: Retain language assigning responsibility for personally managing the Department's most complex and sensitive cultural-resource projects.

6. NDOT-Specific Organizational Context

The current classification specifically identifies the position as directing NDOT's statewide cultural resource management program and recognizes coordination with Planning, Design, Bridge, Materials & Testing, Right of Way, and Maintenance Districts.

The proposed language is substantially more generalized.

The position's cultural-resource responsibilities are directly integrated into transportation planning, design, construction, right-of-way, and maintenance. Retaining this context would more accurately describe the organizational setting and responsibilities of the position.

Recommendation: Retain sufficient NDOT-specific organizational and transportation-project language to accurately describe the position.

Additional Clarification — "Applicable Experience"

I would also appreciate clarification of the intended meaning of "applicable experience" in the proposed minimum qualifications.

Given the continuing PI and technical responsibilities of the position, professional archaeological/cultural-resource experience should be a defined component of the qualification rather than allowing general management experience to substitute for specialized professional experience.

Recommendation: Clarify the required composition of "applicable experience" so that the professional archaeological/CRM component is explicit.

Closing

I recognize and support the need to modernize the classification specification and accurately reflect the position's managerial and administrative responsibilities.

My recommendations are intended to preserve the professional and technical characteristics that remain integral to the position's responsibilities.

In particular, the final specification should continue to reflect:

- Principal Investigator responsibility and qualification;
- a clearly defined professional archaeological/CRM qualification standard;
- the position's highest-level CRM technical authority;
- Department-level technical and administrative accountability; and
- responsibility for the most complex and sensitive cultural-resource projects.

These changes would allow Classification 7.854 to incorporate contemporary management standards and current State qualification requirements while continuing to accurately describe the professional and technical level of the position.

Thank you for the opportunity to provide these comments and for considering them in the final revision of the classification.

Respectfully,

C. Cliff Creger

Reference sheet for Item VI. Discussion and Approval or Denial of Degree Requirement Removal Objections

Pursuant to AB 547, the requirement for a degree is allowed to be removed from Job Specifications, unless it can be identified by Statute, Regulation, Licensure, or Certification.

1.724 – Biologist
1.772 – Fisheries Technician

Reference: NRS 501.333 Director: Appointment; qualifications; classification.

- NRS does not support the requirement that a "Biologist" or "Fisheries Technician" must have a degree.

4.106 – Librarian
Reference: Regulation NAC 379.010, 020, 030, 040 and NRS 379-0073

- NAC does not support the requirement that a Librarian must have a degree.

5.181 – Early Childhood Educator

- No Statute, Regulation, License or Certification was provided by agency or department. Reference to NAEYC (an accreditation program) provided by agency or department only.

6.809 – Manager, Environmental Programs

- No Statute, Regulation, License or Certification was provided by agency or department.

7.634 – Executive Branch Budget Analyst

- No Statute, Regulation, License or Certification was provided by agency or department.

10.230 – Manager, Health Programs
Reference: NRS 435; NAC 435; 42 CFR §441.301, The Medicaid Services Manual 2100, describes qualifications for the program and work requirements.

- NRS and NAC do not support the requirement that a Manager, Health Programs must have a degree.

10.240 – Quality Assurance
Reference: NRS 435 administrative responsibilities; NAC 435 regulatory requirements; 42 CFR §441.301, describes qualifications for the program and work requirements.

- NRS and NAC do not support the requirement that a Quality Assurance must have a degree.

10.545 – Environmental Scientist
Reference: 42 CFR § 483.430

- Code of Federal Regulations does not support the requirement that a Quality Assurance must have a degree.

OBJECTION RECEIVED AFTER JUNE 26 HUMAN RESOURCES COMMISSION

7.854 – Manager, Cultural Resources
7.856 – Cultural/Natural Resource Specialist Series

Reference: 36 CFR § Part 61; Secretary of the Interior Professional Qualifications Standards

- Code of Federal Regulations does not support the requirement that a Manager, Cultural Resources and Cultural/Natural Resource Specialist must have a degree.

- The agency or department may include on the Job Recruitment clarifying questions relation to a degree.

Statute, Regulation, Licensure, or Certification

Listed below any NRS, NAC or Code of Federal Regulations as referenced under the job specification Titles.

1.724 – Biologist
1.770 – Fisheries Technician

NRS 501.333 Director: Appointment; qualifications; classification.

1. The Governor shall appoint a Director of the Department, who is its Chief Administrative Officer. The Director serves at the pleasure of the Governor.
2. The Governor shall select as Director a person having an academic degree in the management of wildlife or a closely related field, substantial experience in the management of wildlife and a demonstrated ability to administer a major public agency. When appointing the Director, the Governor may consider any person nominated by the Commission.
3. The Director is in the unclassified service of the State.

[Part 10:101:1947; 1943 NCL § 3035.10]—(NRS A 1957, 160; 1960, 483; 1967, 1501; 1969, 1548; 1971, 1440; 1979, 893; 1985, 432; 1993, 1656; 2003, 1524; 2011, 1640)

4.106 - Librarian

NAC 379.010 Program of certification of librarians: Applicability; approval for use by governing authority of public library; adoption of alternative program. (NRS 379.0073)

1. NAC 379.020, 379.030 and 379.040 do not apply to a public library unless approved for use by the governing authority of the public library.
2. Upon approval by the governing authority of a public library, the program of certification set forth in NAC 379.020, 379.030 and 379.040 provides for the certification of a librarian in a public library. This program of certification is not applicable to a person who holds a master's degree in library science from an institution accredited by the American Library Association.
3. If a governing authority of a public library adopts an alternative program of certification, the governing authority may submit the alternative program to the state library and archives administrator for review and approval. The state library and archives administrator will not approve an alternative program unless that program meets or exceeds the requirements of the program of certification set forth in NAC 379.020, 379.030 and 379.040.

(Added to NAC by St. Library & Archives Adm'r, eff. 11-7-97)

NAC 379.020 Requirements for certification as librarian. (NRS 379.0073) To be certified by the state library and archives administrator as a librarian, a person must:

1. Submit to the state library and archives administrator a completed application which is accompanied by:
   (a) Copies of academic transcripts; and
   (b) A letter of recommendation.
2. Hold:
   (a) A bachelor's degree and have at least 2 years of library experience;
   (b) An associate's degree and have at least 4 years of library experience; or
   (c) A high school diploma or general equivalency diploma and have at least 7 years of library experience.
3. Have completed at least 21 semester hours of credit from an accredited college or university which include instruction in each of the following subjects:

(a) Organization and administration of a library.
(b) The cataloging and classifying of materials for a library.
(c) Reference, bibliography and service.
(d) The selection of materials for a library.
(e) Literature for children and young adults.
(f) The use and selection of educational media and audio-visual equipment.
(g) The use of computers in a library and in the study of library science.
(Added to NAC by St. Library & Archives Adm'r, eff. 11-7-97)

NAC 379.030 Requirements for renewal of certificate. (NRS 379.0073)

1. A certificate as a librarian is valid for 3 years after the date on which it is issued. To renew such a certificate, a person must submit to the state library and archives administrator proof that he has completed satisfactorily:

(a) Three semester credits for courses of continuing education which have been approved by the governing authority of the public library;

(b) Five units of continuing education as established by a continuing education division of the University of Nevada, Reno or the University of Nevada, Las Vegas; or

(c) Any combination of paragraphs (a) and (b).

2. The proof required by subsection 1 must be received by the state library and archives administrator before the expiration date of the person's certificate.

(Added to NAC by St. Library & Archives Adm'r, eff. 11-7-97)

NAC 379.040 Requirements for issuance of conditional certificate; completion of requirements for certification. (NRS 379.0073)

1. The state library and archives administrator will issue a conditional certificate as a librarian to a person who submits:

(a) A completed application which is accompanied by:

(1) Copies of academic transcripts; and

(2) A letter of recommendation.

(b) Proof that he has completed at least 15 of the 21 semester hours of credit required pursuant to NAC 379.020.

2. To obtain certification as a librarian, a person who holds a conditional certificate pursuant to subsection 1 must complete the remaining requirements for certification prescribed in NAC 379.020 within 5 years after issuance of the conditional certificate.

(Added to NAC by St. Library & Archives Adm'r, eff. 11-7-97)

NRS 379.0073 Regulations establishing standards for certification.

1. The State Library, Archives and Public Records Administrator shall adopt regulations establishing standards for the certification by the State Library, Archives and Public Records Administrator of the personnel of public libraries in this State.

2. The regulations must include:

(a) Standards for the certification of various categories of library personnel, based upon their educational backgrounds, work experience and job descriptions.

(b) The qualifications required for certification, including the courses of study or training required for each category of certification.

3. The regulations may include:

(a) Provisions governing the issuance of conditional certificates to personnel of public libraries before the completion of all courses of study or other requirements for certification.

(b) Provisions governing the issuance of provisional certificates pursuant to NRS 379.0077.

4. The regulations must provide that they do not apply to a public library unless the governing authority of the library has approved the regulations for use by the library.

(Added to NRS by 1995, 101; A 1997, 3147)

10.230 – Manager, Health Programs

NRS 435, administration

Personnel of Division

NRS 435.410 Administration of facilities of Division. The provisions of this chapter pertaining to division facilities must be administered by the respective administrative officers of the division facilities, subject to administrative supervision by the Administrator.

(Added to NRS by 2013, 3016)

NRS 435.411 Administrative officer: Qualifications. The administrative officer of a facility of the Division must:

1. Be selected on the basis of training and demonstrated administrative qualities of leadership in any one of the fields of psychiatry, medicine, psychology, social work, education or administration.
2. Be appointed on the basis of merit as measured by administrative training or experience in programs relating to intellectual disabilities and developmental disabilities, including care and treatment of persons with intellectual disabilities and persons with developmental disabilities.

(Added to NRS by 2013, 3030; A 2017, 2825)

NRS 435.412 Administrative officer: Powers and duties. The administrative officers have the following powers and duties, subject to the administrative supervision of the Administrator:

1. To exercise general supervision of and establish regulations for the government of the facilities designated by the Administrator;
2. To be responsible for and supervise the fiscal affairs and responsibilities of the facilities designated by the Administrator;
3. To appoint such medical, technical, clerical and operational staff as the execution of his or her duties, the care and treatment of consumers and the maintenance and operation of the facilities designated by the Administrator may require;
4. To make reports to the Administrator, and to supply the Administrator with material on which to base proposed legislation;
5. To keep complete and accurate records of all proceedings, record and file all bonds and contracts, and assume responsibility for the custody and preservation of all papers and documents pertaining to his or her office;
6. To inform the public in regard to the activities and operation of the facilities;
7. To invoke any legal, equitable or special procedures for the enforcement of his or her orders or the enforcement of the provisions of this chapter and other statutes governing the facilities;
8. To submit an annual report to the Administrator on the condition, operation, functioning and anticipated needs of the facilities; and
9. To assume responsibility for the nonmedical care and treatment of consumers if that responsibility has not been delegated.

(Added to NRS by 2013, 3030)

NRS 435.413 Administrative officer: Other employment prohibited; exceptions. Except as otherwise provided in NRS 284.143, an administrative officer shall devote his or her entire time to the duties of his or her position and shall have no other gainful employment or occupation, but the

administrative officer may attend seminars, act as a consultant and give lectures relating to his or her profession and accept appropriate stipends for the seminars, consultations and lectures.

(Added to NRS by 2013, 3031)

NRS 435.415 Licensing or certification of certain employees of Division. Any person employed by the Division as a psychiatrist, psychologist, marriage and family therapist, clinical professional counselor, registered nurse or social worker must be licensed or certified by the appropriate state licensing board for his or her respective profession.

(Added to NRS by 2013, 3016)

NRS 435.420 Proficiency in English language required of certain employees. The Administrator shall not employ any psychiatrist, psychologist, social worker or registered nurse who holds a master's degree in the field of psychiatric nursing who is unable to demonstrate proficiency in the oral and written expression of the English language.

(Added to NRS by 2013, 3016)

NRS 435.425 Program for certification of intellectual and developmental disability technicians.

1. The Division shall carry out a vocational and educational program for the certification of intellectual and developmental disability technicians, including forensic technicians employed by the Division, or other employees of the Division who perform similar duties, but are classified differently. The program must be carried out in cooperation with the Nevada System of Higher Education.
2. An intellectual and developmental disability technician is responsible to the director of the service in which his or her duties are performed. The director of a service may be a licensed physician, dentist, podiatric physician, psychiatrist, psychologist, rehabilitation therapist, social worker, registered nurse or other professionally qualified person. This section does not authorize an intellectual and developmental disability technician to perform duties which require the specialized knowledge and skill of a professionally qualified person.
3. The Administrator shall adopt regulations to carry out the provisions of this section.
4. As used in this section, "intellectual and developmental disability technician" means an employee of the Division who, for compensation or personal profit, carries out procedures and techniques which involve cause and effect and which are used in the care, treatment and rehabilitation of persons with intellectual disabilities or persons with developmental disabilities and who has direct responsibility for:

(a) Administering or carrying out specific therapeutic procedures, techniques or treatments, excluding medical interventions, to enable consumers to make optimal use of their therapeutic regime, their social and personal resources, and their residential care; or

(b) The application of interpersonal and technical skills in the observation and recognition of symptoms and reactions of consumers, for the accurate recording of such symptoms and reactions, and for carrying out treatments authorized by members of the interdisciplinary team that determines the treatment of the consumers.

(Added to NRS by 2013, 3016; A 2015, 60; 2017, 2825)

NAC 435 – no reference to degree requirement (Below is table of contents only, see https://www.leg.state.nv.us/nac/NAC-435.html; too much information to print**)**

CHAPTER 435 - PERSONS WITH INTELLECTUAL DISABILITIES AND DEVELOPMENTAL DISABILITIES

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42 CFR §441.301
441.301 Contents of request for a waiver.
(a) A request for a waiver under this section must consist of the following:
(1) The assurances required by § 441.302 and the supporting documentation required by § 441.303.
(2) When applicable, requests for waivers of the requirements of section 1902(a)(1), section 1902(a)(10)(B), or section 1902(a)(10)(C)(i)(III) of the Act, which concern respectively, statewide application of Medicaid, comparability of services, and income and resource rules applicable to medically needy individuals living in the community.
(3) A statement explaining whether the agency will refuse to offer home or community-based services to any beneficiary if the agency can reasonably expect that the cost of the services would exceed the cost of an equivalent level of care provided in—
(i) A hospital (as defined in § 440.10 of this chapter);
(ii) A NF (as defined in section 1919(a) of the Act); or
(iii) An ICF/IID (as defined in § 440.150 of this chapter), if applicable.
(b) If the agency furnishes home and community-based services, as defined in § 440.180 of this subchapter, under a waiver granted under this subpart, the waiver request must—
(1) Provide that the services are furnished—
(i) Under a written person-centered service plan (also called plan of care) that is based on a person-centered approach and is subject to approval by the Medicaid agency.
(ii) Only to beneficiaries who are not inpatients of a hospital, NF, or ICF/IID; and
(iii) Only to beneficiaries who the agency determines would, in the absence of these services, require the Medicaid covered level of care provided in—
(A) A hospital (as defined in § 440.10 of this chapter);

(B) A NF (as defined in section 1919(a) of the Act); or
(C) An ICF/IID (as defined in § 440.150 of this chapter);
(2) Describe the qualifications of the individual or individuals who will be responsible for developing the individual plan of care;
(3) Describe the group or groups of individuals to whom the services will be offered;
(4) Describe the services to be furnished so that each service is separately defined. Multiple services that are generally considered to be separate services may not be consolidated under a single definition. Commonly accepted terms must be used to describe the service and definitions may not be open ended in scope. CMS will, however, allow combined service definitions (bundling) when this will permit more efficient delivery of services and not compromise either a beneficiary's access to or free choice of providers.
(5) Provide that the documentation requirements regarding individual evaluation, specified in § 441.303(c), will be met; and
(6) Be limited to one or more of the following target groups or any subgroup thereof that the State may define:
(i) Aged or disabled, or both.
(ii) Individuals with Intellectual or Developmental Disabilities, or both.
(iii) Mentally ill.
(c) A waiver request under this subpart must include the following—
(1) ***Person-centered planning process.*** The individual, or if applicable, the individual and the individual's authorized representative, will lead the person-centered planning process. When the term “individual” is used throughout § 441.301(c)(1) through (3), it includes the individual's authorized representative if applicable. In addition, the person-centered planning process:
(i) Includes people chosen by the individual.
(ii) Provides necessary information and support to ensure that the individual directs the process to the maximum extent possible, and is enabled to make informed choices and decisions.
(iii) Is timely and occurs at times and locations of convenience to the individual.
(iv) Reflects cultural considerations of the individual and is conducted by providing information in plain language and in a manner that is accessible to individuals with disabilities and persons who are limited English proficient, consistent with § 435.905(b) of this chapter.
(v) Includes strategies for solving conflict or disagreement within the process, including clear conflict-of-interest guidelines for all planning participants.
(vi) Providers of HCBS for the individual, or those who have an interest in or are employed by a provider of HCBS for the individual must not provide case management or develop the person-centered service plan, except when the State demonstrates that the only willing and qualified entity to provide case management and/or develop person-centered service plans in a geographic area also provides HCBS. In these cases, the State must devise conflict of interest protections including separation of entity and provider functions within provider entities, which must be approved by CMS. Individuals must be provided with a clear and accessible alternative dispute resolution process.
(vii) Offers informed choices to the individual regarding the services and supports they receive and from whom.
(viii) Includes a method for the individual to request updates to the plan as needed.
(ix) Records the alternative home and community-based settings that were considered by the individual.
(2) ***The Person-Centered Service Plan.*** The person-centered service plan must reflect the services and supports that are important for the individual to meet the needs identified through an assessment of functional need, as well as what is important to the individual with regard to preferences for the delivery of such services and supports. Commensurate with the level of need of the individual, and the scope of services and supports available under the State's 1915(c) HCBS waiver, the written plan must:

(i) Reflect that the setting in which the individual resides is chosen by the individual. The State must ensure that the setting chosen by the individual is integrated in, and supports full access of individuals receiving Medicaid HCBS to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community to the same degree of access as individuals not receiving Medicaid HCBS.
(ii) Reflect the individual's strengths and preferences.
(iii) Reflect clinical and support needs as identified through an assessment of functional need.
(iv) Include individually identified goals and desired outcomes.
(v) Reflect the services and supports (paid and unpaid) that will assist the individual to achieve identified goals, and the providers of those services and supports, including natural supports. Natural supports are unpaid supports that are provided voluntarily to the individual in lieu of 1915(c) HCBS waiver services and supports.
(vi) Reflect risk factors and measures in place to minimize them, including individualized back-up plans and strategies when needed.
(vii) Be understandable to the individual receiving services and supports, and the individuals important in supporting him or her. At a minimum, for the written plan to be understandable, it must be written in plain language and in a manner that is accessible to individuals with disabilities and persons who are limited English proficient, consistent with § 435.905(b) of this chapter.
(viii) Identify the individual and/or entity responsible for monitoring the plan.
(ix) Be finalized and agreed to, with the informed consent of the individual in writing, and signed by all individuals and providers responsible for its implementation.
(x) Be distributed to the individual and other people involved in the plan.
(xi) Include those services, the purpose or control of which the individual elects to self-direct.
(xii) Prevent the provision of unnecessary or inappropriate services and supports.
(xiii) Document that any modification of the additional conditions, under paragraph (c)(4)(vi)(A) through (D) of this section, must be supported by a specific assessed need and justified in the person-centered service plan. The following requirements must be documented in the person-centered service plan:
(A) Identify a specific and individualized assessed need.
(B) Document the positive interventions and supports used prior to any modifications to the person-centered service plan.
(C) Document less intrusive methods of meeting the need that have been tried but did not work.
(D) Include a clear description of the condition that is directly proportionate to the specific assessed need.
(E) Include a regular collection and review of data to measure the ongoing effectiveness of the modification.
(F) Include established time limits for periodic reviews to determine if the modification is still necessary or can be terminated.
(G) Include informed consent of the individual.
(H) Include an assurance that interventions and supports will cause no harm to the individual.
(3) ***Review of the person-centered service plan*** —
(i) ***Requirement.*** The State must ensure that the person-centered service plan for every individual is reviewed, and revised as appropriate, based upon the reassessment of functional need at least every 12 months, when the individual's circumstances or needs change significantly, or at the request of the individual.
(ii) ***Minimum performance at the State level.*** The State must demonstrate, through the reporting requirements at § 441.311(b)(3), that it ensures the following minimum performance levels are met:

(A) Complete a reassessment of functional need at least every 12 months for no less than 90 percent of the individuals continuously enrolled in the waiver for at least 365 days; and
(B) Review, and revise as appropriate, the person-centered service plan, based upon the reassessment of functional need, at least every 12 months, for no less than 90 percent of the individuals continuously enrolled in the waiver for at least 365 days.
(iii) ***Applicability date.*** States must comply with the performance levels described in paragraph (c)(3)(ii) of this section beginning 3 years after July 9, 2024; and in the case of the State that implements a managed care delivery system under the authority of sections 1915(a), 1915(b), 1932(a), or 1115(a) of the Act and includes HCBS in the MCO's, PIHP's, or PAHP's contract, the first rating period for contracts with the MCO, PIHP, or PAHP beginning on or after the date that is 3 years after July 9, 2024.
(4) ***Home and Community-Based Settings.*** Home and community-based settings must have all of the following qualities, and such other qualities as the Secretary determines to be appropriate, based on the needs of the individual as indicated in their person-centered service plan:
(i) The setting is integrated in and supports full access of individuals receiving Medicaid HCBS to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCBS.
(ii) The setting is selected by the individual from among setting options including non-disability specific settings and an option for a private unit in a residential setting. The setting options are identified and documented in the person-centered service plan and are based on the individual's needs, preferences, and, for residential settings, resources available for room and board.
(iii) Ensures an individual's rights of privacy, dignity and respect, and freedom from coercion and restraint.
(iv) Optimizes, but does not regiment, individual initiative, autonomy, and independence in making life choices, including but not limited to, daily activities, physical environment, and with whom to interact.
(v) Facilitates individual choice regarding services and supports, and who provides them.
(vi) In a provider-owned or controlled residential setting, in addition to the qualities at § 441.301(c)(4)(i) through (v), the following additional conditions must be met:
(A) The unit or dwelling is a specific physical place that can be owned, rented, or occupied under a legally enforceable agreement by the individual receiving services, and the individual has, at a minimum, the same responsibilities and protections from eviction that tenants have under the landlord/tenant law of the State, county, city, or other designated entity. For settings in which landlord tenant laws do not apply, the State must ensure that a lease, residency agreement or other form of written agreement will be in place for each HCBS participant, and that the document provides protections that address eviction processes and appeals comparable to those provided under the jurisdiction's landlord tenant law.
(B) Each individual has privacy in their sleeping or living unit:
(*1*) Units have entrance doors lockable by the individual, with only appropriate staff having keys to doors.
(*2*) Individuals sharing units have a choice of roommates in that setting.
(*3*) Individuals have the freedom to furnish and decorate their sleeping or living units within the lease or other agreement.
(C) Individuals have the freedom and support to control their own schedules and activities, and have access to food at any time.
(D) Individuals are able to have visitors of their choosing at any time.
(E) The setting is physically accessible to the individual.
(F) Any modification of the additional conditions, under § 441.301(c)(4)(vi)(A) through (D), must be supported by a specific assessed need and justified in the person-centered service plan. The following requirements must be documented in the person-centered service plan:
(*1*) Identify a specific and individualized assessed need.

(*2*) Document the positive interventions and supports used prior to any modifications to the person-centered service plan.
(*3*) Document less intrusive methods of meeting the need that have been tried but did not work.
(*4*) Include a clear description of the condition that is directly proportionate to the specific assessed need.
(*5*) Include regular collection and review of data to measure the ongoing effectiveness of the modification.
(*6*) Include established time limits for periodic reviews to determine if the modification is still necessary or can be terminated.
(*7*) Include the informed consent of the individual.
(*8*) Include an assurance that interventions and supports will cause no harm to the individual.
(5) ***Settings that are not Home and Community-Based.*** Home and community-based settings do not include the following:
(i) A nursing facility;
(ii) An institution for mental diseases;
(iii) An intermediate care facility for individuals with intellectual disabilities;
(iv) A hospital; or
(v) Any other locations that have qualities of an institutional setting, as determined by the Secretary. Any setting that is located in a building that is also a publicly or privately operated facility that provides inpatient institutional treatment, or in a building on the grounds of, or immediately adjacent to, a public institution, or any other setting that has the effect of isolating individuals receiving Medicaid HCBS from the broader community of individuals not receiving Medicaid HCBS will be presumed to be a setting that has the qualities of an institution unless the Secretary determines through heightened scrutiny, based on information presented by the State or other parties, that the setting does not have the qualities of an institution and that the setting does have the qualities of home and community-based settings.
(6) ***Home and Community-Based Settings: Compliance and Transition:***
(i) States submitting new and initial waiver requests must provide assurances of compliance with the requirements of this section for home and community-based settings as of the effective date of the waiver.
(ii) CMS will require transition plans for existing section 1915(c) waivers and approved state plans providing home and community-based services under section 1915(i) to achieve compliance with this section, as follows:
(A) For each approved section 1915(c) HCBS waiver subject to renewal or submitted for amendment within one year after the effective date of this regulation, the State must submit a transition plan at the time of the waiver renewal or amendment request that sets forth the actions the State will take to bring the specific waiver into compliance with this section. The waiver approval will be contingent on the inclusion of the transition plan approved by CMS. The transition plan must include all elements required by the Secretary; and within one hundred and twenty days of the submission of the first waiver renewal or amendment request the State must submit a transition plan detailing how the State will operate all section 1915(c) HCBS waivers and any section 1915(i) State plan benefit in accordance with this section. The transition plan must include all elements including timelines and deliverables as approved by the Secretary.
(B) For States that do not have a section 1915(c) HCBS waiver or a section 1915(i) State plan benefit due for renewal or proposed for amendments within one year of the effective date of this regulation, the State must submit a transition plan detailing how the State will operate all section 1915(c) HCBS waivers and any section 1915(i) State plan benefit in accordance with this section. This plan must be submitted no later than one year after the effective date of this regulation. The transition plan must include all elements including timelines and deliverables as approved by the Secretary.

(iii) A State must provide at least a 30-day public notice and comment period regarding the transition plan(s) that the State intends to submit to CMS for review and consideration, as follows:
(A) The State must at a minimum provide two (2) statements of public notice and public input procedures.
(B) The State must ensure the full transition plan(s) is available to the public for public comment.
(C) The State must consider and modify the transition plan, as the State deems appropriate, to account for public comment.
(iv) A State must submit to CMS, with the proposed transition plan:
(A) Evidence of the public notice required.
(B) A summary of the comments received during the public notice period, reasons why comments were not adopted, and any modifications to the transition plan based upon those comments.
(v) Upon approval by CMS, the State will begin implementation of the transition plans. The State's failure to submit an approvable transition plan as required by this section and/or to comply with the terms of the approved transition plan may result in compliance actions, including but not limited to deferral/disallowance of Federal Financial Participation.
(7) ***Grievance system*** —
(i) ***Purpose.*** The State must establish a procedure under which a beneficiary may file a grievance related to the State's or a provider's performance of the activities described in paragraphs (c)(1) through (6) of this section. This requirement does not apply to a managed care delivery system under the authority of sections 1915(a), 1915(b), 1932(a), or 1115(a) of the Act. The State may have activities described in paragraph (c)(7) of this section performed by contractors or other government entities, provided, however, that the State retains responsibility for ensuring performance of and compliance with these provisions.
(ii) ***Definitions.*** As used in this section:
Grievance means an expression of dissatisfaction or complaint related to the State's or a provider's performance of the activities described in paragraphs (c)(1) through (6) of this section, regardless of whether remedial action is requested.
Grievance system means the processes the State implements to handle grievances, as well as the processes to collect and track information about them.
(iii) ***General requirements.***
(A) The beneficiary or a beneficiary's authorized representative, if applicable, may file a grievance. All references to beneficiary include the role of the beneficiary's representative, if applicable.
(*1*) Another individual or entity may file a grievance on behalf of the beneficiary, or provide the beneficiary with assistance or representation throughout the grievance process, with the written consent of the beneficiary or authorized representative.
(*2*) A provider cannot file a grievance that would violate the State's conflict of interest guidelines, as required in § 441.540(a)(5).
(B) The State must:
(*1*) Base its grievance processes on written policies and procedures that, at a minimum, meet the conditions set forth in this paragraph (c)(7);
(*2*) Provide beneficiaries reasonable assistance in ensuring grievances are appropriately filed with the grievance system, completing forms and taking other procedural steps related to a grievance. This includes, but is not limited to, ensuring the grievance system is accessible to individuals with disabilities and providing meaningful access to individuals with Limited English Proficiency, consistent with § 435.905(b) of this chapter, and includes auxiliary aids and services where necessary to ensure effective communication, such as providing interpreter services and toll-free numbers that have adequate TTY/TTD and interpreter capability;

(*3*) Ensure that punitive or retaliatory action is neither threatened nor taken against an individual filing a grievance or who has had a grievance filed on their behalf;
(*4*) Accept grievances and requests for extension of timeframes from the beneficiary;
(*5*) Provide to the beneficiary the notices and information required under this subsection, including information on their rights under the grievance system and on how to file grievances, and ensure that such information is accessible for individuals with disabilities and individuals with Limited English Proficiency in accordance with § 435.905(b);
(*6*) Review any grievance resolution with which the beneficiary is dissatisfied; and
(*7*) Provide information about the grievance system to all providers and subcontractors approved to deliver services.
(C) The process for handling grievances must:
(*1*) Allow the beneficiary to file a grievance with the State either orally or in writing;
(*2*) Acknowledge receipt of each grievance;
(*3*) Ensure that the individuals who make decisions on grievances are individuals:
(*i*) Who were neither involved in any previous level of review or decision-making related to the grievance nor a subordinate of any such individual;
(*ii*) Who are individuals who have the appropriate clinical and non-clinical expertise, as determined by the State; and
(*iii*) Who consider all comments, documents, records, and other information submitted by the beneficiary without regard to whether such information was submitted to or considered previously by the State;
(*4*) Provide the beneficiary a reasonable opportunity, face-to-face (including through the use of audio or video technology) and in writing, to present evidence and testimony and make legal and factual arguments related to their grievance. The State must inform the beneficiary of the limited time available for this sufficiently in advance of the resolution timeframe for grievances as specified in paragraph (c)(7)(v) of this section;
(*5*) Provide the beneficiary their case file, including medical records in compliance with the HIPAA Privacy Rule (45 CFR part 160 and part 164 subparts A and E), other documents and records, and any new or additional evidence considered, relied upon, or generated by the State related to the grievance. This information must be provided free of charge and sufficiently in advance of the resolution timeframe for grievances as specified in paragraph (c)(7)(v) of this section; and
(*6*) Provide beneficiaries, free of charge, with language services, including written translation and interpreter services in accordance with § 435.905(b), to support their participation in grievance processes and their use of the grievance system.
(iv) ***Filing timeframes.*** A beneficiary may file a grievance at any time.
(v) ***Resolution and notification*** —
(A) ***Basic rule.*** The State must resolve each grievance, and provide notice, as expeditiously as the beneficiary's health condition requires, within State-established timeframes that may not exceed the timeframes specified in this section.
(B) ***Resolution timeframes.*** For resolution of a grievance and notice to the affected parties, the timeframe may not exceed 90 calendar days from the day the State receives the grievance. This timeframe may be extended under paragraph (c)(7)(v)(C) of this section.
(C) ***Extension of timeframes.*** The States may extend the timeframe from that in paragraph (c)(7)(v)(B) of this section by up to 14 calendar days if -
(*1*) The beneficiary requests the extension; or
(*2*) The State documents that there is need for additional information and how the delay is in the beneficiary's interest.

(D) ***Requirements following extension.*** If the State extends the timeframe not at the request of the beneficiary, it must complete all of the following:
(*1*) Make reasonable efforts to give the beneficiary prompt oral notice of the delay;
(*2*) Within 2 calendar days of determining a need for a delay, but no later than the timeframes in paragraph (c)(7)(v)(B) of this section, give the beneficiary written notice of the reason for the decision to extend the timeframe; and
(*3*) Resolve the grievance as expeditiously as the beneficiary's health condition requires and no later than the date the extension expires.
(vi) ***Format of notice.*** The State must establish a method to notify a beneficiary of the resolution of a grievance and ensure that such methods meet, at a minimum, the standards described at § 435.905(b) of this chapter.
(vii) ***Recordkeeping.***
(A) The State must maintain records of grievances and must review the information as part of its ongoing monitoring procedures.
(B) The record of each grievance must contain, at a minimum, all of the following information:
(*1*) A general description of the reason for the grievance;
(*2*) The date received;
(*3*) The date of each review or, if applicable, review meeting;
(*4*) Resolution of the grievance, as applicable;
(*5*) Date of resolution, if applicable; and
(*6*) Name of the beneficiary for whom the grievance was filed.
(C) The record must be accurately maintained in a manner available upon request to CMS.
(viii) ***Applicability date.*** States must comply with the requirement at paragraph (c)(7) of this section beginning 2 years after July 9, 2024.
[46 FR 48541, Oct. 1, 1981, as amended at 50 FR 10026, Mar. 13, 1985; 59 FR 37717, July 25, 1994; 65 FR 60107, Oct. 10, 2000; 79 FR 3029, Jan. 16, 2014; 89 FR 40863, May 10, 2024]

10.545 – Environmental Scientist

483.430 Condition of participation: Facility staffing.
(a) ***Standard: Qualified intellectual disability professional.*** Each client's active treatment program must be integrated, coordinated and monitored by a qualified intellectual disability professional who—
(1) Has at least one year of experience working directly with persons with intellectual disability or other developmental disabilities; and
(2) Is one of the following:
(i) A doctor of medicine or osteopathy.
(ii) A registered nurse.
(iii) An individual who holds at least a bachelor's degree in a professional category specified in paragraph (b)(5) of this section.
(b) ***Standard: Professional program services.***
(1) Each client must receive the professional program services needed to implement the active treatment program defined by each client's individual program plan. Professional program staff must work directly with clients and with paraprofessional, nonprofessional and other professional program staff who work with clients.
(2) The facility must have available enough qualified professional staff to carry out and monitor the various professional interventions in accordance with the stated goals and objectives of every individual program plan.

(3) Professional program staff must participate as members of the interdisciplinary team in relevant aspects of the active treatment process.
(4) Professional program staff must participate in on-going staff development and training in both formal and informal settings with other professional, paraprofessional, and nonprofessional staff members.
(5) Professional program staff must be licensed, certified, or registered, as applicable, to provide professional services by the State in which he or she practices. Those professional program staff who do not fall under the jurisdiction of State licensure, certification, or registration requirements, specified in § 483.410(b), must meet the following qualifications:
(i) To be designated as an occupational therapist, an individual must be eligible for certification as an occupational therapist by the American Occupational Therapy Association or another comparable body.
(ii) To be designated as an occupational therapy assistant, an individual must be eligible for certification as a certified occupational therapy assistant by the American Occupational Therapy Association or another comparable body.
(iii) To be designated as a physical therapist, an individual must be eligible for certification as a physical therapist by the American Physical Therapy Association or another comparable body.
(iv) To be designated as a physical therapy assistant, an individual must be eligible for registration by the American Physical Therapy Association or be a graduate of a two year college-level program approved by the American Physical Therapy Association or another comparable body.
(v) To be designated as a psychologist, an individual must have at least a master's degree in psychology from an accredited school.
(vi) To be designated as a social worker, an individual must—
(A) Hold a graduate degree from a school of social work accredited or approved by the Council on Social Work Education or another comparable body; or
(B) Hold a Bachelor of Social Work degree from a college or university accredited or approved by the Council on Social Work Education or another comparable body.
(vii) To be designated as a speech-language pathologist or audiologist, an individual must—
(A) Be eligible for a Certificate of Clinical Competence in Speech-Language Pathology or Audiology granted by the American Speech-Language-Hearing Association or another comparable body; or
(B) Meet the educational requirements for certification and be in the process of accumulating the supervised experience required for certification.
(viii) To be designated as a professional recreation staff member, an individual must have a bachelor's degree in recreation or in a specialty area such as art, dance, music or physical education.
(ix) To be designated as a professional dietitian, an individual must be eligible for registration by the American Dietetics Association.
(x) To be designated as a human services professional an individual must have at least a bachelor's degree in a human services field (including, but not limited to: sociology, special education, rehabilitation counseling, and psychology).
(xi) If the client's individual program plan is being successfully implemented by facility staff, professional program staff meeting the qualifications of paragraph (b)(5) (i) through (x) of this section are not required—
(A) Except for qualified intellectual disability professionals;
(B) Except for the requirements of paragraph (b)(2) of this section concerning the facility's provision of enough qualified professional program staff; and
(C) Unless otherwise specified by State licensure and certification requirements.
(c) ***Standard: Facility staffing.***
(1) The facility must not depend upon clients or volunteers to perform direct care services for the facility.

(2) There must be responsible direct care staff on duty and awake on a 24-hour basis, when clients are present, to take prompt, appropriate action in case of injury, illness, fire or other emergency, in each defined residential living unit housing—
(i) Clients for whom a physician has ordered a medical care plan;
(ii) Clients who are aggressive, assaultive or security risks;
(iii) More than 16 clients; or
(iv) Fewer than 16 clients within a multi-unit building.
(3) There must be a responsible direct care staff person on duty on a 24 hour basis (when clients are present) to respond to injuries and symptoms of illness, and to handle emergencies, in each defined residential living unit housing—
(i) Clients for whom a physician has not ordered a medical care plan;
(ii) Clients who are not aggressive, assaultive or security risks; and
(iii) Sixteen or fewer clients,
(4) The facility must provide sufficient support staff so that direct care staff are not required to perform support services to the extent that these duties interfere with the exercise of their primary direct client care duties.
(d) ***Standard: Direct care (residential living unit) staff.***
(1) The facility must provide sufficient direct care staff to manage and supervise clients in accordance with their individual program plans.
(2) Direct care staff are defined as the present on-duty staff calculated over all shifts in a 24-hour period for each defined residential living unit.
(3) Direct care staff must be provided by the facility in the following minimum ratios of direct care staff to clients:
(i) For each defined residential living unit serving children under the age of 12, severely and profoundly retarded clients, clients with severe physical disabilities, or clients who are aggressive, assaultive, or security risks, or who manifest severely hyperactive or psychotic-like behavior, the staff to client ratio is 1 to 3.2.
(ii) For each defined residential living unit serving moderately retarded clients, the staff to client ratio is 1 to 4.
(iii) For each defined residential living unit serving clients who function within the range of mild retardation, the staff to client ratio is 1 to 6.4.
(4) When there are no clients present in the living unit, a responsible staff member must be available by telephone.
(e) ***Standard: Staff training program.***
(1) The facility must provide each employee with initial and continuing training that enables the employee to perform his or her duties effectively, efficiently, and competently.
(2) For employees who work with clients, training must focus on skills and competencies directed toward clients' developmental, behavioral, and health needs.
(3) Staff must be able to demonstrate the skills and techniques necessary to administer interventions to manage the inappropriate behavior of clients.
(4) Staff must be able to demonstrate the skills and techniques necessary to implement the individual program plans for each client for whom they are responsible.
[53 FR 20496, June 3, 1988, as amended at 86 FR 26335, May 13, 2021; 86 FR 61620, Nov. 5, 2021; 88 FR 36510, June 5, 2023]

RECEIVED OBJECTION AFTER JUNE 26 HRC

7.854 – Manager, Cultural Resources
7.856 – Cultural/Natural Resource Specialist Series

Archaeology and Historic Preservation

AI Overview +5

The Secretary of the Interior's Professional Qualification Standards for archaeology require a graduate degree in archaeology, anthropology, or a closely related field, plus specific professional experience and research capabilities. National Park Service (.gov)

Minimum Education and Experience

Under 36 CFR Part 61, professionals generally need a graduate degree (master's or Ph.D.) in archaeology, anthropology, or a related field, alongside one year of full-time professional experience or specialized training. Additional requirements include four months of supervised field and analytic experience, and a demonstrated ability to complete research via reports or theses. National Park Service (... +3

The Secretary of the Interior Professional Qualifications Standards

Summary

The National Historic Preservation Act (NHPA) Section 112 and the Section 106 regulations, at §800.2(a)(1), require agencies responsible for protecting historic properties to ensure that all actions taken by their employees or contractors meet professional standards as determined by the Secretary of the Interior.

The latest version of the Secretary of the Interior Professional Qualifications Standards was published in 1983. These standards apply to each statutorily-identified discipline as it is practiced in historic preservation nationwide. Five disciplines were addressed in 1983 according to the statutory provisions then in place. Amendments to NHPA added more disciplines to be considered, and updates of the original standards need to be accomplished. These standards do not apply to entry level positions. Rather, they outline the minimum education, experience, and products that together provide an assurance that the program and project manager, applicant, employee, consultant, or advisor will be able to perform competently on the job and be respected within the larger historic preservation community.

Status of the Secretary of the Interior Professional Qualifications Standards

A revised version of the 1983 Standards was proposed in 1997. However, this revision was never finalized. The Department of the Interior's Federal Preservation Officer located in the Office of Acquisition and Property Management is presently working to revise the Secretary of the Interior Professional Qualifications Standards. Therefore, the 1983 Secretary of the Interior's Professional Qualifications Standards remain valid and should be used until superseded with the revised standards. Please check back with this site for periodic updates.

ITEM VII

STATE OF NEVADA JOB TITLES AND POSITIONS APPROVED FOR PRE-EMPLOYMENT CONTROLLED SUBSTANCE TESTING

LIST REVISION DATE: SEPTEMBER 1, 2026

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.

01.000 | Agriculture & Conservation

CLASS/TITLE CODE	TITLE	ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
1.401	WEIGHTS AND MEASURES INSPECTOR IV	ALL AGENCIES – ALL PCNs
1.404	WEIGHTS AND MEASURES INSPECTOR III	ALL AGENCIES – ALL PCNs
1.407	WEIGHTS AND MEASURES INSPECTOR II	ALL AGENCIES – ALL PCNs
1.413	WEIGHTS AND MEASURES ASSISTANT	ALL AGENCIES – ALL PCNs
1.608	FIELD ASSISTANT	ALL AGENCIES – ALL PCNs
1.737	BIOLOGIST I	AGR - PCN 4600-0025
1.770	WILDLIFE AREA SUPERVISOR II	ALL AGENCIES – ALL PCNs
1.771	WILDLIFE AREA SUPERVISOR I	ALL AGENCIES – ALL PCNs
1.772	FISH HATCHERY SUPERVISOR II	ALL AGENCIES – ALL PCNs
1.774	FISH HATCHERY SUPERVISOR I	ALL AGENCIES – ALL PCNs
1.776	FISH HATCHERY TECHNICIAN III	ALL AGENCIES – ALL PCNs
1.778	FISH HATCHERY TECHNICIAN II	ALL AGENCIES – ALL PCNs
1.780	FISH HATCHERY TECHNICIAN I	ALL AGENCIES – ALL PCNs
1.785	WILDLIFE AREA TECHNICIAN III	ALL AGENCIES – ALL PCNs
1.786	WILDLIFE AREA TECHNICIAN II	ALL AGENCIES – ALL PCNs
1.787	WILDLIFE AREA TECHNICIAN I	ALL AGENCIES – ALL PCNs
1.811	FORESTER III	ALL AGENCIES – ALL PCNs
1.812	FIRE MANAGEMENT OFFICER II	ALL AGENCIES – ALL PCNs
1.813	FORESTER II	ALL AGENCIES – ALL PCNs
1.814	FIRE MANAGEMENT OFFICER I	ALL AGENCIES – ALL PCNs
1.816	BATTALION CHIEF	ALL AGENCIES – ALL PCNs
1.817	CONSERVATION CREW SUPERVISOR III	ALL AGENCIES – ALL PCNs
1.818	FORESTER I	ALL AGENCIES – ALL PCNs
1.819	FIREFIGHTER II	ALL AGENCIES – ALL PCNs
1.820	CONSERVATION CREW SUPERVISOR II	ALL AGENCIES – ALL PCNs
1.822	FIRE CONTROL DISPATCHER III	ALL AGENCIES – ALL PCNs
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	ALL AGENCIES – ALL PCNs
1.826	FIRE CONTROL DISPATCHER II	ALL AGENCIES – ALL PCNs
1.827	FIRE CONTROL DISPATCHER I	ALL AGENCIES – ALL PCNs
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	ALL AGENCIES – ALL PCNs
1.850	FIRE CAPTAIN	ALL AGENCIES – ALL PCNs
1.852	FIREFIGHTER I	ALL AGENCIES – ALL PCNs
1.907	PARKS REGIONAL MANAGER (NON-COMMISSIONED)	ALL AGENCIES – ALL PCNs
1.912	PARK INTERPRETER	ALL AGENCIES – ALL PCNs
1.918	LIFEGUARD II (SEASONAL)	ALL AGENCIES – ALL PCNs
1.919	LIFEGUARD I (SEASONAL)	ALL AGENCIES – ALL PCNs
1.921	PARK RANGER III (NON-COMMISSIONED)	ALL AGENCIES – ALL PCNs
1.922	PARK RANGER II (NON-COMMISSIONED)	ALL AGENCIES – ALL PCNs
1.923	PARK RANGER I (NON-COMMISSIONED)	ALL AGENCIES – ALL PCNs
1.967	PARK SUPERVISOR III (NON-COMMISSIONED)	ALL AGENCIES – ALL PCNs
1.968	PARK SUPERVISOR II (NON-COMMISSIONED)	ALL AGENCIES – ALL PCNs
1.969	PARK SUPERVISOR I (NON-COMMISSIONED)	ALL AGENCIES – ALL PCNs

02.000 | Clerical & Related Services

CLASS/TITLE CODE	TITLE	ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
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	SENIOR ACCOUNTING ASSISTANT	DPS - PCNs 3743-16, 4709-38, 4709-8022
2.303	ACCOUNTING ASSISTANT II	DPS - PCN 4709-15
2.819	SUPERVISOR I, SUPPLY TECHNICIAN	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

03.000 | Domestic Services

CLASS/TITLE CODE	TITLE	ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
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	ALL AGENCIES – ALL PCNs
3.506	DRIVER - VAN/AUTOMOBILE	ALL AGENCIES – ALL PCNs
3.520	FAMILY SUPPORT WORKER	BCN - ALL PCNs

3.530	SUPERVISOR, TRANSPORTATION AND SAFETY ATTENDANT	NDVS – ALL PCNs
3.535	TRANSPORTATION AND SAFETY ATTENDANT	NDVS – ALL PCNs

05.000 | Education

CLASS/TITLE CODE	TITLE	ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
5.103	PRINCIPAL	ALL AGENCIES – ALL PCNs
5.104	VICE PRINCIPAL	ALL AGENCIES – ALL PCNs
5.106	ACADEMIC TEACHER	ALL AGENCIES – ALL PCNs
5.112	VOCATIONAL EDUCATION INSTRUCTOR	ALL AGENCIES – ALL PCNs
5.174	CHILD CARE WORKER II	BCN – ALL PCNs
5.175	CHILD CARE WORKER I	BCN – ALL PCNs
5.181	EARLY CHILDHOOD EDUCATOR IV	BCN – ALL PCNs
5.182	EARLY CHILDHOOD EDUCATOR III	BCN – ALL PCNs
5.183	EARLY CHILDHOOD EDUCATOR II	BCN – ALL PCNs

06.000 | Engineering & Allied

CLASS/TITLE CODE	TITLE	ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
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	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 IV	BCN, NDOC – ALL PCNs
6.988	ELECTRONICS TECHNICIAN I	BCN, NDOC – ALL PCNs

07.000 | Fiscal Management & Staff Services

CLASS/TITLE CODE	TITLE	ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
7.141	ACCOUNTANT TECHNICIAN II	DPS – PCNs 0030, 4709-1010
7.143	ACCOUNTANT TECHNICIAN I	DPS – PCN 4702-30
7.154	AUDITOR II	DHS 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	SENIOR MANAGEMENT ANALYST	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	DHS 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	SUPERVISOR, IT BUSINESS ANALYST	DPS – PCN 4709-7005, 4709-7014, 4709-8023
7.656	SENIOR IT BUSINESS ANALYST	DPS – PCNs 4702-0046, 4709-7013, 4709-8024, 4709-8025
7.657	IT BUSINESS ANALYST	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	ALL AGENCIES – ALL PCNs
7.724	TRAFFIC CENTER TECHNICIAN II	ALL AGENCIES – ALL PCNs
7.725	TRAFFIC CENTER TECHNICIAN I	ALL AGENCIES – ALL PCNs
7.726	TRAFFIC CENTER TECHNICIAN TRAINEE	ALL AGENCIES – ALL PCNs
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 II	BCN UNR – ALL FACILITIES SERVICES PCNs

09.000 | Mechanical & Construction Trades

CLASS/TITLE CODE	TITLE	ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
9.103	HIGHWAY MAINTENANCE MANAGER	ALL AGENCIES – ALL PCNs
9.106	HIGHWAY MAINTENANCE SUPERVISOR II	ALL AGENCIES – ALL PCNs
9.115	HIGHWAY MAINTENANCE SUPERVISOR I	ALL AGENCIES – ALL PCNs
9.117	HIGHWAY MAINTENANCE WORKER IV	ALL AGENCIES – ALL PCNs
9.120	HIGHWAY MAINTENANCE WORKER III	ALL AGENCIES – ALL PCNs
9.127	HIGHWAY MAINTENANCE WORKER II	ALL AGENCIES – ALL PCNs
9.130	HIGHWAY MAINTENANCE WORKER I	ALL AGENCIES – ALL PCNs
9.137	HIGHWAY CONSTRUCTION AID	ALL AGENCIES – ALL PCNs
9.200	SPECIAL EQUIPMENT OPERATOR III	ALL AGENCIES – ALL PCNs
9.201	EQUIPMENT OPERATION INSTRUCTOR	ALL AGENCIES – ALL PCNs
9.203	SPECIAL EQUIPMENT OPERATOR II	ALL AGENCIES – ALL PCNs
9.204	GROUNDS EQUIPMENT OPERATOR I	BCN – ALL PCNs
9.205	SEASONAL FORESTRY EQUIPMENT OPERATOR	ALL AGENCIES – ALL PCNs
9.208	DRIVER WAREHOUSE WORKER TRAINEE	NDOC – ALL PCNs
9.209	GROUNDS EQUIPMENT OPERATOR II	BCN – ALL PCNs
9.210	DRIVER WAREHOUSE WORKER I	ALL AGENCIES – ALL PCNs
9.211	DRIVER WAREHOUSE WORKER II	ALL AGENCIES – ALL PCNs
9.212	DRIVER WAREHOUSE SUPERVISOR	ALL AGENCIES – ALL PCNs
9.315	HIGHWAY EQUIPMENT MECHANIC SUPERVISOR I	ALL AGENCIES – ALL PCNs
9.317	HIGHWAY EQUIPMENT MECHANIC III	ALL AGENCIES – ALL PCNs
9.318	HIGHWAY EQUIPMENT MECHANIC II	ALL AGENCIES – ALL PCNs
9.321	HIGHWAY EQUIPMENT MECHANIC I	ALL AGENCIES – ALL PCNs
9.322	EQUIPMENT MECHANIC IV	BCN, DCNR-FORESTRY DIVISION – ALL PCNs
9.323	EQUIPMENT MECHANIC III	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOW – ALL PCNs
9.327	AUTO BODY WORKER	NDOT – ALL PCNs
9.331	EQUIPMENT MECHANIC II	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW – 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	ALL AGENCIES – ALL PCNs
9.354	CHIEF PILOT	ALL AGENCIES – ALL PCNs
9.355	PILOT II	ALL AGENCIES – ALL PCNs
9.356	PILOT III	ALL AGENCIES – ALL PCNs
9.357	AIRCRAFT MAINTENANCE SPECIALIST	ALL AGENCIES – ALL PCNs
9.359	PILOT I	ALL AGENCIES – ALL PCNs
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
9.470	THEATER TECHNICIAN I	BCN – ALL PCNs
9.471	THEATER TECHNICIAN II	BCN – ALL PCNs
9.481	MAINTENANCE REPAIR AIDE IV	BCN – ALL PCNs
9.482	MAINTENANCE REPAIR AIDE III	BCN – ALL PCNs
9.483	MAINTENANCE REPAIR AIDE II	BCN – ALL PCNs
9.484	MAINTENANCE REPAIR AIDE 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 - IRRIGATION	BCN – ALL PCNs
9.631	CUSTODIAL WORKER II	BCN – ALL PCNs
9.632	GROUNDS MAINTENANCE WORKER V – GROUNDS SERVICES	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

10.000 | Medical & Health & Related Services

CLASS/TITLE CODE	TITLE	ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
10.124	CORRECTIONS COUNSELOR V	NDOC – ALL PCNs
10.126	CORRECTIONS COUNSELOR IV	NDOC – ALL PCNs
10.132	CORRECTIONS COUNSELOR III	NDOC – ALL PCNs
10.139	MENTAL HEALTH COUNSELOR II	NDOC – ALL PCNs
10.141	MENTAL HEALTH COUNSELOR I	NDOC – ALL PCNs
10.143	CORRECTIONS COUNSELOR II	NDOC – ALL PCNs
10.144	CLINICAL SOCIAL WORKER II	NDOC – ALL PCNs
10.146	SUPERVISOR, TREATMENT HOME PROVIDER	ALL AGENCIES – ALL PCNs
10.148	TREATMENT HOME PROVIDER	ALL AGENCIES – ALL PCNs
10.150	CLINICAL SOCIAL WORKER I	NDOC – ALL PCNs
10.151	CLINICAL SOCIAL WORKER III	NDOC – ALL PCNs
10.217	HEALTH PROGRAM MANAGER II	DHS PBH – PCN 0037
10.229	MID-LEVEL MEDICAL PRACTITIONER	DHS, NDOC – 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 OF NURSING SERVICES II	DHS, NDOC – ALL PCNs, NDVS – ALL PCNs
10.301	DIRECTOR OF NURSING SERVICES I	DHS, NDOC – ALL PCNs
10.305	PSYCHIATRIC NURSE III	DHS, NDOC – ALL PCNs
10.306	PSYCHIATRIC NURSE IV	DHS, NDOC – ALL PCNs
10.307	PSYCHIATRIC NURSE II	DHS, NDOC – ALL PCNs
10.309	PSYCHIATRIC NURSE I	DHS, 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	DHS, NDOC – ALL PCNs
10.319	CORRECTIONAL NURSE I	DHS, NDOC – ALL PCNs
10.338	MENTAL HEALTH TECHNICIAN IV	DHS – ALL PCNs

10.339	DEVELOPMENTAL SUPPORT TECH IV	DHS – ALL PCNs
10.346	MENTAL HEALTH TECHNICIAN III	DHS – ALL PCNs
10.347	DEVELOPMENTAL SUPPORT TECH III	DHS – ALL PCNs
10.352	REGISTERED NURSE V	NDVS – ALL PCNs
10.354	REGISTERED NURSE IV	NDVS – ALL PCNs
10.356	MENTAL HEALTH TECHNICIAN II	DHS – ALL PCNs
10.357	DEVELOPMENTAL SUPPORT TECH II	DHS – ALL PCNs
10.358	NURSE I	DHS, NDOC, NDVS – ALL PCNs
10.359	REGISTERED NURSE II	NDVS – ALL PCNs
10.360	LICENSED PRACTICAL NURSE II	DHS, NDOC, NDVS – ALL PCNs
10.364	LICENSED PRACTICAL NURSE III	DHS, NDOC – ALL PCNs, NDVS – ALL PCNs
10.365	LICENSED PRACTICAL NURSE I	DHS, MIL – PCN 4023, NDOC – ALL PCNs, NDVS – ALL PCNs
10.366	MENTAL HEALTH TECHNICIAN I	DHS – ALL PCNs
10.367	DEVELOPMENTAL SUPPORT TECH I	DHS – 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	DHS – ALL PCNs
10.376	COMMUNITY HEALTH NURSE III	DHS – ALL PCNs
10.377	COMMUNITY HEALTH NURSE II	DHS – ALL PCNs
10.378	COMMUNITY HEALTH NURSE I	DHS – ALL PCNs
10.379	REGISTERED NURSE, BBYCA	MIL – PCN 4022
10.536	ENVIRONMENTAL SCIENTIST II	NDOT – PCNs 018012, 018013
10.540	SUPERVISOR, CANNABIS PROGRAM INSPECTOR	ALL AGENCIES – ALL PCNs
10.541	CANNABIS PROGRAM INSPECTOR	ALL AGENCIES – ALL PCNs
10.544	SENIOR CANNABIS PROGRAM INSPECTOR	ALL AGENCIES – ALL PCNs
10.545	ENVIRONMENTAL SCIENTIST IV	NDOT – PCN 018011
10.707	SUPERVISOR, CHEMIST	BCN – ALL PCNs
10.708	SENIOR CHEMIST	BCN – ALL PCNs
10.711	MICROBIOLOGIST IV	BCN – ALL PCNs
10.712	CHEMIST	BCN – ALL PCNs
10.715	MICROBIOLOGIST III	BCN – ALL PCNs
10.723	PHARMACY TECHNICIAN	DHS, NDOC – ALL PCNs
10.726	LABORATORY TECHNICIAN II	BCN – 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

11.000 | Regulatory & Public Safety

CLASS/TITLE CODE	TITLE	ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
11.118	MANAGER, PUBLIC SAFETY DISPATCHER	ALL AGENCIES – ALL PCNs
11.120	SUPERVISOR, PUBLIC SAFETY DISPATCHER	ALL AGENCIES – ALL PCNs
11.122	PUBLIC SAFETY DISPATCHER	ALL AGENCIES – ALL PCNs
11.125	SENIOR COMMUNICATIONS CALL TAKER	DPS – PCNs 1111, 1112
11.127	COMMUNICATIONS CALL TAKER	DPS – PCNs 1100 – 1109
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	ALL AGENCIES – ALL PCNs
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	ALL AGENCIES – ALL PCNs
11.144	FINGERPRINT/RECORDS SUPERVISOR	DPS – PCNs 4709-4, 4709-5
11.239	MILITARY SECURITY OFFICER V	ALL AGENCIES – ALL PCNs
11.240	MILITARY SECURITY OFFICER IV	ALL AGENCIES – ALL PCNs
11.241	MILITARY SECURITY OFFICER III	ALL AGENCIES – ALL PCNs
11.242	MILITARY SECURITY OFFICER II	ALL AGENCIES – ALL PCNs
11.243	MILITARY SECURITY OFFICER I	ALL AGENCIES – ALL PCNs
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
11.506	FIRE & LIFE SAFETY INSPECTOR I	ALL AGENCIES – ALL PCNs
11.510	FIRE & LIFE SAFETY INSPECTOR II	ALL AGENCIES – ALL PCNs
11.513	SAFETY REPRESENTATIVE, RAILWAY	ALL AGENCIES – ALL PCNs
11.515	SAFETY SPECIALIST, RAILWAY	ALL AGENCIES – ALL PCNs
11.550	TAXICAB VEHICLE INSPECTOR	ALL AGENCIES – ALL PCNs
11.552	SUPERVISOR, TAXICAB VEHICLE INSPECTOR	ALL AGENCIES – ALL PCNs
11.560	MANUFACTURED HOUSING INSPECTOR II	ALL AGENCIES – ALL PCNs
11.565	LOSS CONTROL COORDINATOR	NDOT – PCN 078002

12.000 | Social Services & Rehabilitation

CLASS/TITLE CODE	TITLE	ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
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	ALL AGENCIES – ALL PCNs
12.469	SUBSTANCE ABUSE COUNSELOR II	ALL AGENCIES – ALL PCNs
12.470	SUBSTANCE ABUSE COUNSELOR I	ALL AGENCIES – ALL PCNs
12.501	WARDEN	ALL AGENCIES – ALL PCNs
12.510	CORRECTIONAL MANAGER	ALL AGENCIES – ALL PCNs
12.517	CORRECTIONAL ASSISTANT	NDOC – ALL PCNs
12.523	MANAGER, JUVENILE SERVICES	ALL AGENCIES – ALL PCNs
12.532	HEAD GROUP SUPERVISOR	ALL AGENCIES – ALL PCNs
12.534	ASSISTANT HEAD GROUP SUPERVISOR	ALL AGENCIES – ALL PCNs
12.535	GROUP SUPERVISOR IV	ALL AGENCIES – ALL PCNs
12.537	GROUP SUPERVISOR III	ALL AGENCIES – ALL PCNs
12.538	GROUP SUPERVISOR II	ALL AGENCIES – ALL PCNs
12.541	GROUP SUPERVISOR I	ALL AGENCIES – ALL PCNs
12.553	ASSOCIATE WARDEN	ALL AGENCIES – ALL PCNs
12.556	CORRECTIONAL CASEWORK SPECIALIST III	ALL AGENCIES – ALL PCNs
12.559	CORRECTIONAL CASEWORK SPECIALIST II	ALL AGENCIES – ALL PCNs
12.565	CORRECTIONAL CASEWORK SPECIALIST I	ALL AGENCIES – ALL PCNs
12.571	CORRECTIONAL CASEWORK SPECIALIST TRAINEE	ALL AGENCIES – ALL PCNs
12.616	PAROLE & PROBATION SPECIALIST III	DPS – PCNs 3740-0564, 3740-1251, 3740-1439, 3740-1440, 3740-1441, 3740-1442

13.000 | Sworn Law Enforcement

CLASS/TITLE CODE	TITLE	ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
13.101	AGRICULTURE POLICE OFFICER III	ALL AGENCIES – ALL PCNs
13.102	AGRICULTURE POLICE OFFICER II	ALL AGENCIES – ALL PCNs
13.103	AGRICULTURE POLICE OFFICER I	ALL AGENCIES – ALL PCNs
13.111	DEPUTY BRAND INSPECTOR (COMMISSIONED)	ALL AGENCIES – ALL PCNs
13.115	STAFF GAME WARDEN	ALL AGENCIES – ALL PCNs
13.121	GAME WARDEN IV	ALL AGENCIES – ALL PCNs
13.122	GAME WARDEN III	ALL AGENCIES – ALL PCNs
13.123	GAME WARDEN II	ALL AGENCIES – ALL PCNs
13.124	GAME WARDEN I	ALL AGENCIES – ALL PCNs
13.131	PARKS REGIONAL MANAGER (COMMISSIONED)	ALL AGENCIES – ALL PCNs
13.135	PARK SUPERVISOR III (COMMISSIONED)	ALL AGENCIES – ALL PCNs
13.136	PARK SUPERVISOR II (COMMISSIONED)	ALL AGENCIES – ALL PCNs
13.137	PARK SUPERVISOR I (COMMISSIONED)	ALL AGENCIES – ALL PCNs
13.141	PARK RANGER III (COMMISSIONED)	ALL AGENCIES – ALL PCNs
13.142	PARK RANGER II (COMMISSIONED)	ALL AGENCIES – ALL PCNs
13.143	PARK RANGER I (COMMISSIONED)	ALL AGENCIES – ALL PCNs
13.202	DPS MAJOR	ALL AGENCIES – ALL PCNs
13.203	DPS CAPTAIN	ALL AGENCIES – ALL PCNs
13.204	DPS LIEUTENANT	ALL AGENCIES – ALL PCNs
13.205	DPS SERGEANT	ALL AGENCIES – ALL PCNs
13.206	DPS OFFICER II	ALL AGENCIES – ALL PCNs
13.207	DPS OFFICER I	ALL AGENCIES – ALL PCNs
13.215	UNIVERSITY POLICE LIEUTENANT	ALL AGENCIES – ALL PCNs

13.217	UNIVERSITY POLICE DETECTIVE	ALL AGENCIES – ALL PCNs
13.221	UNIVERSITY POLICE SERGEANT	ALL AGENCIES – ALL PCNs
13.222	UNIVERSITY POLICE OFFICER II	ALL AGENCIES – ALL PCNs
13.223	UNIVERSITY POLICE OFFICER I	ALL AGENCIES – ALL PCNs
13.234	LAW ENFORCEMENT AND TRAINING SPECIALIST	ALL AGENCIES – ALL PCNs
13.237	AG CYBERCRIME INVESTIGATOR II	ALL AGENCIES – ALL PCNs
13.238	AG CYBERCRIME INVESTIGATOR I	ALL AGENCIES – ALL PCNs
13.242	SUPERVISOR, CRIMINAL INVESTIGATOR I	ALL AGENCIES – ALL PCNs
13.243	CRIMINAL INVESTIGATOR III	ALL AGENCIES – ALL PCNs
13.246	AG DEPUTY CHIEF INVESTIGATOR	AG – ALL PCNs
13.251	CHIEF INVESTIGATOR, COMPLIANCE/ ENFORCEMENT	ALL AGENCIES – ALL PCNs
13.255	SUPERVISORY COMPLIANCE/ENFORCEMENT INVESTIGATOR	ALL AGENCIES – ALL PCNs
13.256	COMPLIANCE/ENFORCEMENT INVESTIGATOR III	ALL AGENCIES – ALL PCNs
13.257	COMPLIANCE/ENFORCEMENT INVESTIGATOR II	ALL AGENCIES – ALL PCNs
13.258	COMPLIANCE/ENFORCEMENT INVESTIGATOR I	ALL AGENCIES – ALL PCNs
13.263	UNIT MANAGER, YOUTH PAROLE BUREAU	ALL AGENCIES – ALL PCNs
13.265	YOUTH PAROLE COUNSELOR III	ALL AGENCIES – ALL PCNs
13.266	YOUTH PAROLE COUNSELOR II	ALL AGENCIES – ALL PCNs
13.267	YOUTH PAROLE COUNSELOR I	ALL AGENCIES – ALL PCNs
13.301	INSPECTOR GENERAL	ALL AGENCIES – ALL PCNs
13.309	CORRECTIONAL CAPTAIN	ALL AGENCIES – ALL PCNs
13.310	CORRECTIONAL LIEUTENANT	ALL AGENCIES – ALL PCNs
13.311	CORRECTIONAL SERGEANT	ALL AGENCIES – ALL PCNs
13.312	SENIOR CORRECTIONAL OFFICER	ALL AGENCIES – ALL PCNs
13.313	CORRECTIONAL OFFICER	ALL AGENCIES – ALL PCNs
13.314	CORRECTIONAL OFFICER TRAINEE	ALL AGENCIES – ALL PCNs
13.321	FORENSIC SPECIALIST IV	ALL AGENCIES – ALL PCNs
13.322	FORENSIC SPECIALIST III	ALL AGENCIES – ALL PCNs
13.323	FORENSIC SPECIALIST II	ALL AGENCIES – ALL PCNs
13.324	FORENSIC SPECIALIST I	ALL AGENCIES – ALL PCNs

Unclassified Positions

CLASS/TITLE CODE	TITLE	ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
U3720	DIVISION ADMINISTRATOR	DPS – PCN 4709-1
U3916	PROGRAM MANAGER, OIL/GAS/GEOTHERMAL	MIN – PCN 0002
U3918	DEPUTY ADMINISTRATOR, DIVISION OF 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	ALL AGENCIES – ALL PCNs
U4103	DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	ALL AGENCIES – ALL PCNs
U4141	DEPUTY DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	ALL AGENCIES – ALL PCNs
U4706	ADMINISTRATOR, DIVISION OF MINERALS	MIN – PCN 0001

U9005	DEPUTY ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION	DMV – PCNs RE2013, WF2014
U9010	CHIEF, NEVADA HIGHWAY PATROL	ALL AGENCIES – ALL PCNs
U9021	DIVISION ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION	ALL AGENCIES – ALL PCNs
U9033	DEPUTY DIRECTOR, INDUSTRIAL PROGRAMS	ALL AGENCIES – ALL PCNs
U9034	DEPUTY DIRECTOR, OPERATIONS SOUTH	ALL AGENCIES – ALL PCNs
U9041	CHIEF GAME WARDEN	ALL AGENCIES – ALL PCNs
U9074	PHARMACIST 1	DHS, NDOC – ALL PCNs
U9075	PHARMACIST 2	DHS – ALL EXCEPT PCN 3243-0014; NDOC – ALL PCNs
U9076	PHARMACIST 3	DHS, NDOC – ALL PCNs
U9086	SENIOR INSTITUTIONAL DENTIST (RANGE B)	NDOC – ALL PCNs
U9087	SENIOR PHYSICIAN (RANGE C)	DHS, NDOC – ALL PCNs
U9088	SENIOR PSYCHIATRIST (RANGE C)	DHS, NDOC – ALL PCNs

AGENCY 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
DHS	Department of Human Services
DHS PBH	Department of 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

ITEM VIII

Human Resources Commission Meeting
September 25, 2026

REPORT OF CLASSIFICATION CHANGES NOT REQUIRING HUMAN RESOURCES COMMISSION APPROVAL

Attached is a report of changes made to the classification plan pursuant to NRS 284.160, sections 5 through 7 which reads as follows:

"5. The classification plan and changes therein are subject to approval by the Commission, except that the Administrator, at the request of an appointing authority, 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.

6. 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.

7. 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 effected:

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ACCOUNTANT	**34**	**B**	**7.137**
SENIOR ACCOUNTANT	**36**	**B**	**7.136**
SUPERVISOR, ACCOUNTANT	**38**	**B**	**7.135**

JOB SUMMARY

Accountants are responsible for preparing various financial statements and reports in accordance with Generally Accepted Accounting Principles (GAAP) and the standards of the Governmental Accounting Standards Board (GASB).

JOB DUTIES

ACCOUNTANT

1. Establish and maintain accounting systems and procedures for fiscal transactions, classification of expenditures, and current fund balances.
2. Compile and analyze information needed to develop complex and specialized financial statements found in year-end audit statements of financial positions.
3. Prepare and analyze working trial balances, identify and correct errors, and generate journal entries.
4. Generate balance sheets, income statements, and changes in fund balance statements from working trial balances.
5. Analyze fiscal data and reconcile or oversee the reconciliation of accounts and controller's reports.
6. Perform related duties as assigned.

SENIOR ACCOUNTANT

1. Duties performed at the previous level, AND:
2. Prepare notes to financial statements with supporting workpapers, tying in all amounts to the basic financial statement.
3. Establish internal accounting procedures for preparing financial statements and managing workflow.
4. Provide support regarding accounting problems and management information systems and provide advice, consultation, direction, and training.
5. Schedule and coordinate audits with independent auditors, prepare supporting work papers, and provide other assistance.
6. Review audit reports and write summaries of findings and recommendations, discuss audit findings with agency management, and implement audit recommendations.
7. Prepare various other financial reports for federal, private grant, or national repository purposes, and ad hoc reports for use by outside entities.
8. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
9. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
10. Perform related duties as assigned.

ACCOUNTANT	**34**	**B**	**7.137**
SENIOR ACCOUNTANT	**36**	**B**	**7.136**
SUPERVISOR, ACCOUNTANT	**38**	**B**	**7.135**

SUPERVISOR, ACCOUNTANT

1. Duties performed at the previous levels, AND:
2. Oversee the compilation and accurate reporting of funds.
3. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
4. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

ACCOUNTANT

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR ACCOUNTANT

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, ACCOUNTANT

Four or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

ACCOUNTANT

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- GAAP to include cost, managerial, and fund accounting principles and practices; spreadsheet and word processing software; principles and practices of bookkeeping.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Perform complex reconciliations to determine accuracy of account balances; read, understand, and interpret manuals, policies, procedures, statutes, and administrative codes and regulations.

SENIOR ACCOUNTANT

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Governmental financial reporting standards; budgeting activities including preparation, justification,

maintenance, analysis, and status reporting.
- Automated and manual management reporting systems to create output formats and obtain accurate and complete financial information.

Skill in:
- Negotiating sensitive issues such as budgeting, contracts, and other fiscal transactions.

Ability to:
- Analyze and interpret financial reports and complex technical fiscal data; develop procedures and practices to increase work effectiveness.
- Develop bill draft requests, contracts, policies, and procedures for complex financial processes.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR, ACCOUNTANT

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.
- State governmental legislative processes; supervisory principles and practices.
- Basis of accounting and measurement focus for all fund types and account groups.

Ability to:
- Prepare and analyze complex financial statements that include all fund types and account groups and notes to the financial statements; interpret and apply GASB pronouncements.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

ACCOUNTANT	**34**	**B**	**7.137**
SENIOR ACCOUNTANT	**36**	**B**	**7.136**
SUPERVISOR, ACCOUNTANT	**38**	**B**	**7.135**

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, AUDITOR	**38**	**B**	**7.139**

JOB SUMMARY

Manager, Auditors plan, develop, organize, coordinate, direct, and evaluate auditing functions of a department.

JOB DUTIES

1. Manage the department's auditing function.
2. Plan, organize, direct, control, and coordinate resources and personnel.
3. Direct the development of management programs and associated policies and procedures.
4. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
5. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
6. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
7. Prepare analytical, audit, narrative, and statistical reports.
8. Establish, maintain, and implement audit systems, internal reporting, controls, and records systems.
9. Review audit and financial data and reports to identify and correct errors.
10. Review and evaluate operational efficiency and compliance.
11. Advise upper management in auditing and audit reporting.
12. Provide advice, consultation, direction, training, and support to agency staff, service providers, or external organizations.
13. Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
14. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
15. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
16. Train, supervise, schedule, evaluate the performance of a team, and other supervisory duties as appropriate for managing people.
17. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five years of applicable experience as described in the job duties with a minimum of three years of supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions; audit concepts; audit procedures to sufficiently review complex audits.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.
- Governmental accounting and budgeting; statistical methodology; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Automated and manual management reporting systems to create output formats and obtain accurate and complete financial information.

Skill in:

- Collection and presentation of evidence of audit findings.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Establish, administer, and maintain internal controls; evaluate and interpret audit reports; make independent decisions regarding audit findings and corrective recommendations.
- Assess the operational impact of legislation or audit recommendations.
- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical, and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.

- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
AUDITOR I	**32**	**B**	**7.161**
AUDITOR II	**34**	**B**	**7.154**
SENIOR AUDITOR	**36**	**B**	**7.148**
SUPERVISOR, AUDITOR	**37**	**B**	**7.145**

JOB SUMMARY

Auditors conduct audits on financial and/or tax accounts, records, activities, operations and/or internal controls of individuals, business organizations, State agencies, or other government jurisdictions subject to State taxation or regulation.

JOB DUTIES

AUDITOR I

1. Conduct entrance and exit interviews with representatives, clarify audit purpose, discuss findings, verify facts, and address questions.
2. Conduct investigations and audits based on the audit schedule and on suspected fraudulent activity by employees, contractors, and/or vendors.
3. Research audit history and perform audit steps for persons, organizations, and/or agencies.
4. Review financial and tax accounts, examine narrative and flowchart documentation, and interview personnel to assess compliance.
5. Prepare reports, conduct research, develop case files, formulate conclusions, and maintain evidence for potential litigation.
6. Perform related duties as assigned.

AUDITOR II

1. Duties performed at the previous level, AND:
2. Provide recommendations to enhance controls and procedures for standardization, system integrity, and ensure compliance with regulations.
3. Monitor audit recommendation implementation progress and adhere to established procedures and policies.
4. Represent evidence before State governing bodies and testify in court.
5. Facilitate the collection of delinquent contributions, recommend legal action, serve legal documents on tax assessments, execute judgment liens, and instruct law enforcement for asset seizure.
6. Perform related duties as assigned.

SENIOR AUDITOR

1. Duties performed at the previous levels, AND:
2. Conduct internal audits, evaluate systems and processes, mitigate risk, ensure reliability and integrity of financial and operational information, safeguard assets, and ensure compliance.
3. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.

AUDITOR I	**32**	**B**	**7.161**
AUDITOR II	**34**	**B**	**7.154**
SENIOR AUDITOR	**36**	**B**	**7.148**
SUPERVISOR, AUDITOR	**37**	**B**	**7.145**

4. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
5. Perform related duties as assigned.

SUPERVISOR, AUDITOR

1. Duties performed at the previous levels, AND:
2. Review completed audits.
3. Resolve appeal determinations and represent cases before the hearing officer.
4. Determine audit inventory and select accounts to be audited.
5. Develop and deliver public training workshops.
6. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

AUDITOR I

Graduation from high school or equivalent education.

AUDITOR II

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR AUDITOR

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, AUDITOR

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

AUDITOR I

Knowledge of:

- Accounting and financial record keeping principles and practices; accounting principles; audit techniques and procedures.

Skill in:

- Reading technical documents such as leases, rental agreements, purchase agreements, bids, and financial statements.
- Written English sufficient to compose reports and business correspondence.

AUDITOR I	**32**	**B**	**7.161**
AUDITOR II	**34**	**B**	**7.154**
SENIOR AUDITOR	**36**	**B**	**7.148**
SUPERVISOR, AUDITOR	**37**	**B**	**7.145**

- Mathematical computations.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:
- Communicate with a variety of individuals to effectively gather and transmit necessary information.

AUDITOR II

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:
- Applicable federal and State laws, regulations, guidelines, and agency policies and procedures.
- Investigative procedures used to establish facts; report writing to delineate audit techniques utilized, facts discovered, and conclusions reached.

Skill in:
- Analyzing financial systems and making corrective recommendations.

SENIOR AUDITOR

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:
- Data processing principles and methods of auditing computerized accounting systems.
- Court decisions and precedents relevant to the area of assignment.
- Administrative law procedures for administrative hearing; collection and presentation of evidence.

Skill in:
- Organizing and presenting evidence and documentation.
- Investigating laws, court cases, hearing officer decisions, and/or other relevant research materials.

Ability to:
- Review, edit, and enhance formal determination letters.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR, AUDITOR

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:
- Audit methodology to review and approve audit reports.
- Principles and practices of supervision and human resources.

Skill in:

AUDITOR I	**32**	**B**	**7.161**
AUDITOR II	**34**	**B**	**7.154**
SENIOR AUDITOR	**36**	**B**	**7.148**
SUPERVISOR, AUDITOR	**37**	**B**	**7.145**

- Organizing the activities of others and delegating work to effectively accomplish goals and objectives.
- Determining correct mathematical methods or formulas to solve problems.
- Providing consultation and/or expert advice or testimony.

Ability to:

- Evaluate complex information against a set of standards; use logic to analyze or identify underlying principles, relationships, or facts associated with information to draw logical conclusions; review and/or edit documents for accuracy, completeness, and compliance; organize audits by type and size to maintain a high level of productivity; apply accounting principles and concepts to audit problems.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing) ☒ Ability to understand technical manuals

AUDITOR I	**32**	**B**	**7.161**
AUDITOR II	**34**	**B**	**7.154**
SENIOR AUDITOR	**36**	**B**	**7.148**
SUPERVISOR, AUDITOR	**37**	**B**	**7.145**

☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, HUMAN RESOURCES	**41**	**A**	**7.509**

JOB SUMMARY

Managers, Human Resources plan, develop, organize, coordinate, direct, and evaluate the human resources activities within a department or division or within a section of the Division of Human Resource Management.

JOB DUTIES

1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies, procedures, and work standards.
3. Develop goals and objectives and plan and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Plan, organize, review and evaluate human resources, recruitment and employment, agency payroll, classification, compensation, employee and labor relations, and Americans with Disabilities Act Amendments Act accommodation activities.
5. Develop and implement human resource systems and processes.
6. Assist in planning and coordinating and/or conducting major analytical projects related to human resource functional areas, monitor project status, and provide reports.
7. Perform job analysis, recruitment and/or selection activities.
8. Prepare analytical, narrative, and statistical reports.
9. Prepare, review, and submit regulatory filings, applications, and reports to relevant authorities.
10. Supervise the maintenance of records and files.
11. Organize special projects, prepare reports, and make presentations to various groups.
12. Identify, approve, and direct training needs, recommendations, and the instruction of methods and practices.
13. Represent the agency in meetings with other agencies, governmental agencies, business and professional organizations, employee organizations and the public.
14. Advise leadership on a wide variety of employee issues.
15. Investigate employee grievances and advise leadership on conflict resolution.
16. Serve as a liaison between various stakeholders, including federal, State, and local agencies to coordinate activities, resolve issues, and represent department interests.
17. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
18. Analyze and propose legislative changes for program management, draft amendments and provide testimony.
19. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
20. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
21. Train, supervise, schedule, and evaluate the performance of employees and other supervisory duties as appropriate for managing people.
22. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five years of applicable experience as described in the job duties with a minimum of three years of supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; political and social context; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions; practices of the Legislature and the Executive Branch; regulatory requirements and relevant industry standards; regulatory submission and approval processes.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources; teambuilding and group dynamics.
- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Program development and implementation in the assigned areas of discipline; conflict resolution, persuasion, and understanding the implications of new information; modern strategies for managing public human resource programs, including classification and pay, recruitment, selection and examination, performance appraisal, selection and employee relations.

Skill in:

- Preparing, justifying, and administering a comprehensive and diversified budget, preparing requests for proposals, and preparing and administering contracts.
- Coordinating, distributing, and effectively documenting personnel actions.
- Analyzing specific situations and determining solutions within the framework of laws, regulations, and policies; performing research; collecting and analyzing data; reporting information; establishing priorities amongst conflicting needs with limited resources; working with leadership and community representatives; coordinating, distributing and documenting employee actions.
- Time management, monitoring performance, and system understanding.
- Negotiation, analytical and legal interpretation, and conflict resolution; negotiating and applying reason to resolve employee relations issues; negotiating political, confidential, and sensitive issues.
- Building consensus among diverse individuals with varying opinions.
- Active listening.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.

- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
HUMAN RESOURCES BUSINESS PARTNER	**36**	**B**	**7.520**
SUPERVISOR, HUMAN RESOURCES BUSINESS PARTNER	**38**	**B**	**7.514**

JOB SUMMARY

Human Resources Business Partners formulate partnerships between the Division of Human Resource Management and State agencies to provide services for one or more specialized area.

JOB DUTIES

HUMAN RESOURCES BUSINESS PARTNER

1. Provide statewide human resources services for multiple departments in the areas of compliance, employee relations, recruitment and selection, classification and compensation, and other related areas.
2. Serve as primary point-of-contact for assigned agencies.
3. Establish and maintain relationships with hiring managers and appointing authorities.
4. Develop and implement strategies to identify, attract, and hire employees.
5. Provide assistance, interpretation, guidance, and consultation to State departments.
6. Advise management on human resource related issues and make recommendations.
7. Make eligibility determinations and accept or deny applications.
8. Analyze trends and metrics to develop and make recommendations of programs, policies, and procedures.
9. Participate in recruitment campaigns and job fairs.
10. Facilitate process of candidate selection, interviewing, job offers, background checks, and onboarding.
11. Perform job analyses on recruitment activities, design and implement recruitment programs, and prepare job announcements, advertisements, and other recruitment materials.
12. Participate in the grievance process and track due dates and timelines.
13. Interpret and administer various bargaining unit agreements and provide guidance.
14. Conduct agency audits and prepares reports, makes recommendations, and performs job evaluations.
15. Review, update and assist in the creation of new job descriptions.
16. Collect compensation and benefit data and prepare analysis and reports.
17. Design, develop and conduct market studies.
18. Handle administrative investigations and prepare final reports.
19. Prepare legislative bill draft requests and coordinate legislative bill tracking.
20. Develop, review, and revise human resource publications.
21. Assist with the development of recruitment and succession plans.
22. Provide statewide guidance, advice, assistance, interpretation, and support on human resources issues.
23. Testify and/or make presentations before commissions, committees, hearing officers, labor unions, and legislative bodies.
24. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
25. Perform related duties as assigned.

HUMAN RESOURCES BUSINESS PARTNER	**36**	**B**	**7.520**
SUPERVISOR, HUMAN RESOURCES BUSINESS PARTNER	**38**	**B**	**7.514**

SUPERVISOR, HUMAN RESOURCES BUSINESS PARTNER

1. Duties performed at the previous level, AND:
2. Serve as a member of leadership's Labor Relations team in contract negotiations, analyze contract proposal impacts, and develop recommendations.
3. Advise leadership regarding employee relations procedures, issues and cases, grievances, disciplinary actions, human resources policies, and contract application and interpretation.
4. Interpret and convey human resources related policies, procedures, laws and regulations to managers, supervisors and employees.
5. Supervise the development and delivery of training programs and workshops on a variety of human resources topics.
6. Provide oversight for human resource systems.
7. Consult, evaluate, and recommend decisions on employment applications and supplemental documentation for job-related qualifications.
8. Audit statewide announcements and recruitments and ensure compliance.
9. Participate in developing, reviewing, revising, and implementing policies and procedures.
10. Participate in budget planning and labor forecasting process.
11. Train, supervise, schedule, and evaluate the performance of employees and other supervisory duties as appropriate for managing people
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

HUMAN RESOURCES BUSINESS PARTNER

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, HUMAN RESOURCES BUSINESS PARTNER

Four or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

HUMAN RESOURCES BUSINESS PARTNER

Knowledge of:

- Applicable federal and State laws, regulations and agency policies and procedures; organizational structure of State government, its agencies, and divisions.
- Methods of research and analysis; applicable position classification, compensation, employee relations, labor relations, employee recruitment, and veterans' employment principles and practices.
- Affirmative action policies and goals; monitor agency goals and report statistics; interviewing techniques; human resource information systems including use of applicant tracking.
- Development, revision, and implementation of State laws and regulations.

Skill in:

- Negotiating with administrators, managers, and employees when presenting controversial issues or new

concepts.
- Interpreting and applying provisions of federal and State laws and regulations, policies and procedures; analyzing and recommending human resource solutions; interacting with all levels of employees and management; business correspondence and reports.
- Analyzing problems and recommending solutions.
- Interacting with State employees and management.
- Developing analytical, narrative, and statistical reports.
- Presenting the Division of Human Resource Management's position before a variety of commissions, hearings, and legislative bodies.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:
- Maintain confidentiality, interpret laws, regulations, rules, policies and procedures; use tact and discretion when dealing with others.
- Represent the agency before a variety of hearing bodies; examine and resolve problems of a sensitive nature; develop justifications, recommendations and decisions for hearings, appeals and/or presentations; effectively answer questions and providing solutions to human resource issues; negotiate with administrators, managers and employees.
- Maintain confidentiality guidelines; complete projects; use initiative and independent judgment within established procedural guidelines.
- Prepare clear and concise reports, correspondence, and other written materials; maintain records and files.
- Communicate with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds; make presentations and represent the agency at community events and/or job fairs.

SUPERVISOR, HUMAN RESOURCES BUSINESS PARTNER

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices; and Federal Civil Rights legislation.
- Principles and practices of supervision and human resources.

Skill in:
- Examining and resolving problems of a sensitive nature.
- Developing justifications, recommendations, and decisions for hearings, appeals, or for presentations.
- Answering questions, analyzing problems, and recommending solutions.

Ability to:
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations,

practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
HUMAN RESOURCES PROFESSIONAL	**36**	**A**	**7.522**
SUPERVISOR, HUMAN RESOURCES PROFESSIONAL	**38**	**A**	**7.517**

JOB SUMMARY

Human Resources Professionals coordinate and provide administrative oversight of staff and activities related to human resources functions in a department or division.

JOB DUTIES

HUMAN RESOURCES PROFESSIONAL

1. Plan, organize, and review human resources activities.
2. Review, revise, and implement human resources goals, objectives, policies, procedures, and work standards.
3. Assess needs, solving problems, explain services, and interpreting laws, regulations, policies, and procedures.
4. Conduct training sessions in specific areas of expertise.
5. Oversee the maintenance of records and files.
6. Organize special projects.
7. Prepare reports on human resources activities.
8. Represent the agency in meetings with other State agencies, governmental entities, business and professional organizations, and the public.
9. Advise leadership on employee issues.
10. Recommend alternative solutions and/or courses of action.
11. Coordinate with the Division of Human Resource Management regarding provisions of employees' collective bargaining agreements.
12. Make presentations before boards, commissions, and committees.
13. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
14. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
15. Perform related duties as assigned.

SUPERVISOR HUMAN RESOURCES PROFESSIONAL

1. Duties performed at the previous level, AND:
2. Participate in the development of the work unit's budget.
3. Responsible for the human resources functions and oversee the daily activities of the human resources functions.
4. Train, supervise, schedule, and evaluate the performance of employees and other supervisory duties as appropriate for managing people.
5. Perform related duties as assigned.

HUMAN RESOURCES PROFESSIONAL	**36**	**A**	**7.522**
SUPERVISOR, HUMAN RESOURCES PROFESSIONAL	**38**	**A**	**7.517**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

HUMAN RESOURCES PROFESSIONAL

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, HUMAN RESOURCE PROFESSIONAL

Four or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

HUMAN RESOURCES PROFESSIONAL

Knowledge of:

- Applicable federal and State laws and regulations and agency policies and procedures.
- Modern principles, practices, and methods in the management of human resources programs.

Skill in:

- Performing research, collecting and analyzing data, and reporting information; negotiating and applying persuasive reasoning to resolve employee relations issues; establishing priorities.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Coordinate, distribute, and document personnel actions; advise and consult on matters relating to human resources functions; analyze information, problems, situations, practices or procedures to define objectives, identify relevant concerns, formulate logical conclusions and recognize alternatives and their implications.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various, social, educational, and economic backgrounds.
- Resolve conflicts, mediate, negotiate and exchange ideas, information and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity and timeliness; analyze information, problems, situations, practices or procedures to define objectives, identify relevant concerns, formulate logical conclusions and recognize alternatives and their implications.

SUPERVISOR, HUMAN RESOURCES PROFESSIONAL

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.
- Coordinating, distributing, and documenting personnel actions.

Skill in:

- Effectively communicating in front of quasi-judicial, judicial, and legislative bodies.
- Advising and consulting on matters relating to human resources functions.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak English
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings.

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HUMAN RESOURCES PROFESSIONAL	**36**	**A**	**7.522**
SUPERVISOR, HUMAN RESOURCES PROFESSIONAL	**38**	**A**	**7.517**

work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
HUMAN RESOURCES GENERALIST I	**25**	**E**	**7.536**
HUMAN RESOURCES GENERALIST II	**27**	**E**	**7.535**
SENIOR HUMAN RESOURCES GENERALIST	**29**	**E**	**7.532**

JOB SUMMARY

Human Resources Generalists perform a variety of human resources activities and functions.

JOB DUTIES

HUMAN RESOURCES GENERALIST I

1. Review, verify, and process employee personnel documents.
2. Process and monitor human resources actions.
3. Maintain human resources files, records, and reports.
4. Respond to human resource inquiries and requests.
5. Provide information to employees, leadership, other agencies, and the public.
6. Perform related duties as assigned.

HUMAN RESOURCES GENERALIST II

1. Duties performed at the previous level, AND:
2. Provide information regarding the proper method of completing forms, processing information, and reconciling errors.
3. Discuss recruitment plans with leadership, schedule interviews, and provide candidates with new hire information.
4. Participate in the development of recruitment strategies, draft job announcements, and participate in outreach activities.
5. Prepare and process employees' information in the appropriate Human Resources Information System (HRIS).
6. Coordinate the process for candidate preboarding and onboarding instructions and employee terminations.
7. Conduct employee orientation and other Human Resources related events.
8. Determine benefit eligibility.
9. Provide liaison services for employees regarding workers' compensation, coordinate early return to work and modified duty, complete necessary forms, monitor lost time, and arrange for Family Medical Leave Act (FMLA).
10. Research applicable laws, regulations, policies, and procedures.
11. Conduct research, compile data, summarize information, prepare written reports and recommendations, and assist in the preparation of final reports.
12. Perform related duties as assigned.

SENIOR HUMAN RESOURCES GENERALIST

1. Duties performed at the previous levels, AND:

HUMAN RESOURCES GENERALIST I	**25**	**E**	**7.536**
HUMAN RESOURCES GENERALIST II	**27**	**E**	**7.535**
SENIOR HUMAN RESOURCES GENERALIST	**29**	**E**	**7.532**

2. Prepare recruitment and selection procedures.
3. Certify and maintain hiring lists.
4. Assist management with disciplinary actions, complaints, and grievances.
5. Receive, review, make recommendations, and process requests for accelerated rate and equity adjustments.
6. Audit, reconcile, and authorize human resources documents and transactions.
7. Recommend approval or disapproval of FMLA and catastrophic leave requests.
8. Research human resources issues and process transactions.
9. Provide support to student employment, payroll, recruitment and selection, classification research and analysis, training, and HRIS.
10. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
11. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

HUMAN RESOURCES GENERALIST I

Graduation from high school or equivalent education.

HUMAN RESOURCES GENERALIST II

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR HUMAN RESOURCES GENERALIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

HUMAN RESOURCES GENERALIST I

Knowledge of:

- Administrative support functions and recordkeeping methods.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Process documents; establish and maintain files and records; perform mathematical calculations.
- Read, understand, and explain regulations, rules, policies, and procedures; interact with individuals of various social, educational, and cultural backgrounds.

HUMAN RESOURCES GENERALIST I	**25**	**E**	**7.536**
HUMAN RESOURCES GENERALIST II	**27**	**E**	**7.535**
SENIOR HUMAN RESOURCES GENERALIST	**29**	**E**	**7.532**

HUMAN RESOURCES GENERALIST II

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; organizational structure of State government.
- Principles and practices of public human resources administration; recruitment and selection; interview techniques.
- Personnel recordkeeping principles and practices; evaluation methodologies and sources of materials; analyzing employee issues and making recommendations.

Skill in:

- Applying and explaining applicable regulations and codes.

Ability to:

- Research and apply applicable laws, regulations, and other sources of information to specific problems and situations.
- Perform payroll operations; make eligibility determinations based on standard requirements.
- Receive and resolve complaints and process human resources transactions.

SENIOR, HUMAN RESOURCES GENERALIST

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Human resources principles, practices, and methods used in classification, recruitment, selection and/or payroll.

Skill in:

- Writing and composing job announcements, business correspondence, and reports.

Ability to:

- Research rules and regulations, audit documents, and calculate and reconcile human resources and/or payroll transactions.
- Establish and maintain cooperative working relationships with all levels of management and employees.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of

HUMAN RESOURCES GENERALIST I	**25**	**E**	**7.536**
HUMAN RESOURCES GENERALIST II	**27**	**E**	**7.535**
SENIOR HUMAN RESOURCES GENERALIST	**29**	**E**	**7.532**

criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FISCAL ANALYST	**37**	**B**	**7.602**

JOB SUMMARY

Fiscal Analysts assess, monitor, and maintain accounting information and financial data for a program or department.

JOB DUTIES

1. Conduct market research, prepare spreadsheets, produce financial reports and forecasts.
2. Prepare grant applications for federal funding.
3. Research and compile financial purchases, expenditures and contracts, compare expenditures and approve transactions.
4. Develop and evaluate applications for subgrants and ensure recipient compliance.
5. Conduct orientation and grants management and compliance training and workshops.
6. Analyze and resolve operating and fiscal management concerns.
7. Review audits and financial records.
8. Serve as contract manager for grants, contracts, leases, and other projects.
9. Compile data and prepare reports on program activities, funding sources, grants, contracts, and leases.
10. Prepare, review, and evaluate financial reports, contracts, leases, and other documents.
11. Identify, plan, and coordinate capital improvement projects.
12. Evaluate bids, present and defend project proposals, and provide status reports.
13. Determine eligibility for grant applications and provide justification for approvals or denials.
14. Monitor construction and repair activities of a project.
15. Assess, monitor, control, and review grant projects and programs and provide technical assistance to subgrantees.
16. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
17. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, rules, guidelines, and agency policies and procedures; organizational structure and programs administered by the agency; State budgeting, accounting, and fiscal management principles and practices; contract preparation and management; principles of business

management.

- Fiscal management, accounting practices, and problem-solving techniques; contract preparation and management; federal requirements for fund disbursements, record retention, and audit purposes; account coding, cost/benefit analysis, grant regulations, and program evaluation; Generally Accepted Accounting Principles methods.
- Technical and legal terminology related to grants; managing grants and payment systems; accounting and financial recordkeeping practices and terminology; analyzing and interpreting reports, records, and information; funding sources and fiscal policies and procedures; federal and State grant writing and funding disbursement requirements; documentation and accountability.
- Program planning and evaluation; data collection, evaluation, and analysis; compliance monitoring.
- State payment systems.

Skill in:

- Mathematical calculations to develop financial and statistical models and reports.
- Organizational planning, fiscal forecasting, contract, and purchasing policies and procedures.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Prepare financial and budget reports and make fiscal projections; analyze financial statements; complete forms; perform reconciliations to determine accuracy of account balances; read and interpret financial documents.
- Interpret, apply, and explain laws and regulations, department programs and procedures; program, grant, contract, and lease restrictions; make presentations; compile reports.
- Read, write, interpret, explain, and apply legal and technical documents; explain department actions, policies, and procedures; instruct grant recipients; write program plans, reports, and grant applications.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SALES AND PROMOTION REPRESENTATIVE	**29**	**B**	**7.829**
SENIOR SALES AND PROMOTION REPRESENTATIVE	**31**	**B**	**7.850**

JOB SUMMARY

Sales and Promotion Representatives plan and direct the promotion and sales of books, magazines, calendars, clothing, merchandise, sales catalogs, memberships, public programs, promotional items, and/or services.

JOB DUTIES

SALES AND PROMOTION REPRESENTATIVE

1. Publicize and advertise publications, merchandise, and product lines.
2. Research markets and contact merchants, distributors, or organizations to place advertising.
3. Mail brochures or advance copies and follow up with potential distributors or buyers to expand the market.
4. Manage special promotional campaigns and merchandising.
5. Identify strategy, costs, and distribution plans.
6. Develop brochures and initiate and write advertising.
7. Arrange author appearances, special incentives, gifts, or bouses.
8. Contact sales representatives, distributors, and other interested parties to increase sales.
9. Process orders, maintain product inventory, and update customer and vendor data files.
10. Review and resolve customer complaints.
11. Calculate costs and charges, analyze sales information, and confirm future distribution needs.
12. Plan, market, and manage the sale of memberships and renewals.
13. Provide for donor/member database management and promote public programs.
14. Promote the sale of business sponsorships, advertising space, memberships, and coordinate pledge drives and/or events.
15. Coordinate the implementation of underwriting contracts.
16. Perform related duties as assigned.

SENIOR SALES AND PROMOTION REPRESENTATIVE

1. Duties performed at the previous level, AND:
2. Participate in the development of the work unit's budget, authorize purchases, allocate funds, and monitor budgets.
3. Write press releases for upcoming publications and market publications.
4. Write, edit, and print catalogs for publication offerings.
5. Oversee volunteers during promotional exhibits, author appearances, organizational functions, and special events.
6. Write press releases for upcoming public programs and write, edit, and print catalogs for public program offerings.
7. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
8. Perform related duties as assigned.

SALES AND PROMOTION REPRESENTATIVE	**29**	**B**	**7.829**
SENIOR SALES AND PROMOTION REPRESENTATIVE	**31**	**B**	**7.850**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

SALES AND PROMOTION REPRESENTATIVE

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR SALES AND PROMOTION REPRESENTATIVE

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

SALES AND PROMOTION REPRESENTATIVE

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- English grammar, syntax, and punctuation; journalistic style writing; sales and promotional techniques; record-keeping practices; photography as it relates to selection of photographs for reproduction quality and intrinsic value.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Generate or create potential for sales or programs; write copy for catalogs, brochures, and advertisements for sales and promotional campaigns; make presentations to groups, individuals, librarians, retailers, and wholesalers; establish and maintain cooperative working relationships with co-workers, vendors, clients, and customers; arrange copy and/or art work for promotional materials; calculate costs of merchandise and return on sales; prepare reports and statistics.

SENIOR SALES AND PROMOTION REPRESENTATIVE

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- State budgeting, accounting, and purchasing; internal policies regarding discounts, pricing, and cooperative advertisements.
- Effective marketing and sales campaigns for various types of merchandise or publications; graphic arts/designs and illustrative materials; production schedules.

Ability to:

- Effectively merchandise a product line; carry out effective marketing campaigns to increase sales; review publications and their respective deadlines and submission requirements; organize and direct promotional exhibits, program events, and author appearances; accurately take reservations for offered promotional and program events; market and promote membership/renewal programs.

SALES AND PROMOTION REPRESENTATIVE	**29**	**B**	**7.829**
SENIOR SALES AND PROMOTION REPRESENTATIVE	**31**	**B**	**7.850**

- Manage and maintain a database; write and design a wide variety of promotional materials, advertisements, and other marketing materials; write press releases according to journalistic guidelines; proofread written materials and detect errors with a high degree of accuracy; determine effectiveness of ads and other promotional campaigns; analyze sales records and make adjustments or recommendations when necessary to increase or improve sales; provide supervision and direction volunteer workers; prepare and maintain a budget.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

SALES AND PROMOTION REPRESENTATIVE	**29**	**B**	**7.829**
SENIOR SALES AND PROMOTION REPRESENTATIVE	**31**	**B**	**7.850**

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FIRE AND LIFE SAFETY PLANS EXAMINER	**36**	**B**	**11.508**
SUPERVISOR, FIRE AND LIFE SAFETY PLANS EXAMINER	**38**	**B**	**11.509**

JOB SUMMARY

Fire and Life Safety Plans Examiners review preliminary and final working drawings of new and remodeled buildings, paint spray booths, and above ground tanks for compliance with fire and life safety State regulations and adopted codes.

JOB DUTIES

FIRE AND LIFE SAFETY PLANS EXAMINER

1. Review architectural, mechanical, electrical, automatic fire protection, fire alarm and extinguishing, and kitchen hood and duct systems.
2. Determine construction types, occupancy classifications, hazardous materials classifications, types of fire protection systems required, and applicable provisions of relevant codes.
3. Identify corrective action needed, write and submit reports, and inform applicable parties.
4. Conduct a predesign conference with stakeholders for major building projects.
5. Conduct fast track plan reviews and issue permits as requested by applicants.
6. Research and evaluate waiver and variance requests and recommend responses to leadership.
7. Consult with stakeholders regarding the application and interpretation of adopted and recognized codes and regulations in the State Fire Marshal's jurisdiction.
8. Provide training in new regulations, codes, building materials, and other areas for local jurisdictions and department staff.
9. Research performance tests and listings by recognized testing laboratories.
10. Contribute to a current library of approved products used in building construction for fire and life safety.
11. Conduct site inspections of buildings and facilities as requested.
12. Draft and recommend amendments to existing regulations based on changes to adopted standards.
13. Coordinate with code originating organizations and assist in the adoption of model codes into regulations.
14. Perform related duties as assigned.

SUPERVISOR, FIRE AND LIFE SAFETY PLANS EXAMINER

1. Duties performed at the previous level, AND:
2. Make budget recommendations, monitor expenditures, and verify payment of application fees.
3. Evaluate new building products for compliance.
4. Make final recommendations to leadership on plans review and code interpretations.
5. Monitor plan reviews and provide guidance to staff regarding procedures and courses of action.
6. Review decisions of staff and check for compliance with code.
7. Give advice and direction on application of codes to enforcement, licensing, and training sections.
8. Negotiate code interpretations between staff and parties submitting plans for review.
9. Make final decisions on controversial issues that represent the final position of the agency.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as

appropriate for managing people.

11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

FIRE AND LIFE SAFETY PLANS EXAMINER

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, FIRE AND LIFE SAFETY PLANS EXAMINER

Four or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

FIRE AND LIFE SAFETY PLANS EXAMINER

Knowledge of:

- Applicable federal and State laws, regulations, standards, and agency policies and procedures; International Building Code; Uniform Mechanical Code; International Fire Code; State, county, and city offices relevant to plans examinations; reference guides published as companion standards to the adopted and recognized codes.
- Physical construction of buildings and facilities related to fire and life safety; principles of engineering, drafting, nomenclature, and conventional symbols; fire science and/or fire suppression operations; operation of common fire protection systems.
- Nationally recognized tests and standards of approved labs related to building construction and fire and life safety.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Determine appropriate test standard for specific applications; inspect and determine construction types in existing buildings and facilities; make engineering calculations relative to fire suppression, detection and alarm systems, construction, exiting loads, egress components, and allowable separations; interpret and compare American Standards and Testing Materials and National Institute of Standards and Testing test results with performance factors required by code.
- Interpret architectural, mechanical, electrical, structural, fire sprinkler, extinguishing system, and fire alarm system plans and drawings; interpret and communicate meaning of codes and standards; identify deficiencies in relation to codes and standards; perform algebraic and geometric calculations to determine allowable area ratios, slopes of ramps, height of building features, and occupant loads.
- Communicate effectively with architects, engineers, local officials, builders, and property owners on technical issues and requirements; write clear, concise, and grammatically correct reports and correspondence; research and analyze technical literature on current fire and life safety systems, building materials, and related codes and standards.

FIRE AND LIFE SAFETY PLANS EXAMINER	**36**	**B**	**11.508**
SUPERVISOR, FIRE AND LIFE SAFETY PLANS EXAMINER	**38**	**B**	**11.509**

- Determine building construction types and occupancy classifications; apply general code and standards requirements to specific situations; identify applicable codes, standards, regulations, and equipment specifications; respond to challenges and inquiries regarding requirements.

SUPERVISOR, FIRE AND LIFE SAFETY PLANS EXAMINER

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- State Fire Marshal Plan Review Policy as applied to building construction, fire protection, inspections, architecture, and engineering design.

Ability to:

- Establish and maintain effective working relationships; train and instruct others in adopted codes and regulations related to plans examination.
- Make decisions on acceptable alternative methods for processing variance requests; communicate, explain, and negotiate between the agency and stakeholders; conduct research and maintain current level of knowledge concerning fire and life safety systems and their application to codes, regulations, and certifications; develop and monitor budgets.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

FIRE AND LIFE SAFETY PLANS EXAMINER	**36**	**B**	**11.508**
SUPERVISOR, FIRE AND LIFE SAFETY PLANS EXAMINER	**38**	**B**	**11.509**

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FIRE AND LIFE SAFETY INSPECTOR	**33**	**C**	**11.510**

JOB SUMMARY

Fire and Life Safety Inspectors survey and inspect public buildings, commercial and private industries and offices, and determine compliance with applicable federal, State, and local laws, regulations, codes, and standards.

JOB DUTIES

1. Conduct fire inspections of technical and hazardous occupancies and new construction.
2. Assist fire departments in determining their ability and capacity to respond to hazardous materials incidents.
3. Provide fire and life safety guidance on emergency and fire suppression methods when hazardous materials are present.
4. Participate in local emergency planning committees to offer hazardous materials expertise.
5. Identify hazardous materials and explain proper storage and removal.
6. Assess risks and recommend preventive measures and emergency procedures.
7. Assist businesses with hazardous material permitting.
8. Review applications, determine eligibility, conduct inspections, determine compliance, and notify of any violations and dates for reinspection.
9. Provide safety information regarding hazardous material use, storage, and chemical compatibility.
10. Enforce State codes relating to building and fire prevention.
11. Investigate code violations, assess hazards, issue notices of violation and required corrective actions, and follow up to ensure compliance.
12. Write reports on findings, recommend sanctions, revoke permits, and/or refer cases for prosecution.
13. Provide technical expertise to law enforcement on commercial transportation of hazardous materials.
14. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Safety measures and classifications for hazardous materials and their physical and chemical properties; fire science; basic fire suppression operations; chemical reactions and dangers of hazardous materials when mixed with other elements or when fire is present; trigonometry.
- National Fire Protection Association Standards, International Building Code, International Fire Code, Environmental Protection Agency, and Occupational Safety and Health Administration; inspection

methods for hazardous materials safety.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Evaluate compliance options; assist in investigations involving hazardous materials; interpret blueprints and diagrams; enforce regulations; provide technical support to fire departments.
- Implement safety measures around hazardous materials; identify restricted areas.
- Take appropriate safety measures in the presence of hazardous materials and processes; identify and document hazards, code violations, and safety procedures during inspections; apply codes to specific situations and determine compliance; communicate technical information verbally and in writing; research complex technical matters; analyze information and identify key patterns, problems, and objectives; deliver public presentations.

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions

☒ Ability to complete tasks with numerous interruptions

☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SUPERVISOR, SAFETY PROGRAM COORDINATOR - DIR	**40**	**B**	**11.511**

JOB SUMMARY

Safety Program Coordinators provide technical and administrative support in the management, administration, and operation of the Division of Industrial Relations (DIR) Occupational Health and Safety Administration (OSHA) program.

JOB DUTIES

1. Ensure compliance with the State's agreement with federal OSHA.
2. Draft regulations and policies in collaboration with stakeholders.
3. Participate in regulatory hearings and provide testimony.
4. Review changes in federal OSHA policies and procedures and adopt or tailor to the State's program.
5. Formulate enforcement or consultation policies and procedures.
6. Develop unit biennial budget proposals and ensure adequate funding.
7. Participate in grant development.
8. Develop annual performance proposals and indicators and review to ensure compliance.
9. Assist in the development of the strategic plan.
10. Aid federal monitors in evaluating the State's program and develop action plans in response to recommendations.
11. Serve as a resource to stakeholders and research and respond to inquiries.
12. Coordinate, monitor, and audit statewide programs and special projects, including the Voluntary Protection Program and the Safety and Health Achievement Recognition Program.
13. Oversee license revocation proceedings.
14. Provide oversight into outreach efforts and market services available.
15. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
16. Oversee and manage outreach programs to promote consultation services.
17. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; legal requirements pertaining to discrimination investigations under OSHA; abatement strategies to correct violations of

occupational safety and health standards in a wide range of disciplines.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.

Skill in:
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:
- Comprehend technical data from a variety of disciplines affecting workplace safety; provide technical assistance to enforcement or consultation staff, the regulated industry, and the public; apply, research, and interpret applicable laws, regulations, and industry codes and standards; draft clear and concise technical correspondence, reports, policies and regulations; make effective presentations of technical material.
- Represent the agency to legislative committees and the public; act on behalf of agency leadership; evaluate program effectiveness and compliance through review of performance indicators.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing

☒ climbing ☒ reaching ☒ pulling, 20 lbs ☒ stretching ☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, SAFETY	**41**	**A**	**11.512**

JOB SUMMARY

Managers, Safety plan, develop, organize, coordinate, direct, and evaluate programs and activities mandated by Nevada Revised Statutes (NRS) 618, Nevada Occupational Safety and Health Act and NRS 512, Inspection and Safety of Mines.

JOB DUTIES

1. Plan, implement, and direct activities.
2. Review case files for required documentation and appropriateness before issuing citations.
3. Review and evaluate operational efficiency and compliance.
4. Oversee informal conferences regarding citations and penalties with stakeholders and negotiate settlements.
5. Conduct pre-construction conferences to review construction plans and written safety programs.
6. Participate in formal hearings and litigation proceedings.
7. Manage appeal hearings on challenges to citations and penalties.
8. Represent the unit to the regulated community, professional organizations, and the public.
9. Conduct unannounced on-site inspections of workplace safety programs and suggest means of abatement.
10. Direct investigations of serious workplace injury and fatal accidents.
11. Investigate complaints of workplace safety violations and discrimination.
12. Facilitate consultation and training services.
13. Develop, implement, and oversee policies, procedures, goals, and objectives.
14. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
15. Analyze and propose legislative changes, draft amendments, and provide testimony.
16. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
17. Prepare and submit analytical, narrative, and statistical reports on activities.
18. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
19. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years of supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Develop support for the goals and principles of occupational safety and health; conduct informal conferences, make decisions based on facts, and negotiate settlements; respond appropriately in confrontational situations; provide technical assistance to staff and the regulated community on a variety of workplace safety and health issues; identify occupational safety and health hazards and violations.
- Read, interpret, and explain legal, technical and professional documents.
- Apply and interpret applicable laws, regulations, codes, and standards; deliver effective presentations; prepare technical correspondence and reports; develop and justify budget requests; respond appropriately to media inquiries.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
EMISSION CONTROL TECHNICIAN	**30**	**C**	**11.555**
SUPERVISOR, EMISSION CONTROL TECHNICIAN	**33**	**C**	**11.556**

JOB SUMMARY

Emission Control Technicians conduct inspections, audits, and investigations, and provide technical assistance activities to ensure compliance of State-licensed emission control stations, vehicles, and emission control inspectors.

JOB DUTIES

EMISSION CONTROL TECHNICIAN

1. Audit licensed emission stations for compliance with federal and State laws and regulations, issue corrective actions, and document findings.
2. Conduct pre-licensing inspections, verify analyzer calibration, and ensure equipment meets state standards.
3. Conduct covert audits to detect fraudulent testing practices and prepare detailed compliance reports.
4. Assist law enforcement with roadside emission checks, administer approved test procedure and record results.
5. Operate State emissions lab equipment for official retests, maintain accurate test records and equipment integrity.
6. Inspect alternative fuel vehicles and process exemption documentation per regulatory guidelines.
7. Evaluate waiver requests for emissions compliance and approve or deny based on statutory criteria.
8. Investigate consumer complaints and warranty disputes, interpret and apply regulations to resolve issues, and prepare detailed reports.
9. Inspect vehicles with engine modifications or replacements for conformity with emissions standards and approve or authorize corrective action.
10. Assess military and gray-market vehicles for emissions compliance and registration eligibility.
11. Conduct inspections under the Smoking Vehicle Observation Report program and confirm excessive emissions and initiate enforcement.
12. Investigate odometer discrepancies for specialty plate vehicles to ensure compliance with mileage-based exemptions.
13. Maintain and calibrate emissions lab equipment according to agency protocols.
14. Develop and deliver technical training for inspectors, administer certification exams, and maintain training materials.
15. Provide testimony at administrative hearings and court proceedings.
16. Respond to inquiries and attend meetings and public events to provide program information.
17. Respond to vehicle owner's inquiries regarding air quality standards and compliance requirements.
18. Perform related duties as assigned.

SUPERVISOR, EMISSION CONTROL TECHNICIAN

1. Duties required at the previous level, AND:
2. Oversee field office operations and ensure compliance with federal and State emissions control mandates.

EMISSION CONTROL TECHNICIAN	**30**	**C**	**11.555**
SUPERVISOR, EMISSION CONTROL TECHNICIAN	**33**	**C**	**11.556**

3. Oversee resource allocation, budgetary controls, and documentation of enforcement activities.
4. Disseminate regulatory directives and policy updates, ensure consistent application of program standards.
5. Analyze Vehicle Inspection Database reports to detect fraudulent testing patterns and initiate investigations.
6. Maintain confidentiality of investigative records and enforcement documentation.
7. Review and approve licensing applications for stations and inspectors, conduct interviews, and recommend approval or denial.
8. Monitor inspector and station performance through inspections and implement corrective measures for deficiencies.
9. Investigate escalated consumer complaints, mediate resolutions, and refer violations for enforcement action.
10. Prepare analytical and statistical reports summarizing compliance trends and enforcement actions.
11. Ensure proper operation and scheduled maintenance of assigned vehicles and emissions lab equipment.
12. Represent the agency in administrative hearings and court proceedings.
13. Lead public outreach initiatives to educate and inform stakeholders about emission compliance requirements.
14. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
15. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

EMISSION CONTROL TECHNICIAN

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, EMISSION CONTROL TECHNICIAN

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

EMISSION CONTROL TECHNICIAN

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; warranty inspection procedures required by the federal Environmental Protection Agency.
- Procedures for conducting emissions checks, issuing compliance certificates, and meeting vehicle registration standards.
- Engine and emission system design, diagnostic principles, and repair methods.
- Computerized emission analyzers, automotive service equipment, and related technologies used in inspection stations.
- Components of vehicle emission systems and engine operations, particularly fuel and exhaust systems.
- Tools and equipment used for testing engine performance and basic automotive repair procedures.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

EMISSION CONTROL TECHNICIAN	**30**	**C**	**11.555**
SUPERVISOR, EMISSION CONTROL TECHNICIAN	**33**	**C**	**11.556**

Ability to:

- Conduct training on emissions testing laws, regulations, and procedures; review and update training materials for inspector certification.
- Prepare clear, concise, and organized reports; interpret and communicate regulatory requirements.
- Evaluate vehicles for compliance with emissions regulations and identify deficiencies.
- Research and apply technical specifications from automotive manuals for a wide range of vehicles.

SUPERVISOR, EMISSION CONTROL TECHNICIAN

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Principles and practices applicable to administrative and operational investigations; principles and practices of supervision and human resources.
- State budgeting, accounting, purchasing, contracts, and resource management for field office operations.
- Methods and practices used by emission inspection stations for testing and corrective actions.

Ability to:

- Analyze and identify violations; prepare statistical and investigative reports; perform accurate calculations.
- Interpret and apply laws, regulations, policies, and procedures governing regulatory programs.
- Deliver effective public presentations and maintain cooperative working relationships with diverse stakeholders, enforcement officials, licensees, and the public.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

EMISSION CONTROL TECHNICIAN	**30**	**C**	**11.555**
SUPERVISOR, EMISSION CONTROL TECHNICIAN	**33**	**C**	**11.556**

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting,	20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying,	20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing,	20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling,	20 lbs	☒ stretching	☒ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANUFACTURED HOUSING INSPECTOR	**31**	**C**	**11.561**
SUPERVISOR, MANUFACTURED HOUSING INSPECTOR	**34**	**C**	**11.559**

JOB SUMMARY

Manufactured Housing Inspectors inspect manufactured homes, commercial coaches, mobile homes, mobile home parks, and other manufactured buildings upon installation.

JOB DUTIES

MANUFACTURED HOUSING INSPECTOR

1. Review construction plans and specifications for manufactured buildings.
2. Inspect and certify facilities, production, and quality control processes of manufacturers.
3. Enforce code and regulatory compliance for projects involving manufactured structures.
4. Investigate complaints against manufactured housing dealers, manufacturers, mobile home parks, and others.
5. Determine jurisdiction, conduct inspections to identify problems, ensure remedial action is taken, and recommend disciplinary actions.
6. Research and report incidences of design flaws to the appropriate federal regulatory agency.
7. Inspect substandard conditions in mobile homes and parks, prepare reports, and oversee required upgrades.
8. Conduct investigations into violations of laws and/or regulations, gather evidence, coordinate hearings, and recommend legal action.
9. Assist in federal monitoring of manufacturing plants.
10. Participate in resolving discrepancies between federal and State codes and local jurisdictions' requirements.
11. Conduct on-site monitoring of manufacturers' inspection programs and performing production inspections as part of a federal monitoring team.
12. Prepare detailed reports on complaints, inspections, and/or compliance investigations.
13. Check plans and specifications for buildings and enclosed components built in a factory for delivery in Nevada for compliance and arrange contracts with out-of-state inspectors for construction inspection.
14. Inspect manufactured homes and buildings, issue compliance certificates, and oversee park construction.
15. Review manufacturers' quality control procedures, physically inspect facilities and production processes, and certify factories for shipping into Nevada.
16. Enforce agency standards for mobile home park construction, review and approve or disapprove the developer's application and plans, oversee development projects, and provide final agency approval.
17. Maintain logs and statistical reports.
18. Perform related duties as assigned.

SUPERVISOR, MANUFACTURED HOUSING INSPECTOR

1. Duties performed at the previous level, AND:
2. Plan, organize, direct, and supervise manufactured housing inspection, code compliance, and consumer complaint activities.
3. Collaborate with stakeholders to ensure industry compliance, consistency, and awareness.
4. Conduct seminars and provide technical support and training.

MANUFACTURED HOUSING INSPECTOR	**31**	**C**	**11.561**
SUPERVISOR, MANUFACTURED HOUSING INSPECTOR	**34**	**C**	**11.559**

5. Ensure compliance with applicable federal and State laws, regulations, and agency policies and procedures.
6. Participate in budget development and monitor expenses.
7. Contribute to policy and procedure development.
8. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MANUFACTURED HOUSING INSPECTOR

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, MANUFACTURED HOUSING INSPECTOR

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

MANUFACTURED HOUSING INSPECTOR

Knowledge of:

- Applicable federal, State, local, and industry laws, regulations, standards, codes, and agency policies and procedures; legal principles and practices as applied to enforcing violations of State law.
- Investigative principles and practices; quality control principles and practices during construction and/or prior to installation.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Recognize and correct code non-compliance in plans submitted; inspect manufactured housing installations for safety and compliance; evaluate and analyze evidence which may be conflicting and reach sound conclusions; apply laws, regulations, policies, and procedures.
- Read, interpret, and compare building and facility construction plans and specifications; recognize conditions likely to result in failure of a building system; perform mathematical calculations.
- Enforce regulations tactfully and fairly; interview complainants, licensees, and witnesses to determine facts; investigate complaints and determine whether violations have occurred; review business records as part of compliance investigations; physically inspect manufactured housing installations, including climbing and crawling in confined spaces.

SUPERVISOR, MANUFACTURED HOUSING INSPECTOR

Knowledge, skills, and abilities required at the previous level, AND:

MANUFACTURED HOUSING INSPECTOR	**31**	**C**	**11.561**
SUPERVISOR, MANUFACTURED HOUSING INSPECTOR	**34**	**C**	**11.559**

Knowledge of:

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.

Ability to:

- Develop regulations, policies, and procedures; collaborate and build partnerships with manufacturers, installers, and other stakeholders to ensure compliance; coordinate and communicate effectively with governmental officials and other stakeholders.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing) ☒ Ability to understand technical manuals

MANUFACTURED HOUSING INSPECTOR	**31**	**C**	**11.561**
SUPERVISOR, MANUFACTURED HOUSING INSPECTOR	**34**	**C**	**11.559**

☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FOOD DISTRIBUTION SPECIALIST	**31**	**B**	**12.320**
SENIOR FOOD DISTRIBUTION SPECIALIST	**33**	**B**	**12.324**

JOB SUMMARY

Food Distribution Specialists perform administrative and professional work in conjunction with the United States Department of Agriculture (USDA) by administering multiple USDA food programs and services.

JOB DUTIES

FOOD DISTRIBUTION SPECIALIST

1. Analyze and interpret federal regulations and State laws.
2. Research and analyze USDA food programs statewide.
3. Determine efficiencies and/or improvements needed that will impact program operations.
4. Order USDA food products for USDA food programs and verify and process invoices.
5. Ensure goods and services are procured, maintained, and stored appropriately.
6. Maintain, monitor, compile, organize, and distribute records and data.
7. Provide information and technical assistance and guidance to program partners.
8. Conduct on-site program evaluations, identify problem areas, summarize findings in a written report, and develop corrective action plans.
9. Collect, maintain and organize required program records and documentation, prepare information for program activities.
10. Compile and submit federal program reports.
11. Plan, coordinate, prepare, and oversee USDA grants and program sub-grants.
12. Perform related duties as assigned.

SENIOR FOOD DISTRIBUTION SPECIALIST

1. Duties performed at the previous level, AND:
2. Conduct needs assessment and program evaluation and develop and revise program documentation.
3. Recommend, interpret, implement and disseminate regulations, policies and procedures related to program operations.
4. Coordinate with vendors to resolve problems and manage USDA food inventory.
5. Liaise between stakeholders to assure accurate and timely acquisition, deployment, and entitlement funding and/or payment of goods and services.
6. Conduct training and provide technical assistance for program partners and update procedural manuals and program documentation.
7. Serve as a technical expert.
8. Plan, coordinate, and oversee USDA grants.
9. Prepare and submit analytical, narrative, and statistical reports of activities.
10. Monitor program quality and compliance through on-site visits, reports and records to ensure compliance with federal laws and programs.
11. Evaluate vendor performance and the quality of goods and services purchased.

12. Outreach and collaboration with agencies and sponsors receiving entitlement and funding.
13. Determine and distribute entitlement funding for statewide USDA food programs.
14. Coordinate annual processor agreements.
15. Review incoming policy information for interpretation and distribution.
16. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
17. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
18. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

FOOD DISTRIBUTION SPECIALIST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR FOOD DISTRIBUTION SPECIALIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

FOOD DISTRIBUTION SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, requirements, and agency policies and procedures.
- Principles and practices of order and inventory management; spreadsheets and database software; basic research and analysis.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Input, retrieve, and manipulate data and information; compose logical and grammatically correct letters and reports; accurately compile information from various sources; research issues, concerns, or complaints and provide information; perform mathematical computations.
- Establish and maintain effective, cooperative, and collaborative working relationships; interpret, apply, and explain applicable laws, regulations, policies, and procedures and apply interpretations to specific situations.

SENIOR FOOD DISTRIBUTION SPECIALIST

Knowledge, skills, and abilities required at the previous level, AND:

FOOD DISTRIBUTION SPECIALIST	**31**	**B**	**12.320**
SENIOR FOOD DISTRIBUTION SPECIALIST	**33**	**B**	**12.324**

Knowledge of:

- Business practices applicable to USDA food programs; types, characteristics, and supply sources of commodities; procurement and distribution of USDA food relating to the State plan; principles and practices regarding contractual agreements; implementation of policies and procedures; principles and practices of analysis and examination of USDA food programs.

Ability to:

- Analyze, evaluate, and solve procedural problems; develop policies and procedures applicable to program area; investigate and evaluate alternatives and implement effective solutions.
- Develop statistical, analytical, and narrative reports; negotiate agreements and/or contracts; establish and maintain accurate records; provide technical support and guidance to staff, sponsors, and vendors; complete required grant forms and documents related to program requirements.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the

State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CADRE TEAM LEADER	**27**	**E**	**12.380**
SUPERVISOR, CADRE TEAM LEADER	**29**	**E**	**12.382**

JOB SUMMARY

Cadre Team Leaders educate, train, and mentor at-risk 16 to 18-year-old youth in a 24-hour/7-days-a-week setting.

JOB DUTIES

CADRE TEAM LEADER

1. Receive and process cadets and conduct daily program activities.
2. Contribute and execute training plans and lead workshops, meetings, and classes.
3. Assess cadet performance and ensure program quality, compliance, and goal achievement.
4. Collect cadet and program performance data.
5. Oversee minor disciplinary actions, address conflicts, enforce behavior expectations, and attend cadet disciplinary boards.
6. Facilitate and provide oversight of cadet movements, uphold military standards, and ensure cadet safety.
7. Participate in physical fitness training with cadets.
8. Maintain campus readiness and oversee supplies and equipment.
9. Conduct cadet, personal, living area, campus, and fire safety inspections and Platoon/Company formations.
10. Ensure plans for building maintenance and cleaning are completed and the facility is cleaned daily.
11. Notify or make recommendations to leadership regarding maintenance problems or other facility concerns.
12. Perform related duties as assigned.

SUPERVISOR, CADRE TEAM LEADER

1. Duties required at the previous level, AND:
2. Serve as a shift supervisor and provide leadership and direction to staff.
3. Oversee priorities, delegate assignments and responsibilities, and ensure program goals are met.
4. Provide input on budget and resource matters to leadership.
5. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CADRE TEAM LEADER

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

CADRE TEAM LEADER	**27**	**E**	**12.380**
SUPERVISOR, CADRE TEAM LEADER	**29**	**E**	**12.382**

SUPERVISOR, CADRE TEAM LEADER

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES
(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

CADRE TEAM LEADER

Knowledge of:

- Department programs; group behavior and group supervision; basic military training; basic first aid, hygiene, and emergency medical care.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read, understand, and apply regulations, rules, policies, and procedures; respond to emergency situations to ensure the safety or security of others; support and encourage individuals in a one-to-one or small group situation; work within specific agency programs or operations, policies, and procedures; assign, guide, coach, and train; provide and disseminate information and explain situations; analyze and evaluate the progress and development of assigned cadets; use and teach the usage of simple household or hand tools.
- Promote socially acceptable attitudes and behaviors; use tact and recognize different value systems; treat individuals with respect and consideration; remain calm during stressful situations; remain sensitive to personal issues having significant and long-term impacts on participants; participate in physical fitness activities; establish, store, maintain, and retrieve information.
- Ability to learn and perform basic military style training.
- Communicate and interact with individuals of various social, cultural, economic, and educational backgrounds; establish rapport and gain the trust of others; interview juveniles and family members to obtain and clarify information and explain procedures and expectations.

SUPERVISOR, CADRE TEAM LEADER

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Applicable federal and State laws, regulations, rules, and agency policies and procedures; health and safety guidelines; current learning technologies and various instructional methods; coaching, negotiation, and mediation; identifying and managing manipulative behavior demonstrated by juveniles; de-escalation techniques.
- Military structure and procedures; military customs and courtesies, drill and ceremonies, chain of command, and leadership; work processes; methods and tactics for dealing effectively with “at risk” youth; factors leading to social, economic, emotional, or behavioral issues; emergency and security procedures.
- Principles and practices of supervision and training; team building and management.

CADRE TEAM LEADER	**27**	**E**	**12.380**
SUPERVISOR, CADRE TEAM LEADER	**29**	**E**	**12.382**

Ability to:

- Implement appropriate verbal, behavioral, and physical interventions to control youth displaying aggressive, hostile, or violent behavior; recognize and defuse volatile situations; enforce disciplinary safety and security measures; carry out physical restraint procedures when necessary.
- Maintain a military style atmosphere conducive to the development of cadets; establish patterns of communication with cadets and present written and/or verbal reports; oversee and provide guidance and instruction to youth.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers

CADRE TEAM LEADER	**27**	**E**	**12.380**
SUPERVISOR, CADRE TEAM LEADER	**29**	**E**	**12.382**

☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER I, REHABILITATION PROGRAMS	**40**	**A**	**12.404**
MANAGER II, REHABILITATION PROGRAMS	**41**	**A**	**12.402**

JOB SUMMARY

Managers, Rehabilitation Programs plan, develop, organize, coordinate, direct, and evaluate the operations and delivery of services or benefits on a statewide basis.

JOB DUTIES

MANAGER I, REHABILITATION PROGRAMS

1. Establish, implement, and monitor program goals, objectives, and strategic plans.
2. Evaluate organizational performance in meeting objectives and performance measures.
3. Take corrective action when projection for successful outcomes indicate deficiencies.
4. Assess program processes, funding, resource allocations, dynamics, and organizational structure.
5. Determine the availability of resources and develop strategies for their innovative use.
6. Review, interpret, and ensure compliance with applicable federal and State regulations.
7. Analyze demographic trends, statistical data, and assess the needs of the population.
8. Consult with advisory councils and federal partners regarding priority areas.
9. Assess the quality and effectiveness of completed projects and assignments and plan for future needs.
10. Identify alternatives or plans for improvement in resolving deviations from established goals and objectives.
11. Develop, administer, and monitor operating and program budgets.
12. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
13. Develop, implement, and oversee policies and procedures to meet department mandates.
14. Analyze and propose legislative changes, draft amendments, and provide testimony.
15. Compile data and prepare analytical, narrative, and statistical reports on activities.
16. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
17. Perform related duties as assigned.

MANAGER II, REHABILITATION PROGRAMS

1. Duties performed at the previous level, AND:
2. Direct the management of two or more districts throughout the State with multiple metropolitan and satellite offices.
3. Review budget submissions and various fiscal reports.
4. Perform related duties as assigned.

MANAGER I, REHABILITATION PROGRAMS	**40**	**A**	**12.404**
MANAGER II, REHABILITATION PROGRAMS	**41**	**A**	**12.402**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MANAGER I, REHABILITATION PROGRAMS

Four or more years of applicable experience as described in the job duties with a minimum of two years supervisory/managerial experience and graduation from high school or equivalent education.

MANAGER II, REHABILITATION PROGRAMS

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

MANAGER I, REHABILIATION PROGRAMS

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; principles and practices of administration, management, supervision, and training.
- Agency goals and objectives; State budget development and monitoring processes.
- Quality management; effective change management.
- Disability services programs and medical and psychological terminology to analyze and understand the information contained in client case files.

Skill in:

- Providing professional counseling and guidance to individuals with disabilities.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Collect and analyze data and information, draw and compare conclusions, and make decisions based on analysis; exchange ideas, information, and opinions with others to formulate policies and programs and arrive jointly at decisions, conclusions, or solutions; effectively plan, organize, direct, control and coordinate assigned resources to achieve the bureau's mission, goals and objectives.
- Read and understand federal and State laws, professional journals, program documents, case files, and statistical reports; write concise, logical, grammatically correct analytical reports, program documents, and business correspondence.
- Establish and maintain cooperative working relationships with others; deliver group presentations to inform and educate others regarding a specific opinion or action and to explain regulations, policies, and procedures.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.

MANAGER I, REHABILITATION PROGRAMS	**40**	**A**	**12.404**
MANAGER II, REHABILITATION PROGRAMS	**41**	**A**	**12.402**

- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

MANAGER II, REHABILIATION PROGRAMS

Knowledge, skills, and abilities required at the previous level, AND:

Ability to:

- Develop long range plans to achieve agency goals and federal and legislative mandates; analyze data, draw conclusions, and develop solutions and recommendations; prepare comprehensive reports and proposals.
- Design, develop, and implement programs; establish program objectives and performance goals; develop criteria to evaluate effectiveness of program operations and apply corrective action plans when appropriate.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☒ smelling

Indicate any other requirements which are essential to the successful performance of this job:

MANAGER I, REHABILITATION PROGRAMS	**40**	**A**	**12.404**
MANAGER II, REHABILITATION PROGRAMS	**41**	**A**	**12.402**

(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, VETERANS SERVICE PROGRAM	**36**	**B**	**12.435**

JOB SUMMARY

Managers, Veterans Service Program plan, develop, organize, coordinate, direct, and evaluate the Veterans Service Program.

JOB DUTIES

1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies and procedures.
3. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Oversee and analyze statewide service delivery and determine and implement corrective action.
5. Provide representation before the Veterans Administration and at hearings.
6. Make presentations to oversight agencies, committees, and other stakeholders.
7. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
8. Analyze and propose legislative changes, draft amendments, and provide testimony.
9. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
10. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
11. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
12. Oversee the development of training, promotional materials, exhibits, and presentations to citizens, businesses, and professional groups.
13. Identify, approve, and direct training needs, recommendations, and the instruction of methods and practices.
14. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
15. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in job duties with a minimum of three years supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and

commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.
- Governmental accounting and budgeting; statistical methodology; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Federal government operating practices and procedures; issues facing the veteran community; veterans' benefits delivery/systems; forms, methods, procedures, and records for processing veterans' benefits claims.

Skill in:
- Strategic planning and program development processes.
- Making presentations to oversight agencies and committees.
- Developing and maintaining outreach programs.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:
- Plan, develop, implement, and oversee the Veterans Service Program and staff statewide; coordinate statewide training seminars on program-related policies, procedures, and requirements.
- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical, and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☐ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
VETERANS SERVICE REPRESENTATIVE	**32**	**B**	**12.437**
SENIOR VETERANS SERVICE REPRESENTATIVE	**34**	**B**	**12.436**

JOB SUMMARY

Veterans Service Representatives serve as an accredited representative and primary advocate for veterans, active-duty service members, National Guard and Reserve personnel, surviving spouses, dependents, and other eligible beneficiaries to provide professional guidance, case management, and advocacy to ensure clients receive all federal, State, and local benefits to which they are entitled.

JOB DUTIES

VETERANS SERVICE REPRESENTATIVE

1. Prepare, submit, and present claims and appeals for denied benefits.
2. Advocate for veteran benefits.
3. Interview clients, research claims, determine eligibility, identify appropriate benefits and resources, and respond to complaints.
4. Investigate claim circumstances and obtain statements and documentation to support claims.
5. Develop and present strategies and arguments for appeals.
6. Calculate benefits, advise clients, and prepare written summaries.
7. Maintain statistical data and records on claims and awards.
8. Represent the department at events and participate in veterans' organizations and community activities.
9. Assist individuals and organizations by providing benefit information.
10. Conduct home, facility, and outreach visits to ensure accessibility of services.
11. Develop and deliver educational presentations to veterans, dependents, and partner organizations on available programs and benefits, and procedural updates.
12. Perform related duties as assigned.

SENIOR VETERANS SERVICE REPRESENTATIVE

1. Duties performed at the previous level, AND:
2. Research and interpret federal, State, and local laws, policies, and regulations.
3. Oversee or coordinate statewide training and accreditation programs and ensure compliance with applicable standards.
4. Maintain and monitor training records, certification status, and completion rates, and evaluate program effectiveness through data analysis and feedback.
5. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
6. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
7. Perform related duties as assigned.

VETERANS SERVICE REPRESENTATIVE	**32**	**B**	**12.437**
SENIOR VETERANS SERVICE REPRESENTATIVE	**34**	**B**	**12.436**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

VETERANS SERVICE REPRESENTATIVE

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR VETERANS SERVICE REPRESENTATIVE

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

VETERANS SERVICE REPRESENTATIVE

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; veteran benefits.
- Medical terminology, human anatomy and physiology as they relate to service-connected disabilities and medical evaluations.
- Uses, effects, and dosages of commonly prescribed medications; understanding of common psychological terms and conditions such as post-traumatic stress disorder, traumatic brain injury, and depression.
- Legal, medical and procedural research methods, including review of case law, medical journals, and historical military operations.
- Military terminology, structure, documentation, and procedures, including familiarity with service records and discharge documentation.
- Research methods for locating and interpreting medical, military, and technical documentation, and awareness of federal, State, and local social services available to veterans and their families.
- Recordkeeping and filing methods; modern office practices, procedures, and equipment; internet research and analysis; mathematical computation.

Skill in:

- Speaking publicly to present findings and answer questions.
- Interpreting and applying laws, regulations, policies, and procedures.
- Interviewing individuals to elicit information.
- Identifying relationships which would support a client's claim for benefits.
- Researching case law, medical journals and publications, and military service history.
- Writing comprehensive summaries of legal, medical, technical, and service-related records.
- Answering technical and legal questions and advocating for a client.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Listen attentively, accurately record information, and exercise sound judgment in alignment with established policies and procedures.
- Compose grammatically correct reports and memoranda.

VETERANS SERVICE REPRESENTATIVE	**32**	**B**	**12.437**
SENIOR VETERANS SERVICE REPRESENTATIVE	**34**	**B**	**12.436**

- Read and comprehend agency policies and procedures, legal documents, veterans' benefits, medical journals, medical records, military records, order of battle histories, and technical specifications for military equipment; read and follow written instructions; listen attentively and record information.
- Identify and document cause and effect relationships; research and review information to determine the validity of statements and claims; maintain records and statistical data.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.

SENIOR VETERANS SERVICE REPRESENTATIVE

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Curriculum development, instructional design, and adult learning methodologies.

Ability to:

- Develop and present certification curriculum; create training materials; deliver training programs; interpret and enforce agency policies and guidelines.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:

VETERANS SERVICE REPRESENTATIVE	**32**	**B**	**12.437**
SENIOR VETERANS SERVICE REPRESENTATIVE	**34**	**B**	**12.436**

(Check all that apply)

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
VETERANS SERVICE REPRESENTATIVE	**32**	**B**	**12.437**
SENIOR VETERANS SERVICE REPRESENTATIVE	**34**	**B**	**12.436**

JOB SUMMARY

Veterans Service Representatives serve as an accredited representative and primary advocate for veterans, active-duty service members, National Guard and Reserve personnel, surviving spouses, dependents, and other eligible beneficiaries to provide professional guidance, case management, and advocacy to ensure clients receive all federal, State, and local benefits to which they are entitled.

JOB DUTIES

VETERANS SERVICE REPRESENTATIVE

1. Prepare, submit, and present claims and appeals for denied benefits.
2. Advocate for veteran benefits.
3. Interview clients, obtain powers of attorney, research claims, determine eligibility, identify appropriate benefits and resources, and respond to complaints.
4. Investigate claim circumstances and obtain statements and documentation to support claims.
5. Research and interpret federal, State, and local laws, policies, and regulations.
6. Develop and present strategies and arguments for appeals.
7. Calculate benefits, advise clients, and prepare written summaries.
8. Maintain statistical data and records on claims and awards.
9. Represent the department at events and participate in veterans' organizations and community activities.
10. Assist individuals and organizations by providing benefit information.
11. Provide services at partner locations and outreach events.
12. Develop and deliver educational presentations to veterans, dependents, and partner organizations on available programs and benefits, and procedural updates.
13. Perform related duties as assigned.

SENIOR VETERANS SERVICE REPRESENTATIVE

1. Duties performed at the previous level, AND:
2. Oversee or coordinate statewide training and accreditation programs and ensure compliance with applicable standards.
3. Maintain and monitor training records, certification status, and completion rates, and evaluate program effectiveness through data analysis and feedback.
4. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
5. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

VETERANS SERVICE REPRESENTATIVE	**32**	**B**	**12.437**
SENIOR VETERANS SERVICE REPRESENTATIVE	**34**	**B**	**12.436**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

VETERANS SERVICE REPRESENTATIVE

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR VETERANS SERVICE REPRESENTATIVE

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

VETERANS SERVICE REPRESENTATIVE

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; veteran benefits.
- Medical terminology, human anatomy and physiology as they relate to service-connected disabilities and medical evaluations.
- Uses, effects, and dosages of commonly prescribed medications; understanding of common psychological terms and conditions such as post-traumatic stress disorder, traumatic brain injury, and depression.
- Legal, medical and procedural research methods, including review of case law, medical journals, and historical military operations.
- Military terminology, structure, documentation, and procedures, including familiarity with service records and discharge documentation.
- Research methods for locating and interpreting medical, military, and technical documentation, and awareness of federal, State, and local social services available to veterans and their families.
- Recordkeeping and filing methods; modern office practices, procedures, and equipment; internet research and analysis; mathematical computation.

Skill in:

- Speaking publicly to present findings and answer questions.
- Interpreting and applying laws, regulations, policies, and procedures.
- Interviewing individuals to elicit information.
- Identifying relationships which would support a client's claim for benefits.
- Researching case law, medical journals and publications, and military service history.
- Writing comprehensive summaries of legal, medical, technical, and service-related records.
- Answering technical and legal questions and advocating for a client.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Listen attentively, accurately record information, and exercise sound judgment in alignment with established policies and procedures.
- Compose grammatically correct reports and memoranda.

VETERANS SERVICE REPRESENTATIVE	**32**	**B**	**12.437**
SENIOR VETERANS SERVICE REPRESENTATIVE	**34**	**B**	**12.436**

- Read and comprehend agency policies and procedures, legal documents, veterans' benefits, medical journals, medical records, military records, order of battle histories, and technical specifications for military equipment; read and follow written instructions; listen attentively and record information.
- Identify and document cause and effect relationships; research and review information to determine the validity of statements and claims; maintain records and statistical data.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.

SENIOR VETERANS SERVICE REPRESENTATIVE

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Curriculum development, instructional design, and adult learning methodologies.

Ability to:

- Develop and present certification curriculum; create training materials; deliver training programs; interpret and enforce agency policies and guidelines.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:

VETERANS SERVICE REPRESENTATIVE	**32**	**B**	**12.437**
SENIOR VETERANS SERVICE REPRESENTATIVE	**34**	**B**	**12.436**

(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, OFFENDER MANAGEMENT	**44**	**A**	**12.551**

JOB SUMMARY

Managers, Offender Management plan, develop, organize, coordinate, direct, and evaluate the offender classification, statistical information and planning, criminal justice records systems, and central transportation services.

JOB DUTIES

1. Plan, organize, direct, control, and coordinate resources and personnel of the offender classification system.
2. Direct the development of management programs and associated policies and procedures.
3. Oversee the planning and management of offender populations within the institutions and facilities.
4. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
5. Review and evaluate operational efficiency and compliance.
6. Direct and administer the offender information system and review classification decisions.
7. Oversee contract administration, develop and negotiate contracts for placing offenders in public and private housing and ensure security and treatment.
8. Approve pre-trial detainee housing requests.
9. Manage high-risk classifications, interstate transfers, prison gang members, and protective custody.
10. Review and approve nominations for meritorious awards and achievement credits.
11. Evaluate and approve forfeiture of statutory credits.
12. Evaluate, coordinate, and make recommendations on compassionate release and manage processes.
13. Oversee the collection, maintenance, and reporting of statistics and prepare analytical, narrative, and statistical reports.
14. Coordinate with research consultants to validate projections and to aid the development of projection models.
15. Review, analyze, and approve offender population projections and direct the distribution of the offender population.
16. Evaluate State population trends, demographic factors, and law enforcement practices.
17. Develop, implement, review, and monitor institutional compliance.
18. Provide reports on court orders and litigations.
19. Respond to formal offender grievances.
20. Conduct classification audits and provide training.
21. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
22. Administer the Interstate Corrections Compact and Interstate Agreement on Detainers.
23. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
24. Analyze and propose legislative changes, draft amendments, and provide testimony.
25. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
26. Perform related duties as required.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years of supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.
- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Offender population distribution in accordance with the legislatively approved plan and capital improvement projects; meritorious awards and statutory credits; coordinating supervision of offenders confined to their residence; security practices related to the management of offenders; computer-based population forecasting techniques.
- Contents and operation of the automated offender information system; classification criteria and the offender classification system; court cases related to crime and punishment.

Skill in:

- Negotiating offender exchanges that are beneficial to the State.
- Composing instruction manuals suitable for system wide publication.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public; determine public concerns regarding offender risk potential; make rational decisions during emergency situations.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans; develop budget line items from projected offender population using offender driven formulas.

- Write technical reports on offender classification; interact diplomatically with the public and the news media; make presentations to provide releases, explain policy, and defend agency's position or action; read and understand technical documents.
- Design a performance measurement standard for classification; develop innovative and resourceful solutions to problems; develop contracts for the housing of offenders in public and private facilities.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SUPERVISOR, CORRECTIONAL CLASSIFICATION AND PLANNING	**42**	**B**	**12.554**

JOB SUMMARY

Supervisors, Correctional Classification and Planning oversee the Research and Planning Programs, the classification system, and the automated offender information system.

JOB DUTIES

1. Review and analyze State population trends and demographic factors for changes of the intake population.
2. Develop, implement, and manage the maintenance of statistical and computer systems.
3. Facilitate the statewide collection of data concerning the offender population and institutional activities.
4. Review the criminal history of an offender to ensure compliance on the assignment of reduced custody levels.
5. Document offender classification decisions in the information tracking system.
6. Review and approve the Central Monitoring System Reports.
7. Direct institutional staff on classification practices and procedures.
8. Audit classification practices of institutions and facilities to ensure proper classification of offenders.
9. Prepare reports on the performance of classification staff in the institutions.
10. Train staff in classification, records management, and sentence management issues.
11. Assist in the interpretation of laws, regulations, policies, and procedures.
12. Establish and enforce standard criteria to assess performance of the classification system.
13. Review and approve offenders' assignment to work programs and/or outside housing.
14. Approve transfers and review files and recommendations from the Institutional Classification Committee.
15. Direct the agency's component of residential confinement.
16. Analyze and propose legislative changes, draft amendments, and provide testimony.
17. Manage the classification database and develop manual and computer reporting systems.
18. Prepare applicable program budgets.
19. Review and recommend candidates for inbound transfer under the Interstate Compact Agreement.
20. Maintain the Interstate Corrections Compact and the Interstate Agreement on Detainers.
21. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
22. Prepare and distribute list of eligible offenders for parole in accordance with statute.
23. Prepare packets for the Nevada Board of Pardons and appear and testify in hearings.
24. Maintain internal updates of Nevada Offense Codes.
25. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
26. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, rules, and agency policies and procedures; offender classification practices; purpose of objective classification in a correctional setting; sentencing practices; institutional and transportation issues; mission of the agency.
- Principles and practices of supervision and training; records management; process of enacting State law; medical and psychological issues impacting offenders in a correctional facility; correctional practices of federal and various states' correctional systems.
- Classification database and its contents, organization, data entry specifications, maintenance, and security features; access and employ databases for research, query, or maintenance purposes.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Identify probable effects of law and policy changes in the criminal justice milieu; draft and/or revise legislation; develop fiscal impact statements; interpret regulations, rules, policies, and procedures.
- Prepare and present reports; make decisions regarding the placement of offenders in agency facilities; train staff in classification law, classification practices, and classification support systems; prepare and use mathematical formulas to determine significant dates for individual offenders.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

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(Check all that apply)

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☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

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(Check all that apply)

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☒ Ability to speak
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☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CORRECTIONAL CASEWORK SPECIALIST	**36**	**B**	**12.565**
SENIOR CORRECTIONAL CASEWORK SPECIALIST	**38**	**B**	**12.559**
SUPERVISOR, CORRECTIONAL CASEWORK SPECIALIST	**40**	**B**	**12.556**

JOB SUMMARY

Correctional Casework Specialists perform duties involving the evaluation and classification of individual offenders incarcerated within State correctional facilities.

JOB DUTIES

CORRECTIONAL CASEWORK SPECIALIST

1. Perform casework, determine need for reclassification, analyze case factors, and make determinations.
2. Analyze and verify data in case history files, investigative reports, personal interviews, and agency reports.
3. Compare offender status with classification criteria and explain, interpret, and advise offender on decision.
4. Serve as a member of the facility's Disciplinary Committee and the Classification Committee.
5. Prepare parole progress reports regarding offender history and activity.
6. Assist offenders in obtaining work assignments and observe and evaluate work performance.
7. Ensure work time credits are properly received and documented.
8. Respond to inquiries concerning sentence structure and sentence credits.
9. Monitor custody level, review incident reports, ensure due process, and complete reports and forms.
10. Provide guidance to offenders on rules, behavior, programs, and other concerns and complete referral forms.
11. Document interactions and ensure compliance with due process.
12. Respond to offender legal matters, answer inquiries, and conduct research to develop a written response.
13. Conduct research and draft correspondence for leadership on offender concerns.
14. Prepare reports involving good time credits and transfer of offenders under the Interstate Compact Agreement.
15. Process, review, and maintain logs of offender grievances, assign case numbers, forward for response, and attempt resolution.
16. Coordinate the movement of offenders involving release, transfer, and housing assignments.
17. Ensure offender records and/or property are gathered and transported with offenders and track their movement.
18. Prepare and analyze individualized offender case plans.
19. Perform related duties as assigned.

SENIOR CORRECTIONAL CASEWORK SPECIALIST

1. Duties performed at the previous level, AND:
2. Review and process offender release forms and records.
3. Coordinate release activities and ensure paperwork is completed and proper verification is obtained.
4. Provide notification to offender, District Attorney's Office, and others upon receipt of release authorization.
5. Compile discharge packet, complete notification letters, and forward completed release file.
6. Manage and complete offender work time, payroll reports, work evaluations, and work credit records.

CORRECTIONAL CASEWORK SPECIALIST	**36**	**B**	**12.565**
SENIOR CORRECTIONAL CASEWORK SPECIALIST	**38**	**B**	**12.559**
SUPERVISOR, CORRECTIONAL CASEWORK SPECIALIST	**40**	**B**	**12.556**

7. Compile information and submit reports on activities.
8. Investigate offender and staff inquiries on reported work credits and payroll and may conduct audits.
9. Provide training in casework techniques, institutional policy and procedure, and performance standards.
10. Prepare initial intake summary worksheets, designation instruments, and summary reports.
11. Oversee case load, perform due process hearings, and recommend custody level.
12. Coordinate and oversee multi-disciplinary and classification activities.
13. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
14. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
15. Perform related duties as assigned.

SUPERVISOR, CORRECTIONAL CASEWORK SPECIALIST

1. Duties performed at the previous levels, AND:
2. Perform specialized casework dealing with complex legal issues, sentence structure interpretation, and problem offenders.
3. Determine if an error occurred and provide recommendations for resolution.
4. Implement training programs.
5. Conduct final review and determination of casework.
6. Maintain an eligibility roster of offenders for assignment to work programs and minimum custody.
7. Review and approve reports and forms for classification, housing, work assignments, discipline, and transfer.
8. Provide final reviews, recommendations, approvals, and/or denials for classification change requests.
9. Make final decision about transfers of offenders to other institutions/facilities.
10. Ensure compliance with federal guidelines.
11. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CORRECTIONAL CASEWORK SPECIALIST

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR CORRECTIONAL CASEWORK SPECIALIST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, CORRECTIONAL CASEWORK SPECIALIST

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

CORRECTIONAL CASEWORK SPECIALIST	**36**	**B**	**12.565**
SENIOR CORRECTIONAL CASEWORK SPECIALIST	**38**	**B**	**12.559**
SUPERVISOR, CORRECTIONAL CASEWORK SPECIALIST	**40**	**B**	**12.556**

CORRECTIONAL CASEWORK SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, rules, and agency policies and procedures; outside law enforcement agencies as they relate to offender status; principles and techniques of offender classification and parole planning; purposes and functions of the preparation of Parole Board reports for incarcerated individuals.
- Cultural and ethnic differences as applied to the incarceration and program placement of offenders; symptoms and causes of deviant emotional or psychological behavior; effects of substance use and abuse; consent decrees and court decisions as applied to the classification of offenders within assigned institution; housing areas and specialized housing units within assigned facility.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Prioritize information and determine what information should be forwarded to different levels of management; identify offender problems or issues to alleviate tension or conflict; identify and utilize community referral resources; appraise situations and arrive at logical objective and appropriate conclusions.
- Compute work time credits and projected expiration date of incarceration; maintain an offender records system; execute policy and procedure regarding disciplinary action, classification, and security decisions; analyze and interpret problems involved in the supervision and institutional adjustment of prison offenders, procedural guidelines, and consent decrees.
- Apply casework principles appropriate to an institutional environment; interpret and evaluate offender records; prepare and proofread completed forms, documents, and reports; monitor and evaluate offender's program activities and progress; evaluate the merits of disciplinary charges.
- Write concise, logical, grammatically correct reports; obtain, record, and convey information and data; secure facts by personal contact, observation, and checking records; interpret laws, regulations, rules, policies, and procedures for compliance.
- Communicate effectively with co-workers and offenders to maintain open channels of communication; communicate Parole Board decisions and findings to parole candidates in a manner consistent with the offender's release; speak with offenders of various social, cultural, economic, and educational backgrounds; establish and maintain effective working relationships; maintain a professional demeanor in the face of resistance, indifference, or hostility.

SENIOR CORRECTIONAL CASEWORK SPECIALIST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Classification related to the treatment prescribed for mental health services.

Ability to:

- Manage and be a resource for the offender and/or agency for the resolution of problems; act decisively on administrative decrees by recording and transmitting information; accurately interpret information regarding offender history and sentence structure to complete appropriate forms.

CORRECTIONAL CASEWORK SPECIALIST	**36**	**B**	**12.565**
SENIOR CORRECTIONAL CASEWORK SPECIALIST	**38**	**B**	**12.559**
SUPERVISOR, CORRECTIONAL CASEWORK SPECIALIST	**40**	**B**	**12.556**

- Represent the agency and provide information to others; act appropriately to potential offender problems which may affect the security of the facility.

SUPERVISOR, CORRECTIONAL CASEWORK SPECIALIST

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Casework methods and psychological terminology and diagnosis; methods used, and problems involved in supervision and adjustment of prison offenders; purpose, activities, and mission of the agency as applied to supervising the program areas; principles and practices of supervision and training.

Ability to:

- Interpret, apply, and promulgate institutional procedures, post orders, administrative regulations, State statutes, and consent decrees.
- Accept equivocal circumstances and act where answers to problems are not readily apparent; establish and maintain reference and record files, with clear audit trails.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing ☐ running ☒ lifting, 20 lbs ☒ observing ☒ turning

CORRECTIONAL CASEWORK SPECIALIST	**36**	**B**	**12.565**
SENIOR CORRECTIONAL CASEWORK SPECIALIST	**38**	**B**	**12.559**
SUPERVISOR, CORRECTIONAL CASEWORK SPECIALIST	**40**	**B**	**12.556**

☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
PAROLE AND PROBATION SPECIALIST I	**31**	**B**	**12.614**
PAROLE AND PROBATION SPECIALIST II	**33**	**B**	**12.616**
SENIOR PAROLE AND PROBATION SPECIALIST	**35**	**B**	**12.618**
SUPERVISOR, PAROLE AND PROBATION SPECIALIST	**36**	**B**	**12.619**

JOB SUMMARY

Parole and Probation Specialists perform a variety of casework services, investigations, tracking, and monitoring of assigned parolees and probationers.

JOB DUTIES

PAROLE AND PROBATION SPECIALIST I

1. Process documentation associated with the release of offenders.
2. Research offender history, obtain reporting instructions, and transfer offender files.
3. Notify victims and liaise with law enforcement, corrections staff, and service providers for arrangements.
4. Track and monitor offenders to ensure compliance with stipulated agreements.
5. Establish and monitor compliance with payment plans and renegotiate.
6. Track actions taken by the court and/or parole board.
7. Prepare and submit reports and develop and maintain case files.
8. Monitor and track hearing dates.
9. Track and monitor a caseload of incarcerated parolees/probationers.
10. Conduct preliminary pre-parole investigations of sponsors and proposed residences.
11. Investigate indigent claims.
12. Review, process, and transfer warrant and extradition files and perform preliminary inquiry hearing paperwork.
13. Perform related duties as assigned.

PAROLE AND PROBATION SPECIALIST II

1. Duties performed at the previous level, AND:
2. Assist offenders complete pre-sentence interview questionnaires and provide resources.
3. Assist in the maintenance of a list of programs and services available to parolees.
4. Check criminal history, complete a risk assessment for criminogenic risks and needs.
5. Write pre-sentence investigation reports, provide aggravating and mitigating factors, and provide testimony.
6. Assist in carrying out investigations.
7. Supervise low risk offenders.
8. Receive and gather information, determine compliance with administrative conditions, prepare reports, draft correspondence, and document information.
9. Meet with inmates to assist in formulating viable release plans.
10. Participate in program analysis and provide feedback for improvement.
11. Coordinate with stakeholders regarding the disposition of incarcerated offenders.
12. Perform related duties as assigned.

PAROLE AND PROBATION SPECIALIST I	**31**	**B**	**12.614**
PAROLE ANDPROBATION SPECIALIST II	**33**	**B**	**12.616**
SENIOR PAROLE ANDPROBATION SPECIALIST	**35**	**B**	**12.618**
SUPERVISOR, PAROLE AND PROBATION SPECIALIST	**36**	**B**	**12.619**

SENIOR PAROLE AND PROBATION SPECIALIST

1. Duties performed at the previous levels, AND:
2. Complete comprehensive investigations on requests for pardons, make recommendations, and prepare and submit investigative summary reports.
3. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
4. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
5. Perform related duties as assigned.

SUPERVISOR, PAROLE AND PROBATION SPECIALIST

1. Duties performed at the previous levels, AND:
2. Plan, organize, coordinate, and oversee day-to-day activities.
3. Prepare statistical reports.
4. Participate in the development of the work unit's budget.
5. Implement, interpret, and explain federal and State laws, regulations, and agency policies, procedures, and guidelines and recommend changes.
6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

PAROLE AND PROBATION SPECIALIST I

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

PAROLE AND PROBATION SPECIALIST II

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR PAROLE AND PROBATION SPECIALIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, PAROLE AND PROBATION SPECIALIST

Four or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

PAROLE AND PROBATION SPECIALIST I	**31**	**B**	**12.614**
PAROLE ANDPROBATION SPECIALIST II	**33**	**B**	**12.616**
SENIOR PAROLE ANDPROBATION SPECIALIST	**35**	**B**	**12.618**
SUPERVISOR, PAROLE AND PROBATION SPECIALIST	**36**	**B**	**12.619**

PAROLE AND PROBATION SPECIALIST I

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; Nevada criminal justice system; court processes and systems; functions and purpose of the parole and probation system; criminal and administrative law; criminal and legal procedures; functions and jurisdiction of law enforcement agencies, related criminal justice agencies, and service entities.
- Methods and techniques of interviewing, advising, and providing guidance to others; techniques used to maintain detailed information; methods and techniques used to research and confirm information from a variety of sources; confidentiality rules.
- English composition skills sufficient to prepare comprehensive reports and recommendations to include correct grammar, spelling, and punctuation; computer systems and programs used by the agency.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Apply casework principles and practices; record and transmit information in an authoritative and professional manner; evaluate financial information and make appropriate recommendations; calculate payments and arrearages.
- Compile statistical data; prepare a variety of forms and reports; enter, retrieve, and/or access information; maintain records and files; write and prepare concise, logical, and grammatically correct written materials
- Read, interpret, evaluate, and explain client history, laws, regulations, rules, policies, procedures, and guidelines; read and understand violations of parole and probation agreements, directives, and court and parole board orders.
- Evaluate historical data and current information to reach logical conclusions; act in accordance with prescribed policies and procedures; provide testimony before hearing boards.
- Interview individuals to obtain and verify information; secure facts through personal contacts and researching/verifying records; establish and maintain effective working relationships; make decisions within established limits of authority.

PAROLE AND PROBATION SPECIALIST II

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Appropriate courtroom behavior; interstate compact process.

Ability to:

- Objectively investigate and review information; make appropriate recommendations within established policies and procedures; determine the nature of investigations; understand technical terms, abbreviations, and phrases used in law enforcement and legal records.
- Read and evaluate law enforcement documents to determine the appropriate course of action; communicate effectively with offenders using evidence-based practices; write and verbally defend professional judgments and recommendations presented in court.

PAROLE AND PROBATION SPECIALIST I	**31**	**B**	**12.614**
PAROLE ANDPROBATION SPECIALIST II	**33**	**B**	**12.616**
SENIOR PAROLE ANDPROBATION SPECIALIST	**35**	**B**	**12.618**
SUPERVISOR, PAROLE AND PROBATION SPECIALIST	**36**	**B**	**12.619**

- Analyze information, problems, and objectives and identify and recommend solutions; assess and select appropriate communication methods when dealing with deviant and/or emotional behavior; prepare comprehensive investigative reports and recommendations; represent the agency in a pre-hearing or judicial environment; provide chronological exhibits and testimony in court.

SENIOR PAROLE AND PROBATION SPECIALIST

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Caseload management techniques; proper handling of complex and high-profile cases; training techniques; agency mission, goals, and objectives.

Ability to:

- Provide guidance and train staff.
- Direct and coordinate staff activities, assignments, and training; coordinate with the supervisor in reviewing, analyzing, and providing input regarding staff.
- Present high profile and complex cases in a court of law, to the Board of Pardon Commissioners, and/or the Governor and their staff; develop and maintain collaborative working relationships with high level executives, commissioners, courts, law enforcement, and the criminal history repository.
- Review required reports and forms to detect discrepancies and ensure compliance; assist in reviewing and approving comprehensive reports prepared by others.

SUPERVISOR, PAROLE AND PROBATION SPECIALIST

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Trends in parole and probation casework; purpose, format, and content of pre-sentence investigation, pre-release, and re-entry reports; oversee caseloads.
- Principles and practices of supervision and training; State budgeting.

Ability to:

- Secure the cooperation of individuals and agencies; work collaboratively within and across organizational boundaries to achieve common goals; identify customer expectations and respond appropriately to their needs; assist in preparing statistical and analytical reports.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

PAROLE AND PROBATION SPECIALIST I	**31**	**B**	**12.614**
PAROLE ANDPROBATION SPECIALIST II	**33**	**B**	**12.616**
SENIOR PAROLE ANDPROBATION SPECIALIST	**35**	**B**	**12.618**
SUPERVISOR, PAROLE AND PROBATION SPECIALIST	**36**	**B**	**12.619**

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
DPS MAJOR	**48**	**A**	**13.202**

JOB SUMMARY

DPS Majors manage the operations of a significant segment of a large law enforcement division or serve as the Administrator of a small- to mid-sized division within the Department of Public Safety (DPS).

JOB DUTIES

1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies and procedures.
3. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Identify law enforcement issues, concerns, and project trends.
5. Formulate budget development, ensure consistency, review and prioritize requests, and negotiate proposals.
6. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
7. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
8. Monitor progress of projects and submit interim and final project reports.
9. Review and approve studies and reports.
10. Prepare analytical, narrative, and statistical reports.
11. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
12. Participate in professional organizations, meetings, seminars, and conferences and contribute to professional literature.
13. Appoint staff to work on statewide projects and committees.
14. Identify, approve, and direct training needs, recommendations, and the instruction of methods and practices.
15. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
16. Analyze and propose legislative changes, draft amendments. and provide testimony.
17. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
18. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Seven or more years of applicable experience as described in the job duties with a minimum of four years of supervisory/managerial experience at a Sergeant, Lieutenant, Captain, or equivalent level and Certification as a Category I Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; court decisions, criminal justice system, and due process; agency mission; development of policies, procedures, goals, objectives, and long-range plans.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Develop, implement, and evaluate the achievement of goals, objectives, and work plans; present issues and needs of the agency to governmental agencies; analyze existing or potential emergency situations with regional impact; interpret, develop, implement, and monitor laws, regulations, policies, and procedures.
- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
UNIVERSITY POLICE DETECTIVE	**42**	**D**	**13.217**

JOB SUMMARY

University Police Detectives conduct investigations and present evidence for prosecution of crimes against the University, its community, and surrounding areas.

JOB DUTIES

1. Oversee the agency's investigative function and review investigative assignments.
2. Investigate crimes occurring on and around university properties.
3. Gather, organize, and analyze evidence and determine the nature and extent of the crime and probability of prosecution.
4. Preserve and review physical evidence and other information.
5. Prepare and submit reports and forward the case for prosecution.
6. Manage the writing, application, submission and service of all search and seizure warrants.
7. Oversee the investigative process at major crime scenes and ensure proper supervision of police personnel, equipment, and investigation procedures.
8. Ensure thorough preservation, documentation, and collection of evidence.
9. Review case activities to ensure adherence to laws, regulations, rules, policies, and procedures.
10. Take photographs, draw diagrams, collect latent fingerprints and trace evidence, conduct interviews, and communicate, coordinate, and deliver progress reports to applicable parties.
11. Review incident reports and determine if crimes were committed and evaluate and prioritize investigations.
12. Represent the agency to various offices and organizations involved in criminal prosecution processes.
13. Review agency submissions for criminal prosecution and ensure clarity, legal satisfaction of crime elements, laws of arrest, and rules of search and seizure.
14. Maintain records on case submissions and dispositions, identify issues, and provide statistical data.
15. Formulate policies and procedures.
16. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
17. Receive and tag agency evidence to maintain security and establish the chain of custody.
18. Record evidence received and sent, ensure transport to crime lab for analysis, maintain evidence locker.
19. Gather police intelligence information within areas of jurisdiction to facilitate crime prevention programs.
20. Conduct surveillance and relay crime information and prevention procedures to appropriate individuals.
21. Participate in regional street crime prevention and SWAT team activities.
22. Perform community policing functions and serve as a member of task forces and other work groups.
23. Participate in dormitory liaison activities and meet with residence managers, staff, and dormitory residents.
24. Provide crime prevention training and respond to reports of domestic violence, burglary, or other violations.
25. Organize and manage special events, arrange staffing and tactical deployment, provide pre-event briefing and instructions, and monitor activities and police action during the event.
26. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and based on the assigned agency, and Certification as a Category I or II Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy or obtain certification as a Category I or II from NV POST within the required timeframe.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, ordinances, and agency policies and procedures; laws of arrest, rules of evidence, rights of citizens, search and seizure, confiscation of stolen property, court procedures, and general law enforcement; community policing and aiding students, staff and the public; use and care of law enforcement equipment; plan, coordinate and control investigations; investigative techniques.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Execute and serve warrants; investigate crimes; prepare clear and concise reports on investigations; conduct surveillance and obtain criminal complaints; remain objective until all facts are known; maintain the integrity and confidentiality of criminal records and investigations; access databases and perform data entry.
- Organize criminal investigations; develop crime prevention measures to reduce crime in high-risk areas; operate photographic equipment and utilize standard crime scene equipment; review investigation reports to determine soundness and accuracy; coordinate various resources in criminal investigations.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without

accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☒ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☒ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CYBERCRIME INVESTIGATOR	**43**	**D**	**13.237**

JOB SUMMARY

Cybercrime Investigators conduct criminal investigations and analyze specialized forensic examinations of transactions or activities performed on electronic devices or networks that is used in suspected criminal, civil, or administrative violations of federal and/or State laws pertaining to a specific program or regulatory area.

JOB DUTIES

1. Analyze digital data, activity, and electronic financial transaction flows, to identify patterns and provide actionable intelligence in support of investigations.
2. Provide technical expertise and assistance to federal, State, and local law enforcement on computer forensics.
3. Procure and maintain forensics field equipment, laboratory equipment, and hardware and software licenses.
4. Conduct interviews with witnesses, victims, and suspects.
5. Perform mobile and digital forensic examinations of computers, networks, transactions, electronic devices, and electronic data storage media.
6. Extract, analyze, and review validity of information to determine possible criminal activity and appropriate jurisdiction.
7. Conduct field surveillance and background investigations.
8. Participate in undercover operations and use electronic recording equipment.
9. Conduct transactions with suspects to gather evidence, develop leads, and establish probable cause.
10. Establish proof of facts and evidence and review case findings with appropriate parties.
11. Prepare investigative reports, outline and summarize violations committed, and deliver findings.
12. Develop illustrative information to explain analytical forensic findings to a lay audience.
13. Prepare, obtain, and execute legal documents such as affidavits, search and arrest warrants, and subpoenas.
14. Prepare reports on computer forensic examination results and prepare evidence for presentation.
15. Testify as an investigator and as a computer forensics expert in court or other proceedings.
16. Develop case files, maintain reports and case logs, and document investigative activities.
17. Compile and maintain information and deliver analytical, statistical, and narrative reports on activities.
18. Conduct training programs and outreach regarding agency services, specialized functions, and/or programs.
19. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and based on the assigned agency, and Certification as a Category I or II Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy or obtain certification as a Category I or II from NV POST within the required timeframe.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, ordinances, codes, and agency policies and procedures; court procedures and documents; legal rights and rules of evidence; civil, criminal, or administrative proceedings; chain of custody of evidence; laws of arrest, search, and seizure.
- Designing, implementing, administering, and securing networks; acquisition of mail servers, database servers, and large data stores; mainframe and acquisition techniques; threat vectors, malware types, attack methodologies, and intrusion detection techniques used to discover and determine the existence or presence of evidence related to any wrongful act of entering, seizing, or taking possession of the property of another.
- Forensic tools to identify, collect, preserve, and extract digital evidence from a variety of computers, platforms, operating systems, mobile devices, e-mail, and messaging systems; criminal laboratory protocols related to packaging, submission, preservation, and storage of digital and computer evidence; network traffic analysis; data recovery methodologies; digital forensic examination techniques and protocols; electronic search methods; reporting of forensic examinations.
- Interview and interrogation techniques; criminal investigative techniques and enforcement procedures; standard computer operating systems, software, and applications; a broad spectrum of computer hardware, networks, mobile computing devices, media platforms, and storage devices; use of digital evidence in criminal, civil, and administrative investigations.

Skill in:

- Querying, data recovery, extraction, and analysis.
- Logical reasoning and pattern recognition for linking digital activity to individuals or entities.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Plan, coordinate, and expedite computer forensics investigations; conduct technical forensic examinations of a variety of digital devices, including networks or unconventional storage media while preserving evidence and maintaining chain of custody; coordinate, set priorities, assign, and review computer forensic work of other professional staff when necessary; evaluate the needs for training and equipment in the assigned area.
- Collect, organize, verify, analyze, and interpret investigative data and data anomalies; conduct searches, seizures and arrests; present courtroom testimony that involves both technical and non-technical subject matter.
- Read, understand, interpret, and apply laws, regulations, codes, ordinances, policies, and procedures; collect evidence; communicate effectively with a wide variety of public contacts; prepare detailed written reports; provide court testimony; identify types of digital evidence used in support of criminal allegations; perform training and public speaking activities.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.

4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☒ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
EQUIPMENT OPERATOR	**28**	**G**	**9.205**

JOB SUMMARY

Equipment Operators operate and transport specialized State vehicles and equipment to include aviation fuel trucks, firefighter crew transports, forklifts and other assigned vehicles and/or equipment and perform routine maintenance.

JOB DUTIES

1. Load equipment, secure load, and complete pre- and post-check paperwork
2. Drive equipment and vehicles to various destinations.
3. Transport equipment and vehicles and operate light and heavy equipment.
4. Fuel equipment and assist with establishing temporary staging of equipment.
5. Monitor and inspect bulk fuel tanks, perform filter changes, order and receive fuel, and perform minor maintenance and housekeeping of fuel storage areas.
6. Conduct visual inspections, review maintenance records, perform preventive maintenance, and repair or arrange for vehicle and equipment repair.
7. Conduct safety inspections.
8. Complete and maintain records.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, rules, and agency policies and procedures.
- State Commercial Driver's License requirements; preventive maintenance.

Skill in:

- Driving long distances and in a variety of conditions.
- Operating light and heavy equipment in a variety of conditions.
- Loading, unloading, and securing cargo.
- Performing maintenance.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Complete required forms and maintain records.
- Coordinate and schedule statewide activities.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license may be required at time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations or licensures at time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.
5. Positions are subject to call-back, overtime on short notice, stand-by status, and must work various hours and/or shifts, evenings, weekends, and/or holidays as a condition of appointment and continuing employment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
PUBLIC AFFAIRS SPECIALIST	**35**	**B**	**7.806**
SENIOR PUBLIC AFFAIRS SPECIALIST	**37**	**B**	**7.804**

JOB SUMMARY

Public Affairs Specialists develop communication strategies, engage with the media, and foster relationships with the public and other stakeholders.

JOB DUTIES

PUBLIC AFFAIRS SPECIALIST

1. Develop and implement public affairs and communication strategies to promote the department's mission and goals.
2. Serve as the primary point of contact for media inquiries, preparing press releases, statements, and other communication materials.
3. Coordinate and manage media relations, and organize press conferences, interviews, and media events.
4. Monitor and analyze media coverage and public opinion.
5. Provide reports and recommendations to leadership.
6. Create and manage website content, social media channels, and other communication platforms.
7. Plan and execute public outreach and community engagement initiatives, events, campaigns, and partnerships.
8. Develop and maintain relationships with stakeholders, government officials, community leaders, and industry partners.
9. Oversee crisis communication efforts and ensure timely and effective responses to issues and incidents.
10. Perform related duties as assigned.

SENIOR PUBLIC AFFAIRS SPECIALIST

1. Duties performed at the previous level, AND:
2. Serve as department spokesperson and field media and public inquiries of a sensitive or controversial nature.
3. Authorize appearances or public statements from staff members when highly technical information is required.
4. Advise management on the public relations impact of proposed actions, and design a public relations program, image, and strategy.
5. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
6. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

PUBLIC AFFAIRS SPECIALIST	**35**	**B**	**7.806**
SENIOR PUBLIC AFFAIRS SPECIALIST	**37**	**B**	**7.804**

PUBLIC AFFAIRS SPECIALIST

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR PUBLIC AFFAIRS SPECIALIST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

PUBLIC AFFAIRS SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Media relations; crisis communication strategies and best practices; promotional and marketing strategies; web platform design and maintenance.
- Political and social dynamics; ethical and legal standards and public affairs activities; journalistic writing and reporting.
- Techniques for publicizing material through television, print, radio, and other outlets; purpose and use of modern communications equipment; layout and design principles; photographic techniques and equipment; printing, graphics production processes, and copy writing.

Skill in:

- Social media management, content creation, and digital communication tools.
- Organizational and project management.
- Handling multiple tasks and deadlines.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Create compelling and persuasive content; manage and respond to media inquiries; work with journalists; develop and implement communication plans on initiatives; develop, interpret, and implement policies, procedures, theories, and concepts.
- Build and maintain positive relationships with diverse stakeholders; manage media engagements; coordinate interviews; draft press releases; create social media content; organize public events; design and layout publications; make presentations.
- Write speeches and narration; edit and proofread for accuracy and readability; present difficult subjects to lay people; conceptualize publication needs and plan for articles and photo shoots; take quality photos; research information through records and people; interview and create rapport with interview subjects; interact diplomatically with the public in a high volume, continuous contact setting.

SENIOR PUBLIC AFFAIRS SPECIALIST

Knowledge of:

- Department mission, goals, and activities; promotional and marketing strategies; coordination and

allocation of resources; strategic planning and leadership techniques; organizational management; emergency management practices; federal and State joint information center functions.

Ability to:

- Formulate an effective public relations program tailored to the needs of the assigned department.
- Respond to questions from State and local officials, the media, and the public regarding controversial or high-profile department programs and activities; develop and implement internal policies, procedures, and controls; design and layout publications.
- Make presentations to employees, management, and community groups; tailor long- and short-range marketing strategies for promotion of programs and services; write scripts for multimedia use or for public service announcements; organize material, information, and resources in a systematic way to optimize efficiency; arrange subject matter experts to act as spokespersons when highly technical information is required.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time

PUBLIC AFFAIRS SPECIALIST	**35**	**B**	**7.806**
SENIOR PUBLIC AFFAIRS SPECIALIST	**37**	**B**	**7.804**

☒ Ability to read instructions and numbers in English

☒ Ability to complete tasks with numerous interruptions

☒ Ability to follow supervisor's instructions

☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
PUBLICATIONS SPECIALIST	**31**	**B**	**7.813**

JOB SUMMARY

Publications Specialists prepare, write, and proofread content and coordinate the production of books, brochures, reports, magazines, articles, advertisements, promotional and informational publications, maps, graphics, website content, and digital media,

JOB DUTIES

1. Provide research, perform fact-checking, and assist authors in text preparation, review drafts, and suggest improvements for readability, organization, and clarity.
2. Discuss editorial style, policy, and production schedules.
3. Perform copy editing and revise text for organization, clarity, grammar, spelling, and style.
4. Rephrase narrative without changing the author's meaning.
5. Determine format and layout, resolve bibliographic questions, insert headings and captions.
6. Write material for publications and adhere to established deadlines for continuing publications.
7. Develop theme or subject matter, research information, consult with staff, coordinate assignments and time frames, organize reference materials, create original copy, take photographs and/or arrange for photography.
8. Proof, revise, assemble, and provide website editing review for website materials.
9. Coordinate materials for publication, including website development.
10. Produce press-ready copy using publication software or organize material for publication layout, including photographs, maps, graphics, and artwork.
11. Provide specifications to graphics and/or printing, obtain and review cost estimates, make revisions, and comply with budgetary restraints.
12. Review design, content, layout, and photography work.
13. Check copy for accuracy, proof design elements, oversee printing and distribution, and ensure quality of the final product and conformity with plans.
14. Write advertisements, press releases, public service announcements, magazines, reports, brochures, catalogs, newsletters, internal communications, forms, books, scientific or professional journals, website content, and/or scripts for video production.
15. Gather information from various sources and select graphic designers, people, props, and technical approaches.
16. Verify facts and write appropriate and effective material.
17. Plan and implement distribution of materials to targeted populations.
18. Follow editing codes and procedures and proofread, correct, review, and approve final copy.
19. Ensure the end-product is error-free and arrange services of freelance editors, photographers, or writers.
20. Negotiate fees and review vendors' work.
21. Maintain records and databases and prepare relevant reports.
22. Interact with professional reviewers, involving extensive rewriting and working with academic publications.
23. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Federal copyright and libel laws and journalistic code of ethics; acceptable writing style guidelines; graphic arts; writing copy to specific design parameters; publications and information guidelines; applicable page layout software and hardware; electronic dissemination of press materials, promotional items, press kits, photos and publications.
- English grammar, syntax, spelling, punctuation, and style; advanced publication software, standard editing marks and common style guides.
- Publishing terminology, layout requirements, and graphics usage in publications, as well as standards for editing publications and maps.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Write and edit a wide variety of materials, feature stories, copy for various publications, and develop and implement web content.
- Adapt writing style to suit specific publications and audiences; pay close attention to detail; establish cooperative working relationships; and edit and proofread content.
- Communicate professional reviewers' concerns to authors, comprehend and articulate topics clearly, and assess the strengths and weaknesses of publications; prioritize tasks; apply cost effective techniques and implement marketing/public relation programs and plans.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

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☒ Ability to write legibly in English
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☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
RETAIL STOREKEEPER	**24**	**F**	**7.821**
SENIOR RETAIL STOREKEEPER	**26**	**F**	**7.820**
SUPERVISOR I, RETAIL STOREKEEPER	**28**	**F**	**7.819**
SUPERVISOR II, RETAIL STOREKEEPER	**30**	**F**	**7.818**

JOB SUMMARY

Retail Storekeepers perform merchandising and inventory control duties to maximize profits in a retail store or e-Commerce environment.

JOB DUTIES

RETAIL STOREKEEPER

1. Perform retail merchandising and inventory control to optimize profits, identify underperforming items, conduct physical inventory counts, and determine order quantities.
2. Communicate with vendors, verify prices, follow purchase procedures, and perform data entry.
3. Receive, inspect, and price incoming merchandise, process documentation, and complete accounting tasks.
4. Develop store layouts, shelve merchandise, rotate stock, and recommend markdowns for slow-moving items.
5. Interact with customers, vendors, and relevant parties to address merchandise-related issues.
6. Receive and process inmate orders, enforce security protocols, and maintain inventory.
7. Implement inventory control and merchandise strategies.
8. Set up displays, review sales reports, initiate markdowns, operate point of sale systems, and provide support.
9. Perform related duties as assigned.

SENIOR RETAIL STOREKEEPER

1. Duties performed at the previous level, AND:
2. Develop and implement inventory control and merchandising to maximize sales and profits.
3. Initiate and perform market surveys and merchandising activities to identify and introduce new merchandise.
4. Meet with vendors and sales representatives to identify new product lines, monitor market trends, and negotiate the best price.
5. Review sales and inventory reports to establish price markup and inventory levels.
6. Initiate markdown of seasonal, close-out, or overstocked items to prevent loss.
7. Train, operate, manage, and resolve issues with computer-based systems.
8. Obtain security approvals for new products and negotiate merchandise transfers between stores.
9. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
10. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

RETAIL STOREKEEPER	**24**	**F**	**7.821**
SENIOR RETAIL STOREKEEPER	**26**	**F**	**7.820**
SUPERVISOR I, RETAIL STOREKEEPER	**28**	**F**	**7.819**
SUPERVISOR II, RETAIL STOREKEEPER	**30**	**F**	**7.818**

SUPERVISOR I, RETAIL STOREKEEPER

1. Duties performed at the previous levels, AND:
2. Manage retail store operations in a diverse environment.
3. Develop inventory control systems and market strategies.
4. Ensure security and address inmate concerns.
5. Evaluate sales and market trends.
6. Purchase goods within pre-established limits, coordinate shipping and receiving.
7. Select the design and use of licensed logos on clothing and souvenir items.
8. Identify, develop, and purchase specialty items for special events or special orders.
9. Resolve problems with vendors, shippers, and customers.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

SUPERVISOR II, RETAIL STOREKEEPER

1. Duties performed at the previous levels, AND:
2. Develop budgets, monitor revenue and expenses, purchase goods, coordinate with vendors, implement marketing plans, and recommend profit goals.
3. Coordinate information and merchandise flow between stores, advise on inventory levels, turnover, and profit projections.
4. Prepare progress reports on sales trends, inventory shortages, and product validity.
5. Maintain daily data on store's earnings and purchases.
6. Mediate between facility administration and store personnel when problems arise.
7. Conduct periodic documentation and inventory audits.
8. Assist administration with vendor, policy, and procedure development, and maintenance and enhancement of the perpetual inventory control computer program.
9. Monitor product performance, expenses, forecast and/or identify shortfalls, evaluate circumstances, and identify and implement solutions.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

RETAIL STOREKEEPER

No experience or education required.

SENIOR RETAIL STOREKEEPER

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR I, RETAIL STOREKEEPER

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred, graduation from high school or equivalent education.

RETAIL STOREKEEPER	**24**	**F**	**7.821**
SENIOR RETAIL STOREKEEPER	**26**	**F**	**7.820**
SUPERVISOR I, RETAIL STOREKEEPER	**28**	**F**	**7.819**
SUPERVISOR II, RETAIL STOREKEEPER	**30**	**F**	**7.818**

SUPERVISOR II, RETAIL STOREKEEPER

Four or more years of applicable experience as described in the job duties with a minimum of two years of supervisory experience, graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

RETAIL STOREKEEPER

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Proper storage and rotation of food and dated perishable merchandise; sales and merchandising methods; storekeeping methods and procedures; computer functions and keyboarding techniques; recordkeeping; inventory methods.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Arrange stock and/or property into groups or categories according to established criteria; learn State and agency policies and procedures related to ordering merchandise for resale; add, subtract, multiply, and divide whole numbers; perform routine work according to set procedures and sequence.
- Establish and maintain cooperative working relationships with others; read catalogs, instructions, forms, and other materials; complete standard forms; work effectively with inmates in a prison canteen store; calmly explain store policies and procedures.

SENIOR RETAIL STOREKEEPER

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Physical inventory procedures, records, and controls; vendors and product lines; profit-producing methods and procedures in a retail environment; perpetual inventory methods; point-of-sale or computerized perpetual inventory system.
- Market survey and testing techniques; basic calculator functions; storekeeping equipment such as forklift, pallet jack, and dolly.

Ability to:

- Provide high-quality customer service and resolve customer complaints; use reference manuals, guides, and other informational resources related to procurement of merchandise for resale; maintain records relating to procurement of resale merchandise; review inventories, discover discrepancies, and establish stocking levels.
- Prioritize assignments and follow up on orders to ensure timely delivery; negotiate with vendors regarding desired quantity, quality, price, and delivery dates; train coworkers and others in completing tasks; apply State and agency policies and procedures related to ordering merchandise for resale.

RETAIL STOREKEEPER	**24**	**F**	**7.821**
SENIOR RETAIL STOREKEEPER	**26**	**F**	**7.820**
SUPERVISOR I, RETAIL STOREKEEPER	**28**	**F**	**7.819**
SUPERVISOR II, RETAIL STOREKEEPER	**30**	**F**	**7.818**

- Operate a forklift, pallet jack, and dolly; perform minor repairs to furniture and equipment; locate, interpret, and explain computer data relating to inmate accounts.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR I, RETAIL STOREKEEPER

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- State and agency purchasing and budgeting regulations, practices, and procedures; market research and merchandising techniques; market value of a variety of merchandise; supervisory principles and practices.

Ability to:

- Resolve problems with vendors regarding desired quality, quantity, price, and delivery date of supplies and materials; coordinate, review, and recommend improvements in storeroom operations; read and interpret inventory reports, profit and loss statements, receiving logs, and records related to damaged goods and spoilage; maximize profits through effective stock control and merchandising; explain policies and procedures related to procurement, retail store operations, and/or e-Commerce activities to employees and others.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies, and diffuse hostile situations respectfully and tactfully.

SUPERVISOR II, RETAIL STOREKEEPER

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Perpetual inventory methods, including setting stocking levels and reorder points; tracking and reporting information regarding inventory control, turnover rates, sales, and profit and loss; recordkeeping related to inventory control.
- Market value of a variety of merchandise such as convenience foods, specialty store items, and/or personal items.

Ability to:

- Analyze personnel, equipment, operating, travel needs, and expenses for a retail store; draft and recommend policies and procedures relating to store operations; compile information required for budget preparation; track and transfer merchandise in multiple stores and locations; analyze turnover rates, sales reports, and profit projections.

RETAIL STOREKEEPER	**24**	**F**	**7.821**
SENIOR RETAIL STOREKEEPER	**26**	**F**	**7.820**
SUPERVISOR I, RETAIL STOREKEEPER	**28**	**F**	**7.819**
SUPERVISOR II, RETAIL STOREKEEPER	**30**	**F**	**7.818**

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
AUDIOVISUAL TECHNICIAN	**27**	**C**	**7.833**

JOB SUMMARY

Audiovisual Technicians install, operate, repair, maintain, and deliver audiovisual equipment.

JOB DUTIES

1. Perform repairs and adjustments to electronic media equipment.
2. Install components and software and order and replace parts, recommend and process purchases.
3. Provide technical support and assist with software applications, connectivity, and system problems.
4. Create, maintain, and troubleshoot connections between electronic media equipment.
5. Maintain equipment according to manufacturer's maintenance schedule.
6. Review complaints or reports of problems and schedule action.
7. Handle and store chemicals properly.
8. Prepare reports on services, materials, and supplies.
9. Install new security devices by placing, securing, connecting, testing, and soldering equipment.
10. Produce graphics and media materials and assist with media production.
11. Consultant with agency staff on educational media technology.
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Techniques and methods of audiovisual equipment operation; practices, methods, tools, and materials used in audiovisual equipment testing, repair, and maintenance.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Troubleshoot audiovisual, recording, public address, video, and computer equipment and their connections; set up and operate audiovisual apparatus under a variety of lighting and acoustic conditions; read and understand applicable schematics and service manuals.

- Communicate effectively in explaining lab policies, procedures, services, equipment operation, and use of instructional media; establish and maintain good relationships with others.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
AUDIOVISUAL ASSISTANT	**23**	**E**	**7.837**

JOB SUMMARY

Audiovisual Assistants operate, maintain, and deliver audiovisual equipment and provide equipment control, security, and inventory.

JOB DUTIES

1. Deliver and circulate audiovisual equipment and maintain records of service requests.
2. Plan and organize equipment deliveries.
3. Track location of equipment and notify security officers of whereabouts.
4. Check and secure locks and cables and report theft or damage to local authorities.
5. Maintain equipment in good working order by following service and maintenance instructions.
6. Train individuals and conduct equipment operation sessions.
7. Provide inventory control of equipment, record information, and report discrepancies.
8. Operate a variety of projectors, audio amplifiers, mixers and players, and video equipment.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

No experience or education required.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Audiovisual equipment operation; inventory and security control to monitor audiovisual equipment on loans.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Operate and maintain audiovisual equipment; plan and schedule pickup/delivery of equipment; interpret orders to determine what equipment is suitable according to room size, situation, and instruction needs; make minor repairs on audiovisual equipment.
- Train users in the operation of audiovisual equipment; establish and maintain effective working relationships with users; explain policy and procedures to users; prepare and maintain accurate records and reports; obtain appropriate information regarding equipment needs and specifications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MUSEUM ASSISTANT	**21**	**E**	**7.847**
SENIOR MUSEUM ASSISTANT	**23**	**E**	**7.846**

JOB SUMMARY

Museum Assistants assist visitors, provide information and directions, and perform routine security activities at museums.

JOB DUTIES

MUSEUM ASSISTANT

1. Prepare the museum for visitors, turn on lighting, inspect premises for damage, assist in clean-up, and ensure readiness.
2. Provide information and directions.
3. Answer questions about exhibits, programs, services, history, and public facility locations.
4. Aid visitors with special needs.
5. Operate surveillance systems for visitor and property protection, patrol the museum, check exhibits for security, address vandalism concerns, report security issues, and secure the building.
6. Prepare accident reports and maintain a security log.
7. Collect fees, keep records of revenue received, and make bank deposits.
8. Answer phones, mail letters and packages, and prepare and post museum content.
9. Check out educational materials to customers.
10. Perform data entry and custodial duties.
11. Perform related duties as assigned.

SENIOR MUSEUM ASSISTANT

1. Duties performed at the previous level, AND:
2. Compose newsletters and/or website articles and social media content.
3. Oversee daily operations of the museum store, conduct and reconcile sales, stock shelves, take inventory, and prepare purchase requisitions.
4. Create displays.
5. Assist in planning and implementing programs and special events.
6. Lead school tours and perform lecture set ups.
7. Manage a volunteer/docent program, including recruiting and training, and scheduling.
8. Prepare paperwork for artifact acquisition, catalogs, and index research material.
9. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MUSEUM ASSISTANT	**21**	**E**	**7.847**
SENIOR MUSEUM ASSISTANT	**23**	**E**	**7.846**

MUSEUM ASSISTANT

No experience or education required.

SENIOR MUSEUM ASSISTANT

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES
(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

MUSEUM ASSISTANT

Skill in:

- Customer service and telephone etiquette.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Communicate effectively with visitors in a high-volume public contact environment with a courteous and tactful manner; work cooperatively with others; read and write English sufficient to understand written instructions and maintain routine records and logs; perform mathematical computations; maintain files.

SENIOR MUSEUM ASSISTANT

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, collective bargaining agreements and agency policies and procedures.
- Museum exhibits, programs, and services; museum regulations, rules, policies, and procedures; Nevada and local history; museum exhibits, programs, and services; security practices and emergency response procedures.

Ability to:

- Communicate information to the public concerning museum exhibits, programs and services, other State museums' hours of operation, locations, entrance fees, and membership program and benefits.
- Input data into museum collection management database; set up lectures and assist in special event planning; operate a cash register and point-of-sale system for collection of admission fees, train ride fees, and museum store sales; operate security systems; perform research for report preparation and collection identification.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license may be required at time of appointment and as a condition of continuing employment.

MUSEUM ASSISTANT	**21**	**E**	**7.847**
SENIOR MUSEUM ASSISTANT	**23**	**E**	**7.846**

2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
EQUIPMENT MECHANIC	**31**	**G**	**9.331**
SENIOR EQUIPMENT MECHANIC	**32**	**G**	**9.323**
SUPERVISOR, EQUIPMENT MECHANIC	**33**	**G**	**9.322**

JOB SUMMARY

Equipment Mechanics maintain, repair, and modify equipment comprised of light, medium, and heavy automotive, maintenance equipment, and specialized mechanical equipment and machinery.

JOB DUTIES

EQUIPMENT MECHANIC

1. Diagnose components or system failures.
2. Maintain, diagnose, repair, rebuild, and/or replace brake, steering, suspension systems, driveline, differential, automatic and manual transmissions, wiring issues, and electrical systems and components.
3. Fabricate and install custom parts, components, and special use items.
4. Measure and draw plans, calculate materials, cut and assemble items, and install finished products.
5. Conduct electrical and fuel system diagnosis and repair, convert surplus military vehicles to fire apparatus, and conduct mechanical inspections of accident-involved vehicles.
6. Perform related duties as assigned.

SENIOR EQUIPMENT MECHANIC

1. Duties performed at the previous level, AND:
2. Function as a lead worker for either a crew of inmates or classified staff.
   Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
3. Assign and review work for classified staff, provide training, and give input to performance evaluations and discipline.
4. Perform related duties as assigned.

SUPERVISOR, EQUIPMENT MECHANIC

1. Duties performed at the previous levels, AND:
2. Organize, oversee, and direct an equipment shop and perform specialized design work.
3. Coordinate equipment repair and maintenance.
4. Inspect equipment, consult with department personnel, and determine the type and complexity of work.
5. Write work orders, determine priority of repairs, and assign work.
6. Ensure repairs are completed correctly.
7. Charge labor, parts, and materials to the appropriate cost center.
8. Ensure compliance with federal and State laws, regulations, and agency policies and procedures.
9. Maintain compliance with procedures established for the use and disposal of hazardous materials.
10. Procure equipment, tools, supplies, materials, and fuel.

EQUIPMENT MECHANIC	**31**	**G**	**9.331**
SENIOR EQUIPMENT MECHANIC	**32**	**G**	**9.323**
SUPERVISOR, EQUIPMENT MECHANIC	**33**	**G**	**9.322**

11. Oversee inventory, estimate future needs, source vendors, and recommend purchases to leadership.
12. Maintain and generate reports on work orders, purchases, and vehicle and fuel usage.
13. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
14. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

EQUIPMENT MECHANIC

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR EQUIPMENT MECHANIC

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, EQUIPMENT MECHANIC

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

EQUIPMENT MECHANIC

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Automatic and manual transmissions and power trains; automotive emission control; automotive ignition system diagnosis and repair; principles of diesel mechanics.
- Use of tools, gauges, and special test equipment used in automotive equipment diagnosis and repair; equipment systems and operating characteristics of automotive equipment; methods, materials, tools, and equipment used in the construction, assembly, overhaul, repair, and adjustment of automotive and/or construction and maintenance equipment.
- Safe working procedures and the proper use, storage, and disposal of hazardous materials; arc and acetylene welding and cutting; machining; rebuilding and repairing vehicle engines, brakes, suspensions, and steering; fuel, lubrication, and cooling systems; transmission work and hydraulic repairs.
- Equipment safety and safe work methods.

Skill in:

- Performing maintenance and repair work on a variety of systems.
- Rebuilding and modifying components of vehicles or equipment.
- Performing extensive electrical and fuel system diagnosis and repair.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

EQUIPMENT MECHANIC	**31**	**G**	**9.331**
SENIOR EQUIPMENT MECHANIC	**32**	**G**	**9.323**
SUPERVISOR, EQUIPMENT MECHANIC	**33**	**G**	**9.322**

Ability to:

- Read and understand policy and procedure manuals and other sources of technical information; establish and maintain effective working relationships with vendors.
- Review work, requisition supplies, and document conditions of equipment; read and understand repair orders, service and operating system manuals, and hydraulic and electrical schematics; diagnose and determine the repairs to restore a system to proper working condition; use various diagnostic and testing equipment and precision measuring devices.

SENIOR EQUIPMENT MECHANIC

Knowledge, skills, and abilities required at the previous level, AND:

Skill in:

- Improvising as necessary to perform repairs in the field.

Ability to:

- Set priorities which reflect the relative importance of job assignments.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR, EQUIPMENT MECHANIC

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Electrical and mechanical theories and design applicable to the repair and maintenance of equipment; State administrative regulations, policies, and procedures regarding personnel and purchasing.
- Principles and practices of supervision.
- Applicable rules, codes, ordinances, and collective bargaining agreements.

Ability to:

- Set priorities which reflect the relative importance of the needs of the agency and the capacity of the shop to meet those needs; modify and/or adapt designs, procedures, or methods to design new systems, modify existing systems, or accomplish tasks more efficiently; estimate the cost of repairs and determine the cost effectiveness and feasibility.
- Provide training, obtain and provide information, and explain and interpret policies and procedures; establish and maintain records and files and prepare reports pertaining to shop operations, equipment, materials, and supplies; design and fabricate specialized equipment components and systems; determine what equipment changes and modifications are required and write specifications for equipment and parts which reflect those requirements.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.

EQUIPMENT MECHANIC	**31**	**G**	**9.331**
SENIOR EQUIPMENT MECHANIC	**32**	**G**	**9.323**
SUPERVISOR, EQUIPMENT MECHANIC	**33**	**G**	**9.322**

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
AUTO BODY WORKER	**30**	**G**	**9.327**

JOB SUMMARY

Auto Body Workers perform skilled work in the repair, rebuilding, and refinishing of vehicles and equipment.

JOB DUTIES

1. Straighten and align panels and remove dents from vehicles and/or equipment.
2. Remove, replace, repair and/or rebuild damaged body components using standard methods for metal, fiberglass, and plastic.
3. Prepare damaged areas for painting by applying resin, fillers, and primers.
4. Paint vehicles, equipment, and components using the appropriate paints and methods.
5. Remove and replace equipment, glass, door handles, locks, hinges, lights, molding, and similar components.
6. Prepare requisitions for parts and materials required for job assignments and maintain related records.
7. Label and dispose of paints, resins, and solvents according to hazardous waste guidelines.
8. Maintain a clean and safe work area.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency rules, policies, and procedures; federal and State regulations regarding the proper use and disposal of hazardous materials.
- Methods, materials, tools, and equipment used in automotive body repair work and painting; health and safety regulations applicable to auto body work; characteristics and uses of various types of paint.

Skill in:

- Safely operating and maintaining equipment and tools used in automotive body work and painting.
- Performing a wide variety of automotive body work, rewiring lights, and welding.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Match and apply paint; estimate costs, write requisitions; prepare work orders; read and understand work orders, supply catalogs, and repair manuals; estimate time and materials required for a work order.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FLEET SERVICE WORKER I	**23**	**H**	**9.337**
FLEET SERVICE WORKER II	**25**	**H**	**9.336**
SENIOR FLEET SERVICE WORKER	**27**	**H**	**9.335**
SUPERVISOR, FLEET SERVICE WORKER	**29**	**H**	**9.334**

JOB SUMMARY

Fleet Service Workers service vehicles and/or light, medium, and heavy construction and maintenance equipment, perform preventive maintenance, issue vehicles to employees, and perform basic diagnostic and repair work.

JOB DUTIES

FLEET SERVICE WORKER I

1. Deliver parts.
2. Wash and detail vehicles and equipment.
3. Check fluid levels and add fluids.
4. Check tires for proper air pressure and wear.
5. Perform related duties as assigned.

FLEET SERVICE WORKER II

1. Duties performed at the previous level, AND:
2. Perform preventive maintenance.
3. Replace filters from engine, transmission, hydraulic, and fuel systems.
4. Replace spark plugs and wires, distributor caps and rotors, and adjust ignition timing.
5. Change belts and hoses, charge or replace batteries, replace lamps, and repack wheel bearings.
6. Conduct safety inspections and examine and maintain vehicle records.
7. Repair or replace tires, rims, and wheels and reassemble, inflate, balance, and mount tires.
8. Pick up, deliver, and return equipment and parts, and verify invoices and credit memos.
9. Reserve and fuel vehicles, collect usage data, prepare reports, and schedule services.
10. Perform related duties as assigned.

SENIOR FLEET SERVICE WORKER

1. Duties performed at the previous levels, AND:
2. Repair, rebuild, or replace light duty hydraulic brakes, shocks, U-joints, alternators, water pumps, carburetors, and various switches, gauges, and transmission seals.
3. Inspect vehicles/equipment, determine extent of work to be performed.
4. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
5. Perform related duties as assigned.

FLEET SERVICE WORKER I	**23**	**H**	**9.337**
FLEET SERVICE WORKER II	**25**	**H**	**9.336**
SENIOR FLEET SERVICE WORKER	**27**	**H**	**9.335**
SUPERVISOR, FLEET SERVICE WORKER	**29**	**H**	**9.334**

SUPERVISOR, FLEET SERVICE WORKER

1. Duties performed at the previous levels, AND:
2. Organize and direct fleet services and motor pool operations.
3. Assign drivers to transport employees to and from the airport.
4. Resolve complaints.
5. Schedule vehicles/equipment for service and repairs.
6. Review preventive maintenance schedules and vehicle/equipment records to determine service due dates.
7. Order tires, service items, and maintenance supplies.
8. Participate in the development of the work unit's budget, authorize purchases, allocate funds, and monitor budgets.
9. Review expenditures, calculate future requirements, and complete requisition forms.
10. Enter and maintain records and prepare activity reports.
11. Ensure compliance with federal and State laws, regulations, and agency policies and procedures.
12. Ensure the proper use and disposal of hazardous materials.
13. Prepare work orders.
14. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
15. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

FLEET SERVICE WORKER I

No experience or education required.

FLEET SERVICE WORKER II

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR FLEET SERVICE WORKER

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, FLEET SERVICE WORKER

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

FLEET SERVICE WORKER I

Knowledge of:

- Name and function of vehicle and equipment components and systems.
- Hand tools, power tools, and equipment.

FLEET SERVICE WORKER I	**23**	**H**	**9.337**
FLEET SERVICE WORKER II	**25**	**H**	**9.336**
SENIOR FLEET SERVICE WORKER	**27**	**H**	**9.335**
SUPERVISOR, FLEET SERVICE WORKER	**29**	**H**	**9.334**

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.
- Basic vehicle maintenance.

Ability to:

- Add or change fluids; change tires; understand and carry out verbal and written instructions; perform math sufficient to maintain vehicle records; read and understand parts and service manuals; complete and maintain vehicle and equipment records; perform routine vehicle maintenance.

FLEET SERVICE WORKER II

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Agency policies and procedures.
- Routine service requirements for vehicles and equipment; safe working procedures and the proper use, storage, and disposal of hazardous materials; repair procedures for vehicles and equipment; principles of automotive repair and preventive maintenance; common methods of hand and power tools and other equipment used in the adjustment and repair of vehicles and equipment.

Skill in:

- Diagnosing mechanical and electrical problems and performing required repairs.
- Making repairs in the field.
- Changing, repairing, and balancing various types of tires.
- Conducting safety inspections of vehicle/equipment systems and components.

Ability to:

- Follow vehicle and equipment preventive maintenance schedules; maintain records and compile information to prepare reports; coordinate reservations for vehicles with vehicle availability; establish and maintain cooperative working relationships with co-workers, agency personnel, staff from outside agencies, and vendors; detect mechanical problems and determine appropriate repairs.

SENIOR FLEET SERVICE WORKER

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, and collective bargaining agreements.
- Garage service operations.

Skill in:

- Performing preventive maintenance activities for a variety of vehicles and equipment.
- Performing vehicle maintenance and repair work on light, medium, and heavy equipment and vehicles.

FLEET SERVICE WORKER I	**23**	**H**	**9.337**
FLEET SERVICE WORKER II	**25**	**H**	**9.336**
SENIOR FLEET SERVICE WORKER	**27**	**H**	**9.335**
SUPERVISOR, FLEET SERVICE WORKER	**29**	**H**	**9.334**

Ability to:

- Interact diplomatically with vehicle and equipment users to explain policies and resolve complaints.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR, FLEET SERVICE WORKER

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Common methods, tools, and equipment used in the adjustment and repair of vehicles and equipment maintained.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.

Ability to:

- Prepare work orders, code according to procedures, and complete supply requisitions.
- Schedule vehicles for use and anticipate the need for additional vehicles; establish, monitor, and maintain a preventive maintenance schedule for a fleet of vehicles/equipment; determine whether staff, another work unit, or an outside vendor should complete repairs; train staff in new methods and procedures.
- Interpret policies and procedures; obtain information and resolve problems; plan and direct work unit activities in a manner that utilizes personnel, facilities, and equipment most efficiently and effectively; gather, compile, and analyze information required to project future requirements for materials, supplies, equipment, and personnel.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies, diffuse hostile situations respectfully and tactfully.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

FLEET SERVICE WORKER I	**23**	**H**	**9.337**
FLEET SERVICE WORKER II	**25**	**H**	**9.336**
SENIOR FLEET SERVICE WORKER	**27**	**H**	**9.335**
SUPERVISOR, FLEET SERVICE WORKER	**29**	**H**	**9.334**

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☒ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
PILOT	**36**	**C**	**9.359**
SENIOR PILOT	**39**	**C**	**9.356**
SUPERVISOR, PILOT	**41**	**C**	**9.354**

JOB SUMMARY

Pilots fly assigned aircraft to complete or assist with missions and to transport personnel, cargo, and equipment to various locations within and outside the State.

JOB DUTIES

PILOT

1. Perform pre- and post-flight activities, schedule routes, monitor weather conditions, calculate load, and conduct routine pilot inspections.
2. Perform fuel calculations and fuel and preheat aircraft.
3. Maintain aircraft operation and component records, record operation hours, and verify component changes.
4. Verify and assist in airframe and powerplant inspections.
5. Perform aircraft service and routine and field repairs.
6. Review and maintain files regarding Federal Aviation Administration (FAA) regulations, aeronautical charts, service bulletins, and agency procedures.
7. Assist the incident commander in directing air operations.
8. Perform fire reconnaissance missions, air attack flights, or wildlife survey missions in a limited manner.
9. Report fires, evaluate fire conditions, order ground crews and equipment, monitor and report fire conditions, and/or coordinate air attacks pending the arrival of an incident commander.
10. Herd animals, conduct fish planting, and/or gather biological and environmental data related to the number, gender, general health of game and non-game wildlife, and stream and creek surveys.
11. Conduct external load missions, Bambi Bucket operations, hover hookups, and long line missions.
12. Perform related duties as assigned.

SENIOR PILOT

1. Duties performed at the previous level, AND:
2. Perform the full range of wildfire suppression or wildlife survey duties.
3. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
4. Perform related duties as assigned.

SUPERVISOR, PILOT

1. Duties performed at the previous levels, AND:
2. Oversee, plan, coordinate, and manage flight operations for an agency.
3. Coordinate flights and align agency with aircraft and employee availability.
4. Communicate changes and conflicts with agency staff and handle flight charge billing.

PILOT	**36**	**C**	**9.359**
SENIOR PILOT	**39**	**C**	**9.356**
SUPERVISOR, PILOT	**41**	**C**	**9.354**

5. Provide training in aircraft operation and servicing.
6. Schedule training at flight and ground schools, maintenance seminars, and evaluate pilot proficiency.
7. Schedule and verify maintenance, servicing, and repairs for agency aircraft to comply with FAA regulations.
8. Verify records of aircraft components and maintain an inventory of repair parts.
9. Participate in the development of the work unit's budget, authorize purchases, allocate funds, and monitor budgets.
10. Identify and recommend new aircraft and equipment purchases.
11. Oversee contractual services for maintenance, building and aircraft rental, and contract pilots.
12. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
13. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

PILOT

One thousand, five hundred hours logged pilot-in-command flight time with a minimum of 250 hours low-level flight, 50 hours conducting external load operations, and 500 hours mountain flying experience over 5,000 feet mean sea level, and graduation from high school or equivalent education.

SENIOR PILOT

Three thousand, five hundred hours logged pilot-in-command flight time with a minimum of 250 hours low-level flight, 50 hours conducting external load operations, and 500 hours mountain flying experience over 5,000 feet mean sea level, and graduation from high school or equivalent education.

SUPERVISOR, PILOT

Four thousand hours logged pilot-in-command flight time with a minimum of 250 hours low-level flight, 50 hours conducting external load operations, and 500 hours mountain flying experience over 5,000 feet mean sea level, with a minimum of one-year of supervisory experience preferred, and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

PILOT

Knowledge of:

- FAA regulations, rules, and operating procedures governing flight operations and aircraft maintenance; air traffic control rules and procedures; flight theory as applicable to multi- and/or single engine fixed wing aircraft or rotorcraft.
- Design, components, system, performance limitations, and maintenance requirements of various types of aircraft; principles of loading and weight distribution and the effect on aircraft operation; forest fire behavior.
- United States Forest Service and Bureau of Land Management policies and procedures related to fire suppression and air operations.

PILOT	**36**	**C**	**9.359**
SENIOR PILOT	**39**	**C**	**9.356**
SUPERVISOR, PILOT	**41**	**C**	**9.354**

Skill in:

- Operating aircraft in potentially hazardous conditions.
- Flight planning, navigation, meteorology, map reading, radio communications, and flying instruments.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Exercise good judgment in all flying conditions; prepare and maintain required logs and reports; establish and maintain cooperative working relationships with others; acquire air attack certification; readily recognize conditions which are hazardous to aircraft operations or ground crews; effectively monitor radio communications from multiple sources.

SENIOR PILOT

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Flying techniques specific to conducting biological and environmental surveys of wildlife and habitats; animal herding and fish planting techniques; wildlife species including big game, upland game, waterfowl, and non-game animals.
- Applicable federal and State laws, regulations, and agency policies and procedures.

Skill in:

- Performing maintenance check flights of agency aircraft.

Ability to:

- Conduct wildlife surveys in mountainous areas in a variety of weather conditions; sling materials and equipment to remote locations; fly low-elevation flights in mountainous terrain for purposes of animal capture.
- Transport biologists, game wardens, agency administrators, and others to various locations within and outside the State; fly low altitude game survey missions over mountainous and variable terrain; respond quickly and appropriately to changing weather conditions and the behavior of animals being surveyed.
- Perform inspections, service, and repair of agency aircraft.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR, PILOT

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Aircraft servicing practices and principles of agency aircraft; operating policies and practices; principles and practices of management and supervision.
- Wildlife and fisheries aerial survey needs; best flight pattern to be used over identified survey areas; Wildlife Commission policies and regulations; fuel requirements and load calculations.

PILOT	**36**	**C**	**9.359**
SENIOR PILOT	**39**	**C**	**9.356**
SUPERVISOR, PILOT	**41**	**C**	**9.354**

Ability to:

- Plan, organize, and manage flight operations; prepare and deliver reports and recommendations regarding operational activities; evaluate pilot proficiency and provide training in specialized flight techniques; perform, oversee, and exercise sound judgment in aircraft inspection and aircraft servicing activities; fly wildlife surveys and other air operation activities.
- Establish schedules and work priorities; plan, prepare, and monitor air operations and maintenance budgets; evaluate aircraft and equipment in relation to the needs of the agency; prepare and administer reports and other documents; fly agency aircraft at high and low altitudes in mountainous terrain and on instruments; assist law enforcement personnel in searches for missing and/or injured persons.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers

PILOT	**36**	**C**	**9.359**
SENIOR PILOT	**39**	**C**	**9.356**
SUPERVISOR, PILOT	**41**	**C**	**9.354**

- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
PIANO TECHNICIAN	**33**	**G**	**9.402**

JOB SUMMARY

Piano Technicians tune, maintain, and repair pianos, harpsichords, organs, fortepianos, clavichords, and electronic keyboards and rebuild pianos.

JOB DUTIES

1. Tune, regulate, repair, and maintain pianos and harpsichords.
2. Adjust string pitch, compare beat ratios, and alter string tension.
3. Test, align, and regulate components to manufacturer specifications.
4. Disassemble, repair, and reassemble components and replace parts.
5. Refurbish cabinets and replace faulty, worn, or broken parts and joint connections.
6. Oversee maintenance, repair, and rebuilding schedules.
7. Estimate costs for supplies, maintain inventory, and manage records for budget planning.
8. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Principles, practices, and techniques for repairing and rebuilding pianos; concert tuning, regulating, and voicing practices and principles.
- Cabinet making, woodworking, and wood finishing; properties of glue, epoxy, lacquer, varnish, and solvents.

Skill in:

- Use of specialized hand and power tools, gauges, and other equipment to maintain, repair, and move pianos.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Inspect instruments to ascertain conformance to acceptable levels of concert tuning and tone regulating; design equipment component replacements; establish and maintain equipment and parts inventories; calculate time, cost, and construction or procurement estimates; prioritize and schedule piano and harpsichord maintenance and repair operations; work with performers in tense situations.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
PRECISION MACHINIST	**33**	**G**	**9.407**

JOB SUMMARY

Precision Machinists design and/or fabricate new components, special tools and equipment, modify existing assemblies and parts, and manufacture and repair existing special mechanic tools, specialized equipment, and components.

JOB DUTIES

1. Interpret blueprints, sketches, or instructions to create machining plans, select materials, and estimate costs.
2. Prepare materials for machining by referencing drawings and measurements.
3. Select appropriate machines, tooling, and method of finish and determine machine settings.
4. Operate various machine tools to manufacture pieces within tight tolerances.
5. Utilize charts and formulas for machining processes and fabricate parts from sheet metal.
6. Use precision measuring tools to ensure conformity to specifications.
7. Perform welding and fabrication tasks using various equipment.
8. Assist in equipment and material selection, cost analysis, and vendor coordination.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Properties and characteristics of metals, alloys, and other materials used in fabrication; methods, tools, and equipment used in precision machine work; mathematics sufficient to design and manufacture components.

Skill in:

- Machining.
- Safely operating, maintaining, and repairing equipment used in precision machine work.
- Using precision measuring instruments.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Set up and operate machine tools; prepare recommendations for equipment and materials; read and interpret specifications, machinist manuals, blueprints, and rough sketches; determine machines and tools suitable to manufacture components; modify and/or adapt designs, procedures, or methods to minimize shop time or improve efficiency; determine tolerances on machined components and matching parts; perform prototype machine work.
- Perform heat-treating and heliarc welding; gather, compile, and analyze information required to justify equipment and material needs.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act

Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
WELDER	**30**	**G**	**9.417**
SENIOR WELDER	**31**	**G**	**9.430**

JOB SUMMARY

Welders plan and lay out projects and join metal components of different compositions using gas welding, arc welding, soldering, and brazing processes to fabricate, strengthen, and/or repair a wide variety of components, equipment, and fixtures.

JOB DUTIES

WELDER

1. Interpret blueprints, sketches, or instructions to create plans, select materials, estimate costs, and order materials.
2. Design, cut, and lay out templates to ensure a proper fit, and prepare material for welding.
3. Measure and scribe dimensions and reference points, and detail location and sequence of procedures.
4. Saw, shear, cut, mark, drill, or punch holes and position, align, and fit components.
5. Set up jobs, dismantle and straighten components, select appropriate welding process, and determine appropriate welding torch or machine.
6. Set up the welding torch or machine and adjust pressures, mixtures, polarity, and temperatures.
7. Select proper welding medium, and secure and tack material in place for final welding.
8. Weld metal components using a variety of gas and arc welding processes.
9. Observe weld lines and make required adjustments.
10. Examine weld for quality and conformance to specifications.
11. Reassemble components and equipment after completion of repair.
12. Operate and use a variety of tools and equipment to complete repair work.
13. Perform related duties as assigned.

SENIOR WELDER

1. Duties performed at the previous level, AND:
2. Function as a lead worker for either a crew of inmates or classified staff and/or function as a Combination Layout Welder or Specialty Welder.
3. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
4. Assign and review work for classified staff, provide training, and give input to performance evaluations and discipline.
5. Perform layout and fabrication to integrate structural integrity and conserve materials.
6. Provide technical assistance.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

WELDER	**30**	**G**	**9.417**
SENIOR WELDER	**31**	**G**	**9.430**

EXPERIENCE AND EDUCATION

WELDER

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR WELDER

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

WELDER

Knowledge of:

- Methods, procedures, tools, and equipment used in AC/DC arc, Tungsten Inert Gas (TIG), Metal Inert Gas (MIG), inner shield, air arc, and acetylene welding; composition, properties, and characteristics of different ferrous metals, nonferrous metals, alloys, fluxes, and other materials used in welding; mathematics sufficient to lay out and design patterns, templates, and jigs.
- Metallurgy; applicable health and safety regulations.

Skill in:

- AC/DC arc, TIG, MIG, inner shield, and acetylene welding, brazing, and soldering.
- Straightening and shaping metal.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Complete written work orders, supply requisitions, and document specifications; read and interpret welding and metallurgy manuals, welding symbols, and blueprints; inspect assignments and determine the best welding or repair procedure.

SENIOR WELDER

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Safe working procedures and the proper use, storage, and disposal of hazardous materials; weldability, ductility, and the effect that welding, heating, tempering, cooling, cool forming, wear, and stress have on various materials; mechanical theory and design; agency policies and procedures.
- Using high strength materials like Abrasion Resistant Steel.

Ability to:

- Read and interpret engineering drawings and hydraulic and electrical schematics; recognize steel, stainless steel, high carbon steel, manganese, copper, brass, aluminum, and the different families of cast iron; establish and maintain effective working relationships with vendors and other sources of technical information.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations,

practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

- Train and provide work direction to others, assign and review work, establish work schedules and priorities, and evaluate performance; supervise and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 75 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 75 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 75 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 75 lbs	☒ stretching	☒ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act

WELDER	**30**	**G**	**9.417**
SENIOR WELDER	**31**	**G**	**9.430**

Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
LOCKSMITH	**30**	**G**	**9.418**
SENIOR LOCKSMITH	**31**	**G**	**9.431**

JOB SUMMARY

Locksmiths are responsible for the maintenance of a master key system for a facility and the installation and maintenance of locking devices and systems.

JOB DUTIES

LOCKSMITH

1. Develop and maintain a master key system for a facility.
2. Coordinate with agency staff regarding keying requirements, and develop a keying schedule.
3. Maintain records of keys issued, and update the master key system as locksets are re-pinned.
4. Install a wide variety of locksets, locks, sensors, and devices to provide and maintain security.
5. Maintain and repair locks, door closers, door and alarm sensors, and associated door hardware.
6. Inspect, clean, adjust, and lubricate parts and mechanisms.
7. Repair or replace worn or damaged devices and associated hardware.
8. Repin locks to maintain security, cut keys, and make former keys inoperable.
9. Develop specifications for construction and remodeling jobs, and order required materials.
10. Procure replacement locksets and equipment, and maintain inventory levels.
11. Open and repair vaults and money safes, and unlock vehicles and file cabinets.
12. Originate, replace, and duplicate keys by code or through use of a duplicating machine.
13. Develop, manage, and administer installations, programming, and operations of automated key dispensing systems.
14. Coordinate with outside vendors, internal management information systems, and agency staff.
15. Perform related duties as assigned.

SENIOR LOCKSMITH

1. Duties performed at the previous level, AND:
2. Function as a lead worker for either a crew of inmates or classified staff.
3. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
4. Assign and review work for classified staff, provide training, and give input to performance evaluations and discipline.
5. Design appropriate locking systems that allow access only to authorized personnel.
6. Provide technical assistance.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

LOCKSMITH	**30**	**G**	**9.418**
SENIOR LOCKSMITH	**31**	**G**	**9.431**

LOCKSMITH

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR LOCKSMITH

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

LOCKSMITH

Knowledge of:

- Methods, materials, tools, and machinery used in locksmith work; operation and components of cylinder, tumbler, electronic, magnetic, safe, vehicle, and pushbutton combination locks.

Skill in:

- Installing, altering, and repairing a wide variety of locks, locking systems, and related door hardware.
- Keying identification and duplicating keys by code.
- Impressioning and shimming locks.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Establish and maintain a master key system for a major facility; prepare requisitions for supplies; develop specifications for locks; read and interpret service manuals and code books; maintain the security of locking systems.

SENIOR LOCKSMITH

Knowledge, skills, and abilities required at the lower level, AND:

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; building codes; electronic and automated locking devices and systems; workplace safety rules and regulations.
- Principles and practices of training and work direction; agency policies and procedures regarding security and key control and access to facilities and equipment.

Ability to:

- Determine the locking system best suited to the needs of the agency and intended use of the facility; estimate and order materials required for work unit operations.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Design and install locking mechanisms and systems in a complex facility; plan and organize major projects; supervise and direct the work of inmates; implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates.

LOCKSMITH	**30**	**G**	**9.418**
SENIOR LOCKSMITH	**31**	**G**	**9.431**

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
STUDENT WORKER, TRADES	**10**	**H**	**9.477**

JOB SUMMARY

Student Workers, Trades perform manual and unskilled work.

JOB DUTIES

1. Perform basic grounds maintenance.
2. Perform minor building and highway maintenance and repair.
3. Perform basic construction and field documentation, collection, quality control, inspection, and surveying.
4. Perform basic radio repair and reprogramming and limited equipment testing.
5. Perform basic light vehicle preventative maintenance, repair, and cleaning.
6. Perform general labor.
7. Clean shop areas and organize inventory, tools, and equipment.
8. Prepare simple records and reports.
9. Enter and retrieve data into appropriate systems.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

No experience or education required.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Methods, equipment, and materials associated with the assigned area of responsibility.
- Basic English and math.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Perform a wide variety of tasks associated with the assigned area of responsibility; prepare simple records and reports; enter and retrieve data using computers.
- Read, write, and understand simple written materials; follow verbal and written instructions; interact and work cooperatively with others using common courtesy; learn the practices and procedures of the employing agency; perform moderate physical labor for extended periods of time.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
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JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MAINTENANCE REPAIR ASSISTANT	**22**	**H**	**9.483**
SENIOR MAINTENANCE REPAIR ASSISTANT	**23**	**H**	**9.482**

JOB SUMMARY

Maintenance Repair Assistants perform manual labor and unskilled work to assist with facility operations and maintenance.

JOB DUTIES

MAINTENANCE REPAIR ASSISTANT

1. Deliver and move furniture, fixtures, equipment, and exhibit items.
2. Operate delivery vehicles and load and unload items manually or by utilizing hand trucks and forklifts.
3. Deliver and set up tables, chairs, and equipment for meetings and special events.
4. Place furniture and equipment, take inventory, and return items to storage upon conclusion of functions.
5. Perform minor building and equipment maintenance.
6. Assist skilled trades workers by performing general labor or basic tasks as directed.
7. Assist grounds maintenance staff by mowing turf, removing snow, hauling dirt and debris, or other basic tasks.
8. Perform related duties as assigned.

SENIOR MAINTENANCE REPAIR ASSISTANT

1. Duties performed at the previous level, AND:
2. Coordinate and schedule moves, deliveries, and obtain furniture for events.
3. Assemble furniture, equipment, and build bookshelves.
4. Act as a lead work by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
5. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MAINTENANCE REPAIR ASSISTANT

No experience or education required.

SENIOR MAINTENANCE REPAIR ASSISTANT

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

MAINTENANCE REPAIR ASSISTANT	**22**	**H**	**9.483**
SENIOR MAINTENANCE REPAIR ASSISTANT	**23**	**H**	**9.482**

MAINTENANCE REPAIR ASSISTANT

Knowledge of:

- Safety procedures and proper lifting techniques.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read work orders and equipment service and operation manuals; document items that require service or repairs; understand and follow verbal and written instructions; add and subtract whole numbers; perform physical labor; assist skilled trades with basic maintenance tasks; safely lift and move heavy objects.

SENIOR MAINTENANCE REPAIR ASSISTANT

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Agency policies and procedures regarding inter-departmental requests and work unit operations.

Ability to:

- Coordinate deliveries and moves by determining the time, staff, equipment, and materials required; train and provide work direction to others; assign and review work; set work unit priorities which reflect the relative importance of agency needs; maintain records of furniture and equipment; prioritize assignments to complete work in a timely manner; perform deliveries and grounds maintenance activities.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

MAINTENANCE REPAIR ASSISTANT	**22**	**H**	**9.483**
SENIOR MAINTENANCE REPAIR ASSISTANT	**23**	**H**	**9.482**

☒ standing	☐ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, RANCH OPERATIONS	**36**	**H**	**9.514**

JOB SUMMARY

Managers, Ranch Operations plan, develop, organize, coordinate, direct, and evaluate cattle production and the operation of ranches and properties.

JOB DUTIES

1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies and procedures.
3. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Ensure cattle receive adequate feed and nutritional supplements.
5. Provide winter pasture and alfalfa, hay, and extra supplements during calving periods.
6. Wean calves based upon appropriate times and conditions.
7. Maintain the health of the cattle herd, monitor the condition of the herd, administer vaccinations and systemics, and consult a veterinarian.
8. Maintain the quality and size of herds, retain heifers for breeding, select and purchase bulls, and cull the herd.
9. Oversee alfalfa production and pasture maintenance, prepare fields, and plant crops and pastures.
10. Perform irrigation, apply fertilizers, herbicides, and pesticides, and harvest hay.
11. Ensure facilities, cattle, and pastures are available for research projects, consult with researchers regarding needs, and oversee collection of data.
12. Maintain and service facilities, equipment, and machinery.
13. Review and evaluate operational efficiency and compliance.
14. Prepare analytical, narrative, and statistical reports.
15. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
16. Market and sell cattle to provide funds for operations, select cattle for sale, and monitor market prices.
17. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
18. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
19. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
20. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
21. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years of supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Ranching methods and procedures; range management; care and feeding of cattle; crop production; research design and implementation.
- Electrical, plumbing, carpentry, and welding sufficient to maintain structures and equipment.

Skill in:

- Operating and maintaining farm equipment and machinery.
- Horsemanship, working cattle, and handling and caring for livestock.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical, and professional documents.
- Identify unhealthy animals, administer appropriate treatment, or consult a veterinarian; perform heavy physical labor; market cattle properly.
- Plan projects in a cost-effective manner; maintain records and reports pertaining to ranch and cattle operations.
- Establish and maintain effective working relationships with federal and State agency staff, State and Cooperative Extension service personnel, vendors, faculty members, and research project leaders.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.

- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

Indicate the type of ***physical effort*** *which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SUPERVISOR, DAIRY OPERATIONS	**29**	**H**	**9.530**

JOB SUMMARY

Supervisors, Dairy Operations oversee the dairy production and processing at a correctional institution.

JOB DUTIES

1. Instruct inmates in the pasteurization and homogenization of milk and the operation of a milk separator.
2. Oversee inmates in proper operation of a milk processing plant, sanitation procedures, and the use and storage of sanitation chemicals.
3. Conduct bacteria tests before and after milk production to ensure quality control of the product.
4. Determine butterfat content and calculate amount of cream to remove to achieve a 2% butterfat product.
5. Complete daily processing sheets that record and track milk production and product distribution.
6. Procure parts and supplies.
7. Prepare product delivery forms and schedule shipping to various state institutions.
8. Oversee branding, dehorning, castrating, and disease detection.
9. Ensure the health and well-being of bulls, steers, heifers, and the milking string.
10. Determine breeding schedules, bull selection, when to dry up a cow, and when a cow is no longer productive.
11. Ensure compliance with applicable federal and State health and safety regulations.
12. Maintain records and prepare reports of activities.
13. Supervise, instruct, and train inmates in the care and feeding of newborn calves, administering medications, and tagging, photographing, and logging data to ensure the health and well-being of the calves.
14. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
15. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Dairy management and practices; care and milking of a dairy herd; milk processing, storage, and sanitation procedures; transporting dairy products; bovine health care; disease prevention and treatment; feed and ration formulation and the nutritional requirements of dairy cattle; modern cattle breeding methods.
- Record systems and recordkeeping applicable to dairy management; milk production, sales, and delivery; federal and State regulations pertinent to milk production and milk processing.

- Inmate custody and security procedures; principles and practices of supervision; State and agency purchasing regulations.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Operate and maintain equipment associated with a milk processing plant; keep accurate records and prepare reports; read, interpret, and apply federal and State regulations pertinent to milk production and milk processing; operate a milk delivery truck.
- Supervise, train, and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- ☒ Ability to communicate on the telephone (hearing)
- ☒ Ability to speak
- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to understand technical manuals
- ☒ Ability to work amicably with co-workers
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SUPERVISOR, FARM OPERATIONS	**27**	**H**	**9.551**

JOB SUMMARY

Supervisors, Farm Operations perform farm work at a correctional institution farm.

JOB DUTIES

1. Select planting areas for crops, level fields, condition the soil, and plant and cultivate crops to maturity.
2. Irrigate, fertilize, weed, control pests and plant diseases, and harvest and store crops.
3. Rotate livestock from one grazing area to another and feed and tend dairy livestock.
4. Maintain records and prepare reports that track inmate labor, water usage, and livestock history.
5. Maintain and repair farm equipment by changing oil and filters, performing tune-ups, and making repairs.
6. Maintain and repair irrigation pumps, wheel lines, fences, structures, and other fixtures located on the farm.
7. Assist with milk processing activities by milking cows, sanitizing equipment, and operating the delivery truck.
8. Procure parts and supplies.
9. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
10. Supervise, instruct, and train inmates in the work involved in operating a diversified farm.
11. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Farming principles, methods, and techniques; field crop production; care and feeding of dairy livestock; use and care of mechanical milking equipment; modern methods of sanitation on a milk production line.
- Inmate custody and security procedures; principles and practices of supervision; State and agency purchasing regulations.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Operate and repair farm tools, equipment, and vehicles; operate and maintain a wheel line irrigation system; read, interpret, and apply federal and State regulations.
- Supervise, train, and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions

may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
DAIRY MILKER	**23**	**H**	**9.560**

JOB SUMMARY

Dairy Milkers milk cows, clean milking and milk handling equipment.

JOB DUTIES

1. Function as a lead worker for inmates, oversee and instruct inmates in milking procedures and animal care.
2. Milk cows to collect milk for the prison dairy processing plant.
3. Identify and treat common health problems.
4. Apply salves and administer antibiotics and routine vaccinations.
5. Remove medicated cows from the production line to prevent medication from entering the milk tank.
6. Sanitize and repair milking equipment.
7. Assist in the breeding program by detecting heat signs, tracking pregnancies, and assisting with cow birthing.
8. Feed livestock, clean corrals, and perform other related chores.
9. Operate equipment and repair buildings, fixtures, fences, and equipment.
10. Ensure compliance with federal and State health and safety regulations.
11. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; inmate custody and security procedures.
- Use and care of mechanical milking equipment; modern methods of sanitation on a milk production line; bovine health care; disease prevention and treatment.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Supervise, train, and direct the work of inmates and implement security measures.

- Detect heat signs, calculate gestation times, and assist with cow birthing; perform general maintenance associated with a dairy or crop farm; administer medication to livestock.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
MANAGER, FACILITIES MAINTENANCE	**37**	**H**	**9.603**

JOB SUMMARY

Managers, Facilities Maintenance plan, develop, organize, coordinate, direct, and evaluate buildings and grounds maintenance, repair, and construction activities.

JOB DUTIES

1. Plan, organize, direct, control, and coordinate resources and personnel, major repairs, alterations, and construction projects.
2. Direct the development of management programs and associated policies and procedures.
3. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Provide technical assistance in the areas of heating, air conditioning, carpentry, electrical, and plumbing.
5. Oversee State-owned and leased facilities, vehicles, and equipment.
6. Monitor progress of projects and submit interim and final project reports.
7. Maintain operations within approved budgets, monitor expenses, optimize resource use, and identify cost-saving opportunities.
8. Prepare, review, award, and manage contracts, and analytical, narrative, and statistical reports.
9. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
10. Review and evaluate operational efficiency and compliance.
11. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
12. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
13. Participate in the development of capital improvement, operating, and maintenance budgets.
14. Troubleshoot and perform semi-skilled work in the building and mechanical trades to repair, construct, and maintain buildings, facilities, and equipment.
15. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
16. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
17. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
18. Perform other duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years of supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- Principles and practices of supervision, training, public administration, organization, and management.
- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Construction, maintenance, and repair of buildings and grounds principles and practices; materials, tools, and equipment used to maintain buildings and grounds; facility systems and building trades.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Prepare and administer contracts for labor, materials, and services; organize and prioritize buildings and grounds maintenance, repair, replacement, modification, and construction activities.
- Develop and implement a facilities preventive maintenance program; assist in tracking utility costs and energy use.
- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical, and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.

- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to read instructions and numbers in English
☒ Ability to complete tasks with numerous interruptions
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time
☒ Ability to follow supervisor's instructions
☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
FACILITY ATTENDANT	**21**	**H**	**9.637**

JOB SUMMARY

Facility Attendants patrol assigned buildings and grounds, make observations, and report unusual occurrences.

JOB DUTIES

1. Check doors, windows, and alarm systems to ensure security.
2. Check buildings for water leaks, clogged drains, system malfunctions, and take appropriate action.
3. Turn lights on and off and check for signs of fire, vandalism, or prowlers.
4. Check visitors in and out of buildings, monitor behavior, write incident reports, and notify law enforcement when appropriate.
5. Pick up trash or debris that presents a safety hazard.
6. Assist in snow removal and moving furniture and equipment as required.
7. Report unusual occurrences to supervisor and prepare reports of all activities.
8. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

No experience or education required.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Security and emergency policies and procedures; assigned buildings and grounds.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Write incident reports using correct grammar, spelling, and vocabulary; follow verbal and written instructions; effectively interact with building residents and patrons; act quickly in emergency situations; operate standard fire extinguishing equipment; and perform physical tasks requiring moderate strength.

SPECIAL REQUIREMENTS

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condition of continuing employment.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*
(Check all that apply)

☒ standing	☐ running	☒ lifting, 50 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 50 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 50 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 50 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

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☒ Ability to write legibly in English
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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SUBSTANCE ABUSE COUNSELOR	**33**	**B**	**12.469**
SUPERVISOR, SUBSTANCE ABUSE COUNSELOR	**35**	**B**	**12.466**

JOB SUMMARY

Substance Abuse Counselors perform screening, assessment, case management, education, and treatment of clients.

JOB DUTIES

SUBSTANCE ABUSE COUNSELOR

1. Perform initial screenings and assessments using appropriate screening and assessment instruments.
2. Diagnose and/or classify substance use disorder.
3. Determine classification, level of care, treatment needs, and continuity of care.
4. Develop and adjust treatment plans, monitor client progress, and document services rendered.
5. Plan, develop, organize, prepare, and conduct substance use disorder clinical programming.
6. Conduct orientation and individual and/or group counseling, intervention, education, and referral.
7. Facilitate crisis and behavior intervention and consult other services, agencies, resources, and professionals.
8. Conduct in-service training on substance use disorder counseling programs and services.
9. Generate statistical reports on caseload activities and services provided.
10. Adhere to ethics and confidentiality regulations.
11. Perform related duties as assigned.

SUPERVISOR, SUBSTANCE ABUSE COUNSELOR

1. Duties performed at the previous level, AND:
2. Provide clinical supervision to substance abuse counselors, ensuring adherence to evidence-based practices and ethical standards.
3. Provide professional development, information, and recommendation on clinical aspects of the program to leadership.
4. Facilitate therapeutic program activities and maintain program records and reports.
5. Provide direct treatment services.
6. Accept clients for clinical admission.
7. Review and approve treatment plans, progress notes, and discharge summaries to ensure adherence to core curriculum requirements.
8. Coordinate and facilitate treatment planning, program activities, and the provision of services.
9. Participate in treatment planning for patients with co-occurring disorders.
10. Provide guidance on department procedures and treatment protocols.
11. Conduct treatment team meetings, discuss progress, recommended treatment, and monitor discharge plans.
12. Train, supervise, schedule, and evaluate the performance of employees a team, and other supervisory duties as appropriate for managing people.
13. Perform related duties as assigned.

SUBSTANCE ABUSE COUNSELOR	**33**	**B**	**12.469**
SUPERVISOR, SUBSTANCE ABUSE COUNSELOR	**35**	**B**	**12.466**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

SUBSTANCE ABUSE COUNSELOR

Certification as an Alcohol and Drug Abuse Counselor issued by the Nevada Board of Examiners for Alcohol, Drug, and Gambling Counselors.

SUPERVISOR, SUBSTANCE ABUSE COUNSELOR

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and either Licensure or Certification as an Alcohol and Drug Abuse Counselor issued by the Nevada Board of Examiners for Alcohol, Drug, and Gambling Counselors.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

SUBSTANCE ABUSE COUNSELOR

Knowledge of:

- Applicable federal and State laws, regulations, rules, and agency policies and procedures; illegal substances, drug classifications, and psychiatric medications used to treat substance use disorders; psychological and physiological effects of substance use; concepts, principles, and techniques used in the screening, assessment, and evaluation of individuals who engage in substance use of alcohol and/or drugs.
- Counseling and treatment of substance use disorders in group and individual settings; facilities, programs, and related resources available for rehabilitation, education, and discharge planning for continuity of care; training in the field of substance use disorder; American Society of Addiction Medicine levels of service and treatment; current edition of the Diagnostic Statistical Manual.

Skill in:

- Crisis Intervention.
- Emotional resilience and stress management.
- Problem solving.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Write concise, logical, and grammatically correct analytical reports; provide in-service training; evaluate and document client progress towards treatment goals and plan, coordinate, and facilitate appropriate follow-up activities; foster a stimulating and accepting learning environment; provide group treatment and individual substance use disorder counseling using accepted treatment modalities.
- Read and understand technical, legal, and scientific documents; interact and communicate effectively with individuals of various social, cultural, economic, and educational backgrounds; establish and maintain cooperative working relationships with others; explain policies, procedures, theories, and concepts to clients and families; make group presentations.

SUPERVISOR, SUBSTANCE ABUSE COUNSELOR

Knowledge, skills, and abilities required at the previous level, AND:

SUBSTANCE ABUSE COUNSELOR	**33**	**B**	**12.469**
SUPERVISOR, SUBSTANCE ABUSE COUNSELOR	**35**	**B**	**12.466**

Knowledge of:

- Principles, practices, and methods of substance use disorder counseling and education; legal, medical, and mental health programs; principles and practices of supervision, and training.

Ability to:

- Oversee day-to-day clinical practices; communicate effectively in conflict situations.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

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(Check all that apply)

☒ standing	☐ running	☒ lifting, 20 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 20 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 20 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 20 lbs	☒ stretching	☐ smelling

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

☒ Ability to communicate on the telephone (hearing)
☒ Ability to speak
☒ Ability to write legibly in English
☒ Ability to understand technical manuals
☒ Ability to work amicably with co-workers
☒ Ability to learn tasks in a reasonable amount of time

SUBSTANCE ABUSE COUNSELOR	**33**	**B**	**12.469**
SUPERVISOR, SUBSTANCE ABUSE COUNSELOR	**35**	**B**	**12.466**

☒ Ability to read instructions and numbers in English

☒ Ability to complete tasks with numerous interruptions

☒ Ability to follow supervisor's instructions

☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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