



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

PERSONNEL COMMISSION

Meeting Notice

DATE: Friday, March 03, 2023

TIME: 9:00 a.m.

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

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

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

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

Agenda

- I. 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.
- III. Approval of Minutes of Previous Meetings:**
 - A. Held June 24, 2022
 - B. Held August 09, 2022
 - C. Held August 26, 2022

FOR POSSIBLE ACTION

- | | |
|----------------------------|--|
| INFORMATIONAL ITEM | IV. DHRM Presentation- Director Jack Robb and Administrator Mande Bowsmith |
| FOR POSSIBLE ACTION | V. Discussion and Approval of Addition of Classes for Pre-Employment Screening for Controlled Substances A. The Nevada Cannabis Compliance Board requests the addition of the following classes to the list approved for pre-employment screening for controlled substances: 1. Classes requested for approval of pre-employment screening for controlled substances. a. 10.543 Cannabis Program Inspector Trainee b. 10.544 Cannabis Program Inspector III |
| FOR POSSIBLE ACTION | VI. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions and Abolishment A. Law Enforcement Support Service 1. Subgroup: Investigations & Inspections a. 11.350 Deputy Administrator, Equal Rights Commission b. 11.367 Uninsured Employer Claims Coordinator B. Social Services & Rehabilitation 1. Group Institutional Supervision & Correction a. 12.517 Correctional Assistant b. 12.583 Institutional Chaplain |
| INFORMATIONAL ITEM | VII. Report of Uncontested Classification Changes Not Requiring Personnel Commission Approval per NRS 284.160 Posting: #10-22 11.406 Assistant Chief Insurance Examiner Series Posting: #11-22 11.144 Fingerprint/Records Supervisor Series Posting: #12-22 11.564 Safety Supervisor, Elevator – DIR Series Posting: #13-22 11.529 Safety Supervisor, Boiler – DIR Series Posting: #14-22 1.514 Deputy Brand Inspector Series Posting: #15-22 7.921 IT Professional Series Posting: #16-22 6.987 Electronics Technician Series Posting: #17-22 7.776 Fiscal/Business Professional Trainee Series Posting: #18-22 6.766 Climate and Energy Specialist Posting: #19-22 13.141 Park Ranger Series Posting: #20-22 12.619 Parole & Probation Specialist Series Posting: #01-23 6.753 Building Construction Inspector Series |

Posting: #02-23
11.117 Public Safety Dispatcher Series
Posting: #03-23
9.322 Equipment Mechanic Series
Posting: #04-23
1.805 Forestry Program Manager
Posting: #05-23
6.959 Communications Systems Manager
Posting: #06-23
6.976 Communications Systems Specialist Series

VIII. Discussion of Dates for Upcoming Meeting

IX. Commission Comments

X. 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.

XI. Adjournment

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

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

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

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

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

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

Carson City

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

Las Vegas

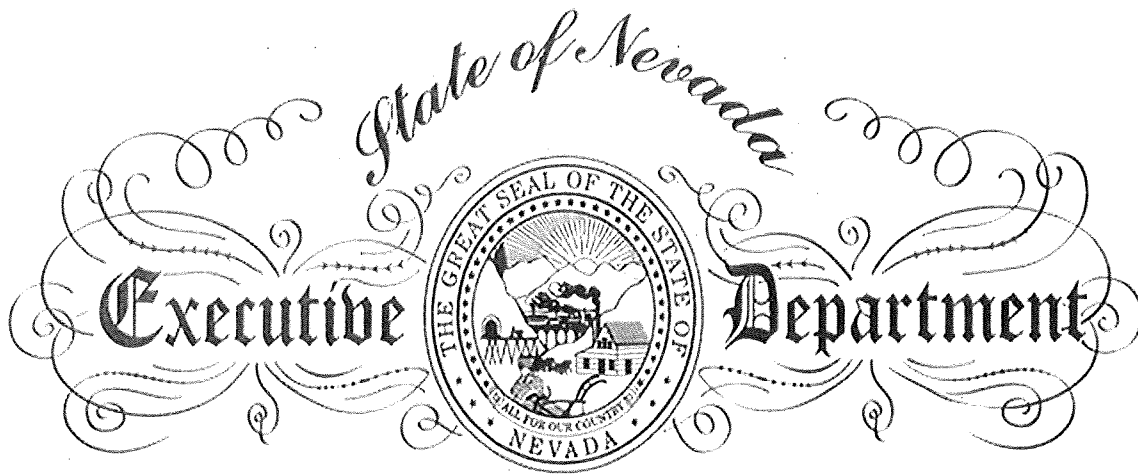
Grant Sawyer Building, 555 East Washington Avenue

Websites:

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

ITEM III

ITEM IV



EXECUTIVE ORDER 2023-XX

Order directing the Department of Administration to review and make recommendations with respect to hiring, retention and promotional rules and procedures related to state employment and to work with executive branch agencies to transition the state workforce to normal and customary office hours by July 1, 2023

WHEREAS, the various agencies of the State of Nevada play a vital role in providing services to its citizens and businesses; and

WHEREAS, the 17,514 men and women that make up the state workforce play an equally pivotal role in delivering those services to the people of Nevada and the conditions of state employment are critical to providing a positive and productive work environment for state workers; and

WHEREAS, the State currently has a workforce vacancy rate of nearly 24 percent of legislatively approved positions; and

WHEREAS, certain legislative, administrative and government rules and procedures impede the hiring, retention and promotion of an effective and dynamic state workforce that is necessary for the government of the State of Nevada to deliver services to its citizens and businesses; and

WHEREAS, primarily on account of the COVID-19 pandemic, many state workers were required to work remotely; and

WHEREAS, COVID-19 cases are significantly down from the height of the pandemic and COVID-10 specific vaccinations and treatments are widely available; and

WHEREAS, the Nevada Department of Administration ("Department") is the agency charged with overseeing public employment and buildings and grounds within the State of Nevada; and

WHEREAS, Article 5, Section 1 of the Nevada Constitution provides: "The supreme executive power of this State, shall be vested in a Chief Magistrate who shall be Governor of Nevada."

NOW, THEREFORE by the authority vested in me as Governor by the Constitution and laws of the State of Nevada and the United States, it is hereby ordered as follows:

SECTION 1:

Beginning immediately, the Department shall conduct a thorough review of conditions of state employment including, without limitation, the hiring process, experience and degree requirements, salary ranges, and the onboarding process, promotion and retention rules. Such review shall include a thorough examination of existing statutes, regulations and other rules such as the State Administrative Manual that may impede the hiring, onboarding of new employees as well as the retention and promotion of existing employees.

On or before April 1, the Department shall report to the Governor and make recommendations to simplify and otherwise improve the process for state agencies to hire, retain and promote employees and to remove any unnecessary barriers to entry for state employment. Such recommendations may include proposed changes to existing law and the suspension or modification of existing regulations.

SECTION 2:

The Department shall immediately begin working with all state agencies to develop a plan to ensure that the state workers return to pre-pandemic, normal and customary office hours by July 1, 2023. The Department shall also work with state agencies to ensure that sufficient office space is available.

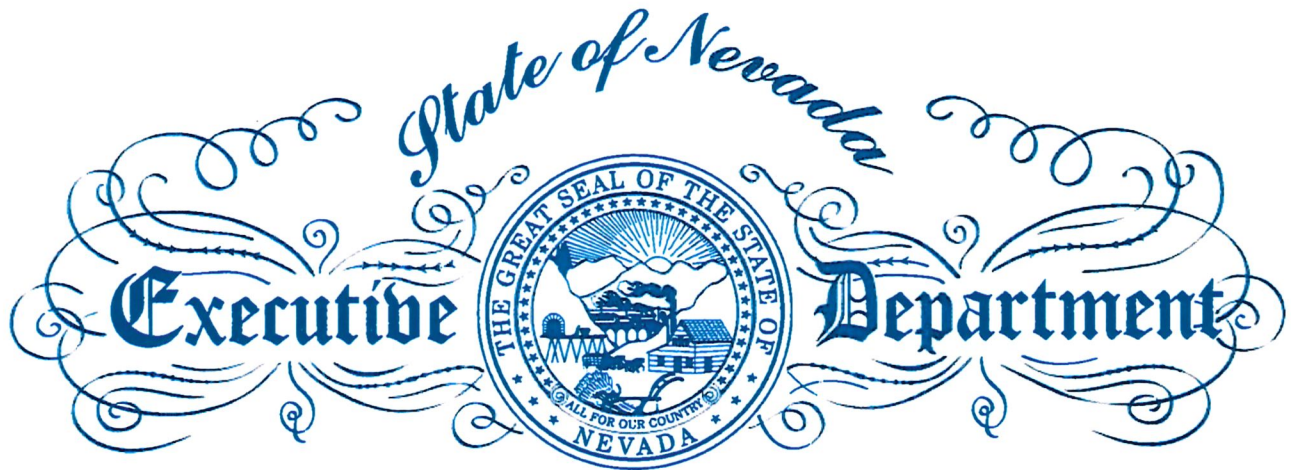
This Order is effective upon signature and shall remain in force, unless amended, modified, terminated or rescinded by the Governor, until the Department completes the assignments outlined in Section 1 and prepares and transmits a report to the Governor with findings and recommendations.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol in Carson City, this Xth day of January, in the year two thousand twenty three.

Governor

Secretary of State



EXECUTIVE ORDER 2023-003

Order Freezing the Issuance of New Regulations and Requiring a Review of Existing Regulations by All Executive Branch Agencies, Departments, Boards and Commissions

WHEREAS, state regulations should protect workers, consumers and the environment, while promoting entrepreneurship and economic growth; and

WHEREAS, state regulations can become outdated, result in unintended consequences, create conflicts or impose an unnecessary burden on citizens, businesses or government entities; and

WHEREAS, it is in the best interest of the state of Nevada that its regulatory environment be concise, transparent, stable, balanced, predictable and thoughtfully constructed; and

WHEREAS, Nevada's current regulatory structure is too often unfocused and inefficient, contains regulations that are obsolete and includes regulations that are unnecessarily onerous, thereby limiting the economic potential of the State; and

WHEREAS, Article 5, Section 1 of the Nevada Constitution provides that, "The Supreme Executive Power of this State shall be vested in a Chief Magistrate who shall be Governor of the State of Nevada;

NOW, THEREFORE, by the authority vested in me as Governor by the Constitution and laws of the State of Nevada, it is hereby ordered as follows:

SECTION 1

Every executive branch department, agency, board and commission shall undertake a comprehensive review of the regulations subject to its enforcement. On or before, May 1, 2023 each department, agency, board and commission shall provide a report to the Governor's office detailing how the regulation subject to its enforcement can be streamlined, clarified, reduced or otherwise improved to ensure those regulations provide for the general welfare of the State without unnecessarily inhibiting economic growth.

SECTION 2:

As part of its report, every executive branch department, agency, board and commission shall provide a list of not less than ten (10) regulations recommended for removal, ranking them in descending order of priority.

SECTION 3:

Prior to submitting their respective reports, every executive branch department, agency, board and commission shall hold a public hearing, after having provided reasonable notice consistent with Chapter 233B of the Nevada Revised Statutes, to key industry stakeholders, to: (i) vet their recommended changes; (ii) solicit input as to the merits of those changes and (iii) identify other regulatory changes stakeholders feel are worthy of consideration. Stakeholder input shall be reflected in the summary of findings and recommendations included in each submitted report.

SECTION 4:

Unless specifically exempt from this Executive Order as set forth in Section 5, no new regulations shall be proposed, approved or acted on by any executive branch agency, department, board or commission until such time as this Executive Order is rescinded.

SECTION 5:

The following regulations are not subject to the suspension set forth in Section 4:


- (a) Regulations that affect public health;

- (b) Regulations that affect public safety and security;
- (c) Regulations that are necessary in the pursuit of federal funds and certifications;
- (d) Regulations that affect the application of powers, functions and duties essential to the operation of the executive branch agency, department, board or commission at issue;
- (e) Regulations that affect pending judicial deadlines; and
- (f) Regulations necessary to comply with federal law.

Until the suspension of this Executive Order, each executive branch department, agency, board and commission that intends to continue with the enactment of a proposed regulation under an exception to the freeze set forth in Section 4 shall submit a report to the Governor's office identifying which exemption the proposed regulation falls within and detailing the problem the regulation addresses or the value to the public of the regulation, how the regulation addresses the problem or the benefits provided by the regulation, why alternate forms of regulation are insufficient to address the problem and whether other regulations currently address the problem.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol in Carson City, this 12th day of January, in the year two thousand twenty-three.





Governor



Secretary of State



Deputy

ITEM V

Personnel Commission Meeting
March 3, 2023

FOR INFORMATION ONLY

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

Personnel Commission Meeting
March 3, 2023

FOR DISCUSSION AND POSSIBLE ACTION

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

The Nevada Cannabis Compliance Board (Board) has requested the following classes be added to the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

| CLASS/ TITLE CODE | TITLE | AGENCY’S BASIS FOR REQUEST |
|----------------------------------|------------------------------------|---|
| 10.543 | Cannabis Program Inspector Trainee | Receive training in performing the full range of duties of the Cannabis Program Inspector series and may progress to the next level in the series. |
| 10.544 | Cannabis Program Inspector III | Responsible for monitoring cannabis facilities including cultivation facilities, facilities producing edible cannabis or cannabis-infused products, independent testing laboratories, distributors, cannabis consumption lounges, and/or cannabis dispensaries to ensure compliance with State laws and regulations and for public health protection. |

The Commission has previously approved pre-employment screening for controlled substances of the other classes in the Cannabis Program Inspector class series. The above classes are newly added to the class series. Please note that the name change of the class series, from Marijuana Program Inspector to Cannabis Program Inspector, is new and is not yet reflected in the provided list of classes and positions which have been previously approved for pre-employment screening for controlled substances.

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

STATE OF NEVADA

POSITIONS/CLASSES APPROVED FOR PRE-EMPLOYMENT CONTROLLED SUBSTANCE TESTING CHANGES EFFECTIVE JUNE 24, 2022

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

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

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

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

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

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

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

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

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

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

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

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| 10.368 | CERTIFIED NURSING ASSISTANT III* | NDVS – ALL PCNS |
| 10.369 | CERTIFIED NURSING ASSISTANT II* | NDOC, NDVS - ALL PCNS |
| 10.370 | NURSING ASSISTANT TRAINEE* | NDVS – ALL PCNS |
| 10.371 | CERTIFIED NURSING ASSISTANT I* | NDVS – ALL PCNS |
| 10.375 | COMMUNITY HEALTH NURSE IV* | DHHS - ALL PCNS |
| 10.376 | COMMUNITY HEALTH NURSE III* | DHHS - ALL PCNS |
| 10.377 | COMMUNITY HEALTH NURSE II* | DHHS - ALL PCNS |
| 10.378 | COMMUNITY HEALTH NURSE I* | DHHS - ALL PCNS |
| 10.379 | REGISTERED NURSE, BBYCA* | MIL – PCN 4022 |
| 10.536 | ENVIRONMENTAL SCIENTIST II* | NDOT - PCNS 018012, 018013 |
| 10.540 | MARIJUANA PROGRAM SUPERVISOR | |
| 10.541 | MARIJUANA PROGRAM INSPECTOR II | |
| 10.542 | MARIJUANA PROGRAM INSPECTOR I | |
| 10.545 | ENVIRONMENTAL SCIENTIST IV* | NDOT - PCN 018011 |
| 10.707 | CHEMIST V* | BCN - ALL PCNS |
| 10.708 | CHEMIST IV* | BCN - ALL PCNS |
| 10.710 | MICROBIOLOGIST V* | BCN - ALL PCNS |
| 10.711 | MICROBIOLOGIST IV* | BCN - ALL PCNS |
| 10.712 | CHEMIST III* | BCN - ALL PCNS |
| 10.713 | CHEMIST II* | BCN - ALL PCNS |
| 10.715 | MICROBIOLOGIST III* | BCN - ALL PCNS |
| 10.717 | MICROBIOLOGIST II* | BCN - ALL PCNS |
| 10.721 | MICROBIOLOGIST I* | BCN - ALL PCNS |
| 10.724 | CHEMIST I* | BCN - ALL PCNS |
| 10.723 | PHARMACY TECHNICIAN II* | DHHS, NDOC - ALL PCNS |
| 10.726 | LABORATORY TECHNICIAN II* | BCN - ALL PCNS |
| 10.728 | PHARMACY TECHNICIAN I* | DHHS, NDOC- ALL PCNS |
| 10.729 | LABORATORY ASSISTANT II* | BCN - ALL PCNS |
| 10.733 | LABORATORY TECHNICIAN I* | BCN - ALL PCNS |
| 10.736 | LABORATORY ASSISTANT I* | BCN - ALL PCNS |
| 10.769 | STAFF RESEARCH ASSOCIATE IV* | BCN - ALL PCNS |
| 10.770 | STAFF RESEARCH ASSOCIATE III* | BCN - ALL PCNS |
| 10.771 | STAFF RESEARCH ASSOCIATE II* | BCN - ALL PCNS |
| 10.772 | STAFF RESEARCH ASSOCIATE I* | BCN - ALL PCNS |
| 11.117 | PUBLIC SAFETY DISPATCHER VI | |
| 11.118 | PUBLIC SAFETY DISPATCHER V | |
| 11.120 | PUBLIC SAFETY DISPATCHER IV | |
| 11.122 | PUBLIC SAFETY DISPATCHER III | |
| 11.124 | PUBLIC SAFETY DISPATCHER II | |
| 11.126 | PUBLIC SAFETY DISPATCHER I | |
| 11.128 | N.C.J.I.S. PROGRAM SPECIALIST SUPERVISOR* | DPS - PCNS 4709-13, 4709-14 |
| 11.129 | N.C.J.I.S. PROGRAM SPECIALIST* | DPS - PCNS 4709-41, 4709-63, 4709-74, 4709-600, 4709-615, 4709-650, 4709-680, 4709-1005 |
| 11.130 | N.C.J.I.S. PROGRAM SPECIALIST TRAINEE | |
| 11.132 | MANAGER, CRIMINAL JUSTICE RECORDS* | DPS - ALL PCNS |
| 11.133 | FINGERPRINT/RECORDS EXAMINER III* | DPS - PCNS 4709-201, 4709-8015 |
| 11.134 | FINGERPRINT/RECORDS EXAMINER II* | DPS - PCNS 4709-6, 4709-7, 4709-33, 4709-59, 4709-61, 4709-202, 4709-590, 4709-8014, 4709-8051 |
| 11.135 | FINGERPRINT/RECORDS EXAMINER I | |
| 11.144 | FINGERPRINT/RECORDS SUPERVISOR* | DPS - PCNS 4709-4, 4709-5 |
| 11.239 | MILITARY SECURITY OFFICER V | |
| 11.240 | MILITARY SECURITY OFFICER IV | |

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| 11.241 | MILITARY SECURITY OFFICER III | |
| 11.242 | MILITARY SECURITY OFFICER II | |
| 11.243 | MILITARY SECURITY OFFICER I | |
| 11.260 | SECURITY OFFICER SUPERVISOR* | BCN |
| 11.263 | SECURITY OFFICER* | BCN, MILITARY |
| 11.363 | COMPLIANCE/AUDIT INVESTIGATOR III* | B&I-INSURANCE DIV - PCN 0072; SOS - PCNS 0030, 0031, 0035, 0062, 0063, 0066 |
| 11.365 | COMPLIANCE/AUDIT INVESTIGATOR II* | B&I-INSURANCE DIV - ALL PCNS; SOS - PCNS 0022, 0028, 0068 |
| 11.424 | DMV SERVICES TECHNICIAN III* | DMV - PCNS RE5324, RE5328 |
| 11.506 | FIRE & LIFE SAFETY INSPECTOR I | |
| 11.510 | FIRE & LIFE SAFETY INSPECTOR II | |
| 11.513 | SAFETY REPRESENTATIVE, RAILWAY | |
| 11.515 | SAFETY SPECIALIST, RAILWAY | |
| 11.550 | TAXICAB VEHICLE INSPECTOR I | |
| 11.552 | TAXICAB VEHICLE INSPECTOR II | |
| 11.560 | MANUFACTURED HOUSING INSPECTOR II | |
| 11.561 | MANUFACTURED HOUSING INSPECTOR I | |
| 11.565 | AGENCY LOSS CONTROL COORDINATOR* | NDOT - PCN 078002 |
| 12.380 | CADRE TEAM LEADER* | MIL – PCNS 4031, 4032, 4033, 4034, 4035, 4036, 4037, 4038, 4039, 4040, 4041, 4042, 4043, 4044, 4045, 4046, 4047, 4048, 4049, 4050, 4051, 4052 |
| 12.382 | CADRE TEAM SUPERVISOR* | MIL – PCNS 4018, 4019, 4020, 4021 |
| 12.466 | SUBSTANCE ABUSE COUNSELOR III | |
| 12.469 | SUBSTANCE ABUSE COUNSELOR II | |
| 12.470 | SUBSTANCE ABUSE COUNSELOR I | |
| 12.501 | WARDEN | |
| 12.510 | CORRECTIONAL MANAGER | |
| 12.517 | CORRECTIONAL ASSISTANT* | NDOC - ALL PCNS |
| 12.523 | ASSISTANT SUPERINTENDENT, YOUTH FACILITY | |
| 12.532 | HEAD GROUP SUPERVISOR | |
| 12.534 | ASSISTANT HEAD GROUP SUPERVISOR | |
| 12.535 | GROUP SUPERVISOR IV | |
| 12.537 | GROUP SUPERVISOR III | |
| 12.538 | GROUP SUPERVISOR II | |
| 12.541 | GROUP SUPERVISOR I | |
| 12.553 | ASSOCIATE WARDEN | |
| 12.556 | CORRECTIONAL CASEWORK SPECIALIST III | |
| 12.559 | CORRECTIONAL CASEWORK SPECIALIST II | |
| 12.565 | CORRECTIONAL CASEWORK SPECIALIST I | |
| 12.571 | CORRECTIONAL CASEWORK SPECIALIST TR | |
| 12.616 | PAROLE & PROBATION SPECIALIST III* | DPS - PCNS 3740-0564, 3740-1251, 3740-1439, 3740-1440, 3740-1441, 3740-1442 |
| 13.101 | AGRICULTURE ENFORCEMENT OFFICER III | |
| 13.102 | AGRICULTURE ENFORCEMENT OFFICER II | |
| 13.103 | AGRICULTURE ENFORCEMENT OFFICER I | |
| 13.111 | DEPUTY BRAND INSPECTOR (COMMISSIONED) | |
| 13.115 | STAFF GAME WARDEN | |
| 13.121 | GAME WARDEN IV | |
| 13.122 | GAME WARDEN III | |

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| 13.123 | GAME WARDEN II | |
| 13.124 | GAME WARDEN I | |
| 13.131 | PARKS REGIONAL MANAGER (COMMISSIONED) | |
| 13.135 | PARK SUPERVISOR III (COMMISSIONED) | |
| 13.136 | PARK SUPERVISOR II (COMMISSIONED) | |
| 13.137 | PARK SUPERVISOR I (COMMISSIONED) | |
| 13.141 | PARK RANGER III (COMMISSIONED) | |
| 13.142 | PARK RANGER II (COMMISSIONED) | |
| 13.143 | PARK RANGER I (COMMISSIONED) | |
| 13.202 | DPS MAJOR | |
| 13.203 | DPS CAPTAIN | |
| 13.204 | DPS LIEUTENANT | |
| 13.205 | DPS SERGEANT | |
| 13.206 | DPS OFFICER II | |
| 13.207 | DPS OFFICER I | |
| 13.215 | UNIVERSITY POLICE LIEUTENANT | |
| 13.217 | UNIVERSITY POLICE DETECTIVE | |
| 13.221 | UNIVERSITY POLICE SERGEANT | |
| 13.222 | UNIVERSITY POLICE OFFICER II | |
| 13.223 | UNIVERSITY POLICE OFFICER I | |
| 13.234 | SENIOR LAW ENFORCEMENT SPECIALIST | |
| 13.237 | AG CYBERCRIME INVESTIGATOR II | |
| 13.238 | AG CYBERCRIME INVESTIGATOR I | |
| 13.241 | SUPERVISORY CRIMINAL INVESTIGATOR II | |
| 13.242 | SUPERVISORY CRIMINAL INVESTIGATOR I | |
| 13.243 | CRIMINAL INVESTIGATOR III | |
| 13.244 | CRIMINAL INVESTIGATOR II | |
| 13.245 | CRIMINAL INVESTIGATOR I | |
| 13.246 | AG DEPUTY CHIEF INVESTIGATOR* | AG - ALL PCNS |
| 13.247 | AG CRIMINAL INVESTIGATOR, SUPERVISOR* | AG - ALL PCNS |
| 13.248 | AG CRIMINAL INVESTIGATOR II* | AG - ALL PCNS |
| 13.249 | AG CRIMINAL INVESTIGATOR I* | AG - ALL PCNS |
| 13.251 | CHIEF INVESTIGATOR, COMPLIANCE/ ENFORCEMENT | |
| 13.255 | SUPERVISORY COMPLIANCE/ENFORCEMENT INVESTIGATOR | |
| 13.256 | COMPLIANCE/ENFORCEMENT INVESTIGATOR III | |
| 13.257 | COMPLIANCE/ENFORCEMENT INVESTIGATOR II | |
| 13.258 | COMPLIANCE/ENFORCEMENT INVESTIGATOR I | |
| 13.263 | UNIT MANAGER, YOUTH PAROLE BUREAU | |
| 13.265 | YOUTH PAROLE COUNSELOR III | |
| 13.266 | YOUTH PAROLE COUNSELOR II | |
| 13.267 | YOUTH PAROLE COUNSELOR I | |
| 13.301 | INSPECTOR GENERAL | |
| 13.309 | CORRECTIONAL CAPTAIN | |
| 13.310 | CORRECTIONAL LIEUTENANT | |
| 13.311 | CORRECTIONAL SERGEANT | |
| 13.312 | SENIOR CORRECTIONAL OFFICER | |
| 13.313 | CORRECTIONAL OFFICER | |
| 13.314 | CORRECTIONAL OFFICER TRAINEE | |
| 13.321 | FORENSIC SPECIALIST IV | |

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

ACRONYMS

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

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

ITEM VI

Personnel Commission Meeting
March 03, 2023

REPORT OF CLASSIFICATION CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL

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

- “4. The classification plan and changes therein are subject to approval by the Commission, except that the Administrator may make a change in the classification plan without the prior approval of the Commission if:
- (a) The Administrator deems it necessary for the efficiency of the public service;
 - (b) The change is not proposed in conjunction with an occupational study; and
 - (c) The Administrator, at least 20 working days before acting upon the proposed change:
 - (1) Provides written notice of the proposal to each member of the Commission, to all departments and to any head of an employees' organization who requests notice of such proposals; and
 - (2) Posts a written notice of the proposal in each of the principal offices of the Division.
- Any occupational study conducted by the Division in connection with the preparation, maintenance or revision of the classification plan must be approved by the Commission.
5. If no written objection to the proposed change to the classification plan is received by the Administrator before the date it is scheduled to be acted upon, the Administrator may affect the change. The Administrator shall report to the Commission any change in the classification plan made without its approval at the Commission's next succeeding regular meeting.
6. If a written objection is received before the date the proposed change is scheduled to be acted upon, the Administrator shall place the matter on the agenda of the Commission for consideration at its next succeeding regular meeting.”

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

The following changes have been affected:

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

- A. Law Enforcement Support Service
 - 1. Subgroup: Investigations & Inspections
 - a. 11.350 Deputy Administrator, Equal Rights Commission
 - b. 11.367 Uninsured Employer Claims Coordinator
- B. Social Services & Rehabilitation
 - 1. Group Institutional Supervision & Correction
 - a. 12.517 Correctional Assistant
 - b. 12.583 Institutional Chaplain

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

- Posting: #10-22
- 11.406 Assistant Chief Insurance Examiner Series
- Posting: #11-22
- 11.144 Fingerprint/Records Supervisor Series
- Posting: #12-22
- 11.564 Safety Supervisor, Elevator – DIR Series
- Posting: #13-22
- 11.529 Safety Supervisor, Boiler – DIR Series
- Posting: #14-22
- 1.514 Deputy Brand Inspector Series
- Posting: #15-22
- 7.921 IT Professional Series
- Posting: #16-22
- 6.987 Electronics Technician Series
- Posting: #17-22
- 7.776 Fiscal/Business Professional Trainee Series
- Posting: #18-22
- 6.766 Climate and Energy Specialist
- Posting: #19-22
- 13.141 Park Ranger Series
- Posting: #20-22
- 12.619 Parole & Probation Specialist Series
- Posting: #01-23
- 6.753 Building Construction Inspector Series
- Posting: #02-23
- 11.117 Public Safety Dispatcher Series
- Posting: #03-23
- 9.322 Equipment Mechanic Series
- Posting #04-23
- Forestry Program Manager
- Posting #05-23
- Communications Systems Manager
- Posting #06-23
- Communications Systems Specialist Series

Personnel Commission Meeting
March 3, 2023

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **March 3, 2023**.

| CURRENT | | | | PROPOSED | | | |
|---------|---|-------|-------|----------|----------------|-------|-------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 11.350 | Deputy Administrator, Equal Rights Commission | 39 | A | | <i>Abolish</i> | | |

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Deputy Administrator, Equal Rights Commission class specification. The Department of Employment, Training & Rehabilitation (DETR), Nevada Equal Rights Commission (NERC) is the only Department/Division to utilize this class.

During the review, and in conjunction with DETR and NERC, it was determined that the class is not currently being utilized, is not expected to be utilized, and if a position was funded in the future the request would be for it to be placed in the Unclassified service.

It is therefore recommended that the Deputy Administrator, Equal Rights Commission, 11.350, grade 39 class specification be abolished.

Throughout the review management and staff from DETR and NERC, and analysts within DHRM, participated in the process and they support the recommendation

Changes to the class specification are noted as follows: additions in blue and deletions in red.

Personnel Commission Meeting
March 3, 2023



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--|---------------|--------------|-------------------|
| DEPUTY ADMINISTRATOR, EQUAL RIGHTS COMMISSION | 39 | A | 11.350 |

~~Under general direction of the Division Administrator, the incumbent is responsible for planning, organizing and directing the activities of the Reno Area Office of the Equal Rights Commission, and in the Administrator's absence has full responsibility for statewide operations.~~

~~Serve as the administrative head of the Reno area office by directing subordinate personnel in the execution of the Commission's policies and procedures.~~

~~Plan, organize and direct the work of subordinate staff; assign cases, give instructions, evaluate performance of subordinate staff; recommend appropriate action to the Division Administrator; review and approve all completed casework.~~

~~Review and approve proposed conciliation agreements and compliance reports; act as a liaison between the Administrator and the Attorney General's Office.~~

~~Assist in the preparation of Commission budgets and federal grant applications.~~

~~Represent the Commission at various meetings and conferences and serve as the Administrator's representative on advisory boards.~~

~~Propose organizational and personnel changes to better accomplish the overall program of the Commission; evaluate the application of the Commission's administrative policies and procedures; represent the Commission before public and private organizations and groups to explain Commission policies and procedures; maintain business and professional relationships with other people involved in equal rights in the community and State.~~

~~Perform related duties as assigned.~~

MINIMUM QUALIFICATIONS

~~**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major work in public or business administration, industrial relations or closely related field and three years of experience in a relevant program area such as equal rights, equal employment opportunity, disability, rehabilitation, or human resources which included the adjustment of grievances or mediation of disputes, one year of which must have included formal supervisory responsibility; **OR** an equivalent combination of education and experience as described above.~~

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

~~**Working knowledge of:** modern investigative practices and procedures; oral and written communication; application of federal and State laws and regulations relevant to the assignment; negotiation, mediation and conciliation sufficient to resolve disputes and arrive at acceptable settlements; discriminatory actions in employment, housing and/or public accommodations. **General knowledge of:** budget preparation and maintenance. **Ability to:** plan, organize, coordinate, and evaluate the work of subordinate staff in conducting detailed investigations; analyze and evaluate situations, facts and conflicting evidence to reach and present sound conclusions; train, supervise and evaluate the performance of assigned personnel; be objective and maintain the~~

MINIMUM QUALIFICATIONS (cont'd)

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)~~
~~confidentiality of sensitive information; establish and maintain cooperative working relationships with representatives of other agencies, government officials, employers and members of the community; make presentations before hearing bodies and to various groups in the community; effectively relate with people of diversified ethnic backgrounds and temperaments; present a variety of oral and written reports.~~

~~FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):~~
~~**Working knowledge of:** Titles VII and VIII as amended in 1972 and 1991 to include amended Executive Order No. 11246 and U.S. Code 2000; prevailing practices and precedents in matters subject to litigation; Nevada Revised Statutes pertaining to equal rights; all Equal Rights Commission and Administrative policy and procedure.~~

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

11.350

ESTABLISHED: 12/16/76
REVISED: 4/13/84-3
REVISED: 7/1/93P
11/6/92PC
REVISED: 7/1/93LG
REVISED: 8/24/06UC]
ABOLISHED 3/3/23PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **March 3, 2023**.

| CURRENT | | | | PROPOSED | | | |
|---------|---------------------------------------|-------|-------|----------|----------------|-------|-------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 11.367 | Uninsured Employer Claims Coordinator | 34 | B | | <i>Abolish</i> | | |

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Uninsured Employer Claims Coordinator class specification. The Department of Business & Industry (B&I), Division of Industrial Relations (DIR) is the only Department/Division to utilize this class.

During the review, and in conjunction with DIR, it was determined that the class is not currently being utilized and is not expected to be utilized in the future.

It is therefore recommended that the Uninsured Employer Claims Coordinator, 11.367, grade 34 class specification be abolished.

Throughout the review management and staff from DIR, and analysts within DHRM, participated in the process and they support the recommendation

Changes to the class specification are noted as follows: additions in blue and deletions in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| | | | |
|--|--------------|--------------|---------------|
| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
| UNINSURED EMPLOYER CLAIMS COORDINATOR | 34 | B | 11.367 |

~~Under general supervision, the Uninsured Employer Claims Coordinator spends the preponderance of time coordinating workers' compensation claims assigned to the Uninsured Employer Account (UEA); monitors all claims sent to the Third Party Administrator (TPA) contracted with the State; coordinates all funding requests related to these claims and oversees the management of the claims by the TPA. This class is distinguished from the Compliance/Audit Investigator series by the responsibility for management of uninsured employer claims and account funds on a statewide basis.~~

~~Review TPA documentation for justification of payment on claims; authorize reimbursement of expenses from the uninsured employer fund account and forward to accounting unit for payment; provide technical direction and training to TPA staff and assist with difficult claims issues such as special payments and vocational rehabilitation lump sum buy-outs; develop procedures for the TPA to ensure compliance with State regulations.~~

~~Approve and monitor requests for nurse case management, special investigation requirements and activities such as surveillance.~~

~~Coordinate with internal accounting unit and Attorney General's Office to provide information on current claim status, expenditures paid, reserve amounts, balance of accounts, subrogation liens, and collections.~~

~~Answer workers' compensation related inquiries from claimants, employers, attorneys, medical providers and TPA; resolve disagreements regarding billing notices and amounts disbursed from account or other disagreements.~~

~~Prepare quarterly reports providing TPA contract performance evaluation; maintain records of new UEA claim assignments; track and maintain all current and previous UEA claims and maintain documentation related to workers' compensation.~~

~~Perform compliance audit investigations for insurers, self-insured employers or associations of self-insured employers; receive and review formal complaints and conduct benefit penalty investigations when appropriate.~~

~~Review and investigate Appeals and Hearing Officer decisions for statutory compliance.~~

~~Write formal audit and determination reports and provide testimony at hearings.~~

~~Perform related duties as assigned.~~

~~*****~~

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

EDUCATION AND EXPERIENCE: Bachelor's degree in criminal justice, police science, psychology, business administration or related field and two years of auditing or investigations experience, one year of which was in a

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

~~workers' compensation program, working in a professional capacity as a claims adjuster, claims administrator, or claims investigator; **OR** graduation from high school or equivalent education and four years of auditing or investigations experience, one year of which was in a workers' compensation program, working in a professional capacity as a claims adjuster, claims administrator or claims investigator; **OR** an equivalent combination of education and experience where 60 related college credits may be substituted for one year of the auditing or investigations experience; **OR** one year of workers' compensation program experience as a Compliance/Audit Investigator II in Nevada State service.~~

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

~~**Working knowledge of:** workers' compensation laws and regulations; the nature of industrial injuries; investigative principles and practices; injured employee rights and how to protect them; business practices and procedures. **General knowledge of:** medical terminology and health care services. **Ability to:** analyze and apply statutes and regulations; conduct effective interviews in person or by phone to obtain factual information; make sound decisions and prepare findings of fact regarding determinations; read and interpret contracts and legal documents; mediate and negotiate resolution between contending parties; operate a personal computer including word processing, spreadsheet, database management and associated business applications.~~

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

~~**Detailed knowledge of:** administration of statewide uninsured employer workers' compensation claims fund. **Ability to:** interpret and apply pertinent sections of NRS and NAC in selecting appropriate course of action and developing recommendations; monitor and evaluate TPA contract compliance.~~

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

11.367

ESTABLISHED: 8/10/07UC

ABOLISHED: 3/3/23PC

Personnel Commission Meeting
March 3, 2023

FOR DISCUSSION AND POSSIBLE ACTION

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

March 3, 2023.

| CURRENT | | | | PROPOSED | | | |
|---------|------------------------|-------|-------|----------|------------------|-------|-------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 12.517 | Correctional Assistant | 26 | D | | <i>No Change</i> | | |

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management has conducted a review of the Correctional Assistant class specification.

In consultation with Subject Matter Experts from the Nevada Department of Corrections and Analysts from the Division of Human Resource Management, it was determined that the concepts, minimum qualifications and knowledge, skills and abilities are consistent with current expectations. No changes to the class specification are required at this time.

Throughout the course of the study, management and agency staff participated in the review and they support this recommendation.

Changes to the class specifications are noted as follows: additions in blue and deletions in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|-------------------------------|--------------|--------------|---------------|
| CORRECTIONAL ASSISTANT | 26 | D | 12.517 |

Under immediate supervision and direction of a P.O.S.T. certified Category 3 custody officer, Correctional Assistants perform a variety of entry level assignments which do not require P.O.S.T. certification. Positions allocated to this class are trained and oriented to the field of Corrections, but do not respond to emergency situations, riots, and/or altercations involving inmates, do not supervise inmates, and do not perform security functions such as inmate movement or escort.

Assist custody staff in performing the duties required in carrying out the purpose and function of the work unit as mail room officer or visiting room officer, or work in the law library, chapel, laundry, culinary, and other non-housing area as assigned.

Perform institutional counts and monitoring duties of offenders as assigned; provide security unit and safety checks and document activities in various logs and reports.

In a maximum security institution, may provide floor duties in a housing unit such as meal and mail delivery, mopping and general custodial functions.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * Selected applicants must pass a psychological test prior to appointment.
- * A State of Nevada/FBI background check is required prior to appointment.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Incumbents must be available to work any shift or post assignment and must be willing to work overtime on short notice, as well as weekends and holidays; be recalled to work on regular days off or at other times in cases of emergency or staff shortages; and be placed on standby status if necessary.
- * Incumbent must pass all phases of orientation training (during the probationary period or be subject to dismissal).

EDUCATION AND EXPERIENCE: High school graduation or equivalent education and one year of work experience. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
General knowledge of: basic mathematics. **Ability to:** read, understand and follow instructions; communicate orally and in writing; establish cooperative working relationships with coworkers; stand for long periods of time; learn the basic principles and practices of maintaining security in a correctional facility. **Skill in:** operating motor vehicles.

MINIMUM QUALIFICATIONS (cont'd)

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

Basic knowledge of: institutional rules, regulations, policies and procedures; security concepts, principles and practices. **Ability to:** work with individuals of varied ethnic backgrounds; work around inmates and remain calm in difficult situations; identify problems before they jeopardize the safety of inmates, staff, and/or institutional security; visually inspect areas for compliance with institutional rules; identify maintenance problems and/or safety hazards which require maintenance crew attention; operate communications equipment such as two-way radio, telephone switchboard, and public address equipment.

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

12.517

ESTABLISHED: 10/4/00PC
ABOLISHED: 2/28/03UC
RE-ESTABLISHED: 12/14/07PC
REVISED: 3/3/22RNC

FOR DISCUSSION AND POSSIBLE ACTION

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

March 3, 2023.

| CURRENT | | | | PROPOSED | | | |
|---------|------------------------|-------|-------|----------|------------------|-------|-------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 12.583 | Institutional Chaplain | 34 | B | | <i>No Change</i> | | |

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management has conducted a review of the Institutional Chaplain class specification.

In consultation with Subject Matter Experts from the Nevada Department of Corrections and Analysts from the Division of Human Resource Management, it was determined that the concepts, minimum qualifications and knowledge, skills and abilities are consistent with current expectations. No changes to the class specification are required at this time.

Throughout the course of the study, management and agency staff participated in the review and they support this recommendation.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|-------------------------------|--------------|--------------|---------------|
| INSTITUTIONAL CHAPLAIN | 34 | B | 12.583 |

Under general direction, provide and coordinate ministry in a pluralistic setting to persons in one or more State correctional facilities; arrange for and work with representatives of various faiths who conduct specialized ministries or rites at an institution.

Plan, organize, schedule, and deliver spiritual care; manage religious programs and administer resources; provide a pastoral presence throughout the institution through chapel services and/or regular visits to the housing units, visiting room, and work sites; establish and schedule religious activities, providing equitable and reasonable opportunities for worship, study and religious programs.

Counsel and administer to the spiritual and religious needs and concerns of inmates; advise inmates condemned to death regarding will preparation and disposition of their remains.

Communicate with members of inmate families concerning spiritual and physical well-being of inmates; minister to inmates and staff in times of crisis, such as serious illness, suicide, execution, death, or family crisis; contact and notify next of kin in cases of grave illness and death as outlined by department regulations.

Schedule and/or provide services as requested for marriages, baptisms, and memorial services; oversee liturgical and sacramental ministry provided to inmates by volunteers of recognized faith groups; prepare and deliver sermons or formal worship services for inmates; organize and schedule religious study groups; provide religious activities such as music, stories and video presentations at the request of inmates and religious organizations; coordinate religious club meetings, religious awareness groups, and interfaith meetings; recruit and train qualified volunteers for specialized programs, emphasizing applicable policies and security requirements.

Supervise inmates in assigned areas, document inmate performance, and implement security procedures.

Provide educational talks in the community-at-large to inform interested citizens of the ways in which spiritual needs of institutionalized persons are met, and to develop positive public relations for the department.

Conduct staff presentations to raise awareness of inmates' spiritual concerns and improve staff and inmate relations; conduct orientation lectures for new inmates, volunteers and staff to familiarize them with the institution's religious programs; provide expert information to staff regarding the variety of religious activities available; research faith group issues that may impact religious activities.

Serve as a resource for administrators and staff on various religious beliefs, activities, practices and artifacts of different religious groups.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Applicants must attach a current copy of their certification, endorsement, ordination or sponsorship from a recognized faith group at the time of application and maintain status as a condition of continuing employment.
- * To receive credit for degree, coursework or training, transcripts or documentation of training must be submitted at the time of application.
- * Some positions require work on evenings, weekends, and/or holidays.

INFORMATIONAL NOTE:

- * Department of Corrections recognized faith groups will be identified at the time of recruitment.

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in divinity, ministry, theology, religious studies, pastoral counseling, or equivalent training in a recognized faith; two years of experience as a spiritual leader in a recognized faith tradition (such as a pastor, minister, priest, rabbi, or imam) in a formal setting (such as in a church, parish, synagogue, tribe, temple, coven or mosque); and ordination as a spiritual leader with current official endorsement or sponsorship from a locally recognized faith group or national credentials; **OR** Bachelor's degree from an accredited college or university in pastoral counseling, theology, religious studies, or closely related academic field which included two upper-level courses in comparative religion, cultural diversity and psychology or sociology; two Clinical Pastoral Education (CPE) or equivalent interfaith professional education units; three years of experience as a spiritual leader in a recognized faith tradition (such as a pastor, minister, priest, rabbi, or imam) in a formal setting (such as in a church, parish, synagogue, tribe, temple, coven or mosque); and ordination as a spiritual leader with current official endorsement or sponsorship from a locally recognized religious faith group or national credentials. (*See Special Requirements and Informational Note*)

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

Working knowledge of: theologies, doctrines, liturgies, scriptures, observances, and practices; interpersonal relationships, group dynamics, personality development, and crisis counseling; individual, marital, group and family counseling techniques; cultural diversity. **General knowledge of:** principles and practices of psychology and sociology. **Ability to:** counsel and minister to the spiritual and faith based needs of inmates; work harmoniously with institution staff and others responsible for carrying out programs and objectives of the institution; be tolerant, respectful and patient with individuals of various faiths; interface with local faith based organizations; conduct formal services of worship; prepare correspondence and reports; maintain files and records; operate a computer sufficient to enter, store, and retrieve data; navigate using the Internet. **Skill in:** organizing, preparing, and conducting faith-based services and activities; communicating effectively orally and in writing.

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

Working knowledge of: purpose of correctional institutions' programs, goals, objectives and contents; needs and practices of diverse faith groups; social, economic, personal and other problems of inmates confined in a State institution; theories and practices of prison management and criminal rehabilitation in a program of applied religion for inmates. **Ability to:** make educational presentations to inmates, staff, and the community-at-large; deal effectively with hostile inmates.

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

12.583

ESTABLISHED: 6/30/69
REVISED: 7/1/91P
7/6/90PC

12.583

REVISED: 7/2/03UC
REVISED: 3/7/08UC
REVISED: 3/3/23RNC

REPORT OF CLASSIFICATION CHANGES

POSTING#: 10-22
Effective: 05/23/22

| CURRENT | | | | PROPOSED | | | |
|---------|------------------------------------|-------|-------|---------------|---|-----------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 11.406 | Assistant Chief Insurance Examiner | 41 | B | <i>11.406</i> | <i>Assistant Chief Insurance Examiner</i> | <i>41</i> | <i>B</i> |
| 11.407 | Insurance Examiner II | 39 | B | <i>11.407</i> | <i>Insurance Examiner II</i> | <i>39</i> | <i>B</i> |
| 11.409 | Insurance Examiner I | 37 | B | <i>11.409</i> | <i>Insurance Examiner I</i> | <i>37</i> | <i>B</i> |
| | New | | | <i>11.417</i> | <i>Insurance Examiner Associate II</i> | <i>35</i> | <i>B</i> |
| | New | | | <i>11.419</i> | <i>Insurance Examiner Associate I</i> | <i>33</i> | <i>B</i> |

Basis for Recommendation

At the request of the Division of Insurance (DOI), Department of Business & Industry, the Division of Human Resource Management (DHRM) conducted a review of the Insurance Examiner class specifications. Insurance Examiners perform professional work in verification and analysis of the financial condition/solvency and market conduct examination of providers of insurance and related products in the State.

In consultation with Subject Matter Experts from DOI and analysts within DHRM it is recommended that two new training levels, titled Insurance Examiner Associate II and Insurance Examiner Associate I be added to the series.

- 1) The Insurance Examiner Associate II, under general supervision, will continue to receive training in performing the full range of duties as described in the series concept. This is the continuing trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.
- 2) The Insurance Examiner Associate I, under close supervision of an Insurance Examiner II, receives training in performing the duties described in the series concept. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

The Insurance Examiner II is allocated at a grade 35 and the Insurance Examiner I is allocated at a grade 33. This is consistent with the two-grade differential between levels in a series applied to most classes in State service. In addition, the EEO Administrator assigned an EEO-4 code of “B” Professionals which is consistent with the other levels within this series.

It is also recommended that the Series and Class Concepts, at every level, be amended to verify duties and to maintain consistency with verbiage, formatting, and structure.

It is further recommended the Special Requirements section of the Minimum Qualification be amended to clarify that a Market Conduct Manager designation from the Insurance Regulatory

Examiners Society is required at the time of appointment and as a condition of continuing employment for the Assistant Chief Insurance Examiner located within the Market Conduct Unit. Also, additional certifications required of the above Chief Insurance Examiner as well as the Insurance Examiner II will be identified at the time of recruitment and as a condition of continuing employment.

In addition, an Informational Notes section was included in the Minimum Qualifications to indicate the equivalent experience allocated to an applicant with a particular certification/designation/license.

Furthermore, the Education and Experience section of the Minimum Qualifications were modified to allow for different education and experience requirements for positions located within either the Corporate & Finance unit or the Market Conduct unit. In addition, this section was further amended, at every level, to indicate additional areas where experience could be obtained as well as account for more college or university degree areas.

Lastly, the Entry Level and Full Performance Knowledge, Skills, and Abilities of the Minimum Qualifications were modified at every level to maintain consistency with verbiage, formatting, and structure.

The development of training levels within the series and the increase in allowable experience and education requirements will allow for a more diverse applicant pool as well as create additional career pathways for current State employees.

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

POSTING#: 11-22

Effective: 05/23/22

| CURRENT | | | | PROPOSED | | | |
|---------|----------------------------------|-------|-------|---------------|---|-----------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 11.144 | Fingerprint/Records Supervisor | 34 | C | <i>11.144</i> | <i>Fingerprint/Records Supervisor</i> | <i>34</i> | <i>B</i> |
| 11.133 | Fingerprint/Records Examiner III | 32 | C | <i>11.133</i> | <i>Fingerprint/Records Examiner III</i> | <i>32</i> | <i>B</i> |
| 11.134 | Fingerprint/Records Examiner II | 31 | C | <i>11.134</i> | <i>Fingerprint/Records Examiner II</i> | <i>31</i> | <i>B</i> |
| 11.135 | Fingerprint/Records Examiner I | 28 | C | <i>11.135</i> | <i>Fingerprint/Records Examiner I</i> | <i>28</i> | <i>E</i> |

Basis for Recommendation

At the request of the Department of Public Safety (DPS), Records, Communications and Compliance Division (RCCD), the Division of Human Resource Management (DHRM) conducted a review of the Fingerprint/Records Supervisor/Examiner series. Fingerprint/Records Examiners and Supervisors perform or oversee detailed and precise analysis of fingerprints or palm prints submitted by federal, State, and local criminal justice agencies and applicant contributors whereby prints are submitted for employment/licensing background checks as well as other civil purposes as authorized by federal and State law.

In consultation with Subject Matter Experts from RCCD and analysts within DHRM it is recommended that minor changes be made to the series concept to update language and acronyms used. In addition, it is recommended that changes be made to the Class Concepts of the Fingerprint/Records Supervisor and Fingerprint/Records Examiner III to include additional job responsibilities and to clarify existing representative job duties. Furthermore, minor changes were made at every level in the series to maintain consistency with verbiage, formatting, and structure.

Also, it is recommended that the Informational Notes be modified to include clarifying language as to substitutable experience.

In addition, it is recommended that the Education and Experience section of the Minimum Qualifications, at every level be expanded to include additional educational equivalencies and to maintain consistency with verbiage, formatting, and structure.

Lastly, the EEO Administrator reviewed the EEO-4 Code and determined that the “B” Professional job category was more consistent with the duties and responsibilities of the Fingerprint/Records Supervisor, Fingerprint/Records Examiner III, and Fingerprint/Records Examiner III; and the “E” Para-Professional job category was more consistent with the duties and responsibilities of the Fingerprint/Records Examiner I, which is the trainee level in the series. As such, it is recommended that the EEO-4 Code be changed accordingly.

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

POSTING#: 12-22**Effective: 5/25/22**

| CURRENT | | | | PROPOSED | | | |
|---------|---------------------------------------|-------|-------|---------------|--|------------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 11.564 | Safety Supervisor, Elevator – DIR | 39* | B | <i>11.564</i> | <i>Safety Supervisor, Elevator – DIR</i> | <i>39*</i> | <i>B</i> |
| 11.538 | Safety Specialist, Elevator – DIR | 37* | B | <i>11.538</i> | <i>Safety Specialist, Elevator – DIR</i> | <i>37*</i> | <i>B</i> |
| 11.563 | Safety Representative, Elevator - DIR | 34* | B | <i>11.536</i> | <i>Safety Representative, Elevator – DIR</i> | <i>34*</i> | <i>B</i> |
| | New | | | <i>11.652</i> | <i>Safety Associate, Elevator – DIR</i> | <i>32*</i> | <i>B</i> |

Basis for Recommendation

At the request of the Division of Industrial Relations (DIR), Department of Business & Industry, the Division of Human Resource Management (DHRM) conducted a review of the Safety Supervisor/Specialist, Elevator - DIR class specifications. Safety Specialists promote recognized safety practices among businesses covered by federal and State safety and health laws and regulations.

In consultation with Subject Matter Experts from DIR and analysts within DHRM it is recommended that a new training level, titled Safety Associate, Elevator - DIR be added to the series. This additional level is consistent with other series within DIR to include the Safety Associate, Enforcement - DIR Safety Associate, Consultation – DIR.

- 1) The Safety Associate, Elevator - DIR, under close supervision, will receive training in performing the duties described in the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

The Safety Associate, Elevator - DIR is allocated at a grade 32 which is consistent with the two-grade differential between levels in a series applied to most classes in State service as well as being comparable to two series as described above. In addition, the EEO Administrator assigned an EEO-4 code of “B” Professionals which is consistent with the other levels within this series.

It is also recommended that the Class Concept for the Safety Representative, Elevator – DIR be amended to reflect its change to a continuing trainee level.

In addition, it is recommended that the Special Requirements section of the Minimum Qualification be amended to account for the possibility of statewide travel and working evenings, weekends, and/or holidays. Furthermore, the Informational Notes section of the Minimum Qualifications were modified to maintain consistency with the class titles used.

It is further recommended that the Education and Experience section of the Minimum Qualifications be modified, at every current level, to indicate additional areas where experience could be obtained as well as account for more college or university degree areas.

The development of an additional training level within the series and the increase in allowable

experience and education requirements will allow for a more diverse applicant pool as well as create additional career pathways for current State employees.

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

POSTING#: 13-22

Effective: 05/25/22

| CURRENT | | | | PROPOSED | | | |
|---------|-------------------------------------|-------|-------|---------------|--|------------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 11.529 | Safety Supervisor, Boiler – DIR | 39* | B | <i>11.529</i> | <i>Safety Supervisor, Boiler – DIR</i> | <i>39*</i> | <i>B</i> |
| 11.537 | Safety Specialist, Boiler – DIR | 37* | B | <i>11.537</i> | <i>Safety Specialist, Boiler – DIR</i> | <i>37*</i> | <i>B</i> |
| 11.549 | Safety Representative, Boiler - DIR | 34* | B | <i>11.549</i> | <i>Safety Representative, Boiler – DIR</i> | <i>34*</i> | <i>B</i> |
| | New | | | <i>11.558</i> | <i>Safety Associate, Boiler – DIR</i> | <i>32*</i> | <i>B</i> |

Basis for Recommendation

At the request of the Division of Industrial Relations (DIR), Department of Business & Industry, the Division of Human Resource Management (DHRM) conducted a review of the Safety Supervisor/Specialist, Boiler - DIR class specifications. Safety Specialists promote recognized safety practices among businesses covered by federal and State safety and health laws and regulations.

In consultation with Subject Matter Experts from DIR and analysts within DHRM it is recommended that a new training level, titled Safety Associate, Boiler - DIR be added to the series. This additional level is consistent with other series within DIR to include the Safety Associate, Enforcement - DIR Safety Associate, Consultation – DIR.

- 1) The Safety Associate, Boiler - DIR, under close supervision, will receive training in performing the duties described in the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

The Safety Associate, Boiler - DIR is allocated at a grade 32 which is consistent with the two-grade differential between levels in a series applied to most classes in State service as well as being comparable to two series as described above. In addition, the EEO Administrator assigned an EEO-4 code of “B” Professionals which is consistent with the other levels within this series.

It is also recommended that the Class Concept for the Safety Representative, Boiler – DIR be amended to reflect its change to a continuing trainee level.

In addition, it is recommended that the Special Requirements section of the Minimum Qualification be amended to account for the possibility of statewide travel and working evenings, weekends, and/or holidays. Furthermore, the Informational Notes section of the Minimum Qualifications were modified to maintain consistency with the class titles used.

It is further recommended that the Education and Experience section of the Minimum Qualifications be modified, at every current level, to indicate additional areas where experience could be obtained as well as account for more college or university degree areas.

The development of an additional training level within the series and the increase in allowable

experience and education requirements will allow for a more diverse applicant pool as well as create additional career pathways for current State employees.

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

POSTING#: 14-22
Effective: 06/10/22

| CURRENT | | | | PROPOSED | | | |
|---------|---|-------|-------|--------------|----------------------------|------------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| New | | | | <i>1.510</i> | <i>Brand Inspector III</i> | <i>27</i> | <i>C</i> |
| New | | | | <i>1.512</i> | <i>Brand Inspector II</i> | <i>25</i> | <i>C</i> |
| 1.514 | Deputy Brand Inspector (Non-Commissioned) | 23* | C | <i>1.514</i> | <i>Brand Inspector I</i> | <i>23*</i> | <i>C</i> |

Basis for Recommendation

With the authorization of the 2021 Legislature, finalized by the December 2021 Interim Finance Committee, the Department of Agriculture (DOA) has requested the addition of two levels to the currently titled Deputy Brand Inspector (Non-Commissioned) series.

In consultation with Subject Matter Experts from DOA and analysts within DHRM it is recommended that the existing class be retitled to Brand Inspector I and two new levels be added at Brand Inspector II and Brand Inspector III.

- 1) *Brand Inspector III, 1.510, grade 27*: under general direction, and in addition to performing the full range of duties as described in the series concept, incumbents supervise a staff of Brand Inspector I’s and II’s to include performance appraisals, work performance standards, scheduling, work assignment and review, training, and discipline as required. Incumbents plan, organize, and oversee the activities and operations either statewide or in an assigned region; assist in the development, review, revision, and implementation of policies and procedures; ensure adherence to Department policies and procedures; prepare narrative and statistical reports regarding activities of the unit; assist with budget development by compiling information to support projected expenditures in specific areas such as operating costs, travel costs, staffing, and staff development; monitor and maintain assigned budget as required.
- 2) *Brand Inspector II, 1.512, grade 25*: under limited supervision, incumbents perform the full range of duties described in the series concept and function as the day-to-day supervisor of an assigned unit. The incumbent supervises a staff of lower-level Brand Inspector I’s to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline.
- 3) *Brand Inspector I, 1.514, grade 23*: Under limited supervision, incumbents perform the full range of duties as described in the series concept on an intermittent and/or seasonal basis. This is the journey level in the series.

The Brand Inspector III is allocated at a grade 27 and the Brand Inspector II is allocated at a grade 25, which is consistent with the two-grade differential between levels in a series applied to most classes in State service. In addition, the EEO Administrator assigned an EEO-4 code of “C” Technicians which is consistent with the original level within this series.

It is also recommended that the Special Requirements and Informational Note of the Minimum Qualifications be amended to clarify and expand on the expectations of the position.

Lastly, the Entry Level Knowledge, Skills, and Abilities at the Brand Inspector I were amended to reflect changes resulting from the addition of two new levels in the series.

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

POSTING#: 15-22
Effective: 06/15/22

| CURRENT | | | | PROPOSED | | | |
|---------|-------------------------|-------|-------|--------------|-----------------------------------|------------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 7.921 | IT Professional IV | 42* | B | <i>7.921</i> | <i>IT Professional IV</i> | <i>42*</i> | <i>B</i> |
| 7.925 | IT Professional III | 40* | B | <i>7.925</i> | <i>IT Professional III</i> | <i>40*</i> | <i>B</i> |
| 7.926 | IT Professional II | 38* | B | <i>7.926</i> | <i>IT Professional II</i> | <i>38*</i> | <i>B</i> |
| 7.929 | IT Professional I | 35* | B | <i>7.929</i> | <i>IT Professional I</i> | <i>35*</i> | <i>B</i> |
| 7.951 | IT Professional Trainee | 32* | B | <i>7.951</i> | <i>IT Professional Trainee II</i> | <i>32*</i> | <i>B</i> |
| | New | | | <i>7.953</i> | <i>IT Professional Trainee I</i> | <i>29*</i> | <i>E</i> |

Basis for Recommendation

The Division of Human Resource Management (DRHM) has partnered with the Nevada System of Higher Education (NSHE) to develop apprenticeship programs to enhance recruitment and retention efforts. As a result of this partnership, it is recommended that an additional trainee level class be added to the IT Professional series.

In consultation with Subject Matter Experts from Enterprise IT Services (EITS) and analysts within DHRM it is recommended that the existing IT Professional Trainee class be re-titled to IT Professional Trainee II and that a new IT Professional Trainee I class be created.

- 1) The IT Professional Trainee I, under close supervision of a higher-level IT Professional will learn and become familiar with one or more specialized technology areas to include, but not limited to, the following: Systems Administration, Network Administration, Database Administration, Applications Analysis and Development, and Information Security. This is the first trainee level in the series and progression to the next trainee level in the series may only occur upon successful completion of the assigned apprenticeship training program, meeting minimum qualifications, and with the recommendation of the appointing authority. Failure to complete the training within the specified time frame will result in termination from the apprenticeship training program unless there are extenuating circumstances which will be reviewed by the appointing authority.

The IT Professional Trainee I will be allocated at a grade 29, a three-grade differential that is consistent with the other trainee levels in the series. In addition, the EEO Administrator assigned an EEO-4 code of “E” Paraprofessional which is consistent with the grade of the class and the education and experience required at this level.

It is further recommended that Informational Notes be added to the IT Professional Trainee I to indicate that obtainment of an Associate level Certification issued by the appropriate institution(s), as approved by EITS, will allow for automatic progression to the IT Professional II level in the series and to state that some positions will have been identified as participating in the NSHE Apprenticeship program and may require applicants to be either currently enrolled at an NSHE Institution or have graduated from an NSHE institution within the last five years.

It is also recommended that minor revisions be made to the Series and Class Concepts to account

for changes in verbiage and to maintain consistency with formatting and structure. In addition, the Information Security specialty area was added to the IT Professional II level to account for both a trainee level to the journey level IT Professional II for the Information Security specialty area and for a sub-journey level of performance.

Lastly, minor changes were made to the Education and Experience section of the Minimum Qualifications, at every level, to maintain consistency with verbiage, formatting, and structure.

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

POSTING#: 16-22
Effective: 06/20/22

| CURRENT | | | | PROPOSED | | | |
|---------|----------------------------|-------|-------|--------------|-----------------------------------|-----------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 6.987 | Electronics Technician III | 33 | C | <i>6.987</i> | <i>Electronics Technician IV</i> | <i>33</i> | <i>C</i> |
| New | | | | <i>6.986</i> | <i>Electronics Technician III</i> | <i>32</i> | <i>C</i> |
| 6.981 | Electronics Technician II | 31 | C | <i>6.981</i> | <i>Electronics Technician II</i> | <i>31</i> | <i>C</i> |
| 6.988 | Electronics Technician I | 28 | C | <i>6.988</i> | <i>Electronics Technician I</i> | <i>28</i> | <i>C</i> |

Basis for Recommendation

At the request of the Nevada System of Higher Education, Business Center North (BCN) a review was conducted of the Electronics Technician series.

In consultation with Subject Matter Experts from BCN, a review by the Department of Corrections, Department of Public Safety, and Department of Transportation and analysts within DHRM it is recommended that the existing Electronics Technician III class be retitled to Electronics Technician IV and that a new lead worker level be added at a newly titled Electronics Technician III.

- 1) The Electronics Technician III (6.986), under general direction, will perform the full range of duties as described in the series concept and function as a lead worker over lower-level Electronics Technicians to include providing input regarding performance, work assignment and review, and training staff. In addition, positions may coordinate fire alarm testing and training on fire alarm notification equipment. This is the lead worker in the series.

The new Electronics Technician III is allocated at a grade 32, which is one grade above the Electronics Technician II and one grade below the newly titled Electronics Technician IV. In addition, the EEO Administrator assigned an EEO-4 code of “C” Technicians which is consistent with the original levels within this series.

It is also recommended that the Series and Class Concepts, at every level, and the Education and Experience section of the Minimum Qualifications, at every level, be amended to maintain consistency with verbiage, formatting, and structure.

This request will streamline reporting structures, allow for better utilization of existing staff, and increase recruitment and retention strategies long term.

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

POSTING#: 17-22
Effective: 06/20/22

| CURRENT | | | | PROPOSED | | | |
|---------|--------------------------------------|-------|-------|----------|---|-------|-------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 7.776 | Fiscal/Business Professional Trainee | 31 | B | 7.776 | <i>Fiscal/Business Professional Trainee III</i> | 31 | B |
| | New | | | 7.775 | <i>Fiscal/Business Professional Trainee II</i> | 29 | E |
| | New | | | 7.774 | <i>Fiscal/Business Professional Trainee I</i> | 27 | E |

Basis for Recommendation

The Division of Human Resource Management (DRHM) has partnered with the Nevada System of Higher Education (NSHE) to develop apprenticeship programs to enhance recruitment and retention efforts. As a result of this partnership, DHRM recommends that two additional trainee level classes be added to the Fiscal/Business Professional Trainee series.

In consultation with Subject Matter Experts from within DHRM it is recommended that the existing Fiscal/Business Professional Trainee class be re-titled to Fiscal/Business Professional Trainee III and that the Fiscal/Business Professional Trainee II and Fiscal/Business Professional Trainee I be added.

- 1) *Fiscal/Business Professional Trainee III, 7.776, grade 31*: Incumbents continue to receive training in performing the duties relevant to the class they are underfilling. This is the final trainee level in the series and incumbents may progress to the appropriate professional series they are underfilling upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.
- 2) *Fiscal/Business Professional Trainee II, 7.775, grade 29*: Incumbents continue to receive training in performing the duties relevant to the class they are underfilling. This is the continuing trainee level in the series and incumbents may progress to the appropriate professional series they are underfilling upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.
- 3) *Fiscal/Business Professional Trainee I, 7.774 grade 27*: Incumbents receive training in performing the duties relevant to the class they are underfilling. This is the trainee level in the series and incumbents may progress to the next level in this series by meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

The Fiscal/Business Professional Trainee II will be allocated at a grade 29 and the Fiscal/Business Professional Trainee I will be allocated at a grade 27, a two-grade differential that is consistent most classes within State service. In addition, the EEO Administrator assigned an EEO-4 code of “E” Paraprofessional which is consistent with the grade of the classes and the education and experience required at these levels.

It is further recommended that Informational Notes be added to the series to clarify requirements for participating in the NSHE apprenticeship program and to clarify that individuals employed in

this series will be required to meet the Special Requirements and understand the Informational Notes of the class series they are to be trained in.

It is also recommended that minor revisions be made to the re-titled Fiscal/Business Professional Trainee III Education and Experience and Entry Level Knowledge, Skills, and Abilities, to account for the newly added classes.

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

POSTING#: 18-22
Effective: 07/07/22

| CURRENT | | | | PROPOSED | | | |
|---------|-------------------------------|-------|-------|----------|--------------------------------------|-------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 6.766 | Climate and Energy Specialist | 39 | B | 6.766 | <i>Climate and Energy Specialist</i> | 39 | <i>B</i> |

Basis for Recommendation

The Governor’s Energy Office has requested a minor modification to the Climate and Energy Specialist representative job duties to reflect responsibilities related to transmission planning and development.

As such, and in consultation with Subject Matter Experts from the Governor’s Energy Office and analysts within the Division of Human Resource Management (DHRM), it is recommended that the class specification be amended to include verbiage relative to transmission planning and development within the representative job duties.

The Climate and Energy Specialist plans, organizes, and implements Energy Office programs, including land use and siting for renewable energy development, climate policy, transmission planning, electricity markets, and promoting efforts to reduce energy consumption and the State’s carbon footprint.

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

POSTING#: 19-22
Effective: 07/11/22

| CURRENT | | | | PROPOSED | | | |
|---------|--------------------------------|-------|-------|---------------|---------------------------------------|------------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 13.141 | Park Ranger III (Commissioned) | 36* | B | <i>13.141</i> | <i>Park Ranger III (Commissioned)</i> | <i>36*</i> | <i>B</i> |
| 13.142 | Park Ranger II (Commissioned) | 35* | B | <i>13.142</i> | <i>Park Ranger II (Commissioned)</i> | <i>35*</i> | <i>B</i> |
| 13.143 | Park Ranger I (Commissioned) | 32* | B | <i>13.143</i> | <i>Park Ranger I (Commissioned)</i> | <i>32*</i> | <i>B</i> |

Basis for Recommendation

The Department of Conservation and Natural Resources, Division of State Parks has requested that the criminal justice degree be reestablished within the Education & Experience section of the Minimum Qualifications, at every level. The degree had been removed from the class series in November of 2012 when additional degree options were added. The agency has since determined that their recruitment efforts would be better served with the inclusion of the criminal justice degree, as they are losing out on otherwise qualified individuals.

As such, and in consultation with Subject Matter Experts from State Parks and analysts within the Division of Human Resource Management (DHRM), it is recommended that the Education & Experience section of the Minimum Qualifications be amended, at every level, to reflect the addition of the criminal justice degree. Additionally, an additional equivalency was added to the Park Ranger I (Commissioned) to allow for experience at the Park Ranger Technician III (1.958) to qualify. This change will allow for greater upward mobility within the Division.

In addition, the Class Concept for the Park Ranger I (Commissioned) was amended to maintain consistency with verbiage, formatting, and structure.

Furthermore, the EEO Administrator recommends changing the EEO-4 Code from “B” Professional to “D” Protective Service Workers which are occupations in which workers are entrusted with public safety, security and protection from destructive forces and includes police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers, and kindred workers.

Park Rangers (Commissioned) participate in operations, law enforcement, resource management, interpretation, and maintenance activities at an assigned State park.

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

POSTING#: 20-22

Effective: 07/14/22

| CURRENT | | | | PROPOSED | | | |
|---------|-----------------------------------|-------|-------|---------------|--|-----------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 12619 | Parole & Probation Supervisor | 36 | B | <i>12.619</i> | <i>Parole & Probation Supervisor</i> | <i>36</i> | <i>B</i> |
| 12.618 | Parole & Probation Specialist IV | 35 | B | <i>12.618</i> | <i>Parole & Probation Specialist IV</i> | <i>35</i> | <i>B</i> |
| 12.616 | Parole & Probation Specialist III | 33 | B | <i>12.616</i> | <i>Parole & Probation Specialist III</i> | <i>33</i> | <i>B</i> |
| 12.614 | Parole & Probation Specialist II | 31 | E | <i>12.614</i> | <i>Parole & Probation Specialist II</i> | <i>31</i> | <i>B</i> |
| 12.615 | Parole & Probation Specialist I | 29 | E | <i>12.615</i> | <i>Parole & Probation Specialist I</i> | <i>29</i> | <i>E</i> |

Basis for Recommendation

The Department of Public Safety (DPS), Division of Parole and Probation (P & P) requested modifications to the class specifications for the Parole & Probation Specialist series to clarify the role of the Pardons Unit and to clarify equivalencies for the Parole & Probation Supervisor.

In coordination with Subject Matter Experts from P & P and analysts within DHRM, it is recommended that the Class Concepts for the Parole & Probation Specialist IV be amended to reflect and clarify the duties and responsibilities of the Pardons Unit. As such, the class will identify two areas of responsibility, item (1) for the Pardons Unit and item (2) for the existing duties and responsibilities.

- 1) Work in the Pardons Unit as a Pardons Investigator. Incumbents are responsible for the completion of a comprehensive investigation on requests for pardons to include, but not limited to, a review of pardon applications, conducting interviews with the applicant, contacting the victims of the crime, conducting a full criminal history and social media investigation, and preparing and submitting a comprehensive investigative summary report to include a recommendation as to whether the division should support or oppose the pardon request. These reports, upon review and approval of the Division Chief, are submitted to the Board of Pardon Commissioners to use in their determination to grant or deny a request for pardon. Incumbents may be required to personally brief the Governor, or their staff, on the pardon applications appearing on the Commission agenda.
- 2) Work as a lead worker over an assigned staff of lower-level Parole & Probations Specialists located in the Court Services Unit, Offender Supervision Unit, or Re-Entry Unit. Incumbents spend the preponderance of time assigning, reviewing, and approving work; training and providing guidance; monitoring and evaluating the progress of lower-level staff and providing input to the supervisor regarding performance. In addition, incumbents may be assigned the most complex and high-profile cases and reports which are defined by the agency as those involving severe or heinous crimes, extensive media coverage, cases with a large number of victims, and/or large restitution cases. Incumbents are expected to manage a small caseload as workload dictates.

It is recommended that the Entry Level Knowledge, Skills, and Abilities at the Parole & Probation Specialist IV be amended to reflect the clarification of the Pardons Investigations Unit.

In addition, it is recommended that the Education & Experience section, of the Minimum Qualifications, be revised at the Parole & Probation Supervisor class to allow for two years of experience at the Parole & Probation Specialist III class to qualify and three years of experience at

the Parole & Probation Specialist II class, within a specified work unit, to qualify. This will allow those individuals who neither work as a lead worker nor at the advanced journey level an opportunity to promote to a supervisory position.

Furthermore, the EEO Administrator has recommended that the EEO-4 Code for the Parole & Probation Specialist II to be changed from "E" Para-professional to "B" Professional to account for the duties and responsibilities of the position and the grade level allocated.

Lastly, minor revisions were made in the Class Concepts and Minimum Qualifications, at every level, to maintain consistency with verbiage, formatting, and structure.

These changes will allow the division to better utilize resources and increase the operational efficiencies of the Division. The modifications to the class specifications will also increase the applicant pool as well as allow increased upward mobility for existing State employees.

Throughout the process management staff within DPS and P & P, and analysts within DHRM participated by offering suggestions and reviewing changes, and they support the recommendation.

POSTING#: 01-23

Effective: 10/06/22

| CURRENT | | | | PROPOSED | | | |
|---------|-------------------------------------|-------|-------|----------|--|-------|-------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 6.753 | Chief Building Inspector | 41* | A | 6.753 | <i>Chief Building Inspector</i> | 41* | A |
| 6.755 | Building Construction Inspector IV | 39* | C | 6.755 | <i>Building Construction Inspector IV – Supervisor</i> | 39* | C |
| | New | | | 6.757 | <i>Building Construction Inspector IV – Plans Examiner</i> | 39 | C |
| 6.754 | Building Construction Inspector III | 37* | C | 6.754 | <i>Building Construction Inspector III</i> | 37* | C |
| 6.756 | Building Construction Inspector II | 35* | C | 6.756 | <i>Building Construction Inspector II</i> | 35* | C |
| 6.759 | Building Construction Inspector I | 33* | C | 6.759 | <i>Building Construction Inspector I</i> | 33* | C |

Basis for Recommendation

At the request of the Department of Administration, State Public Works Division (SPWD), a review was conducted of the Building Construction Inspector series. As a result of this review, an additional option is recommended for the Building Construction Inspector IV level. Due to the advent of collective bargaining and the implementation of a new automated system (Success Factors), it is required to allocate options to a new class code rather than an additional option under the existing class code. As a result, the existing Building Construction Inspector IV will have a title change to Building Construction Inspector IV – Supervisor and the recommended new option in the series will be titled Building Construction Inspector IV – Plans Examiner.

The Building Construction Inspector IV – Plans Examiner, under general direction of the Chief Building Inspector, will function as a Plans Examiner and examine plans for code compliance including preliminary and final construction documents of new and remodeled buildings using State regulations and adopted codes; identify corrective action where needed and prepare concise Plan Review Comment forms to inform the applicant, other State agencies, and officials in relevant jurisdictions of required corrections; discuss findings with applicants as needed; review and approve change orders as required; attend preconstruction conferences as needed. While incumbents are expected to be able to perform the full range of duties described in the series concept, their preponderant responsibility is as a Plans Examiner.

Due to the nature and complexity of the duties performed, certification requirements, and supervision received, it is recommended that the Building Construction Inspector IV – Plans Examiner be allocated at a grade 39, which is consistent with other series with optional areas at the same grade as a supervisory position (Water Systems Operator II, 9.475; Grounds Maintenance Worker V, 9.630; ESD Program Specialist III, 12.129; Auditor III, 7.148). In addition, the EEO Administrator assigned an EEO-4 code of “C” Technicians, which is consistent with other levels in the series.

It is recommended that the Class Concepts for the Chief Building Inspector, Building Construction Inspector IV – Supervisor, Building Construction Inspector II, and Building Construction Inspector I be amended to maintain consistency with verbiage, formatting, and structure.

It is further recommended that the Special Requirements of the Minimum Qualifications be

amended to detail the types of licenses and/or certifications required at the Chief Building Inspector, Building Construction Inspector IV (both options) and the Building Construction Inspector III.

It is also recommended that minor revisions be made to the Minimum Qualifications, Education and Experience sections, at every level, to clarify requirements and to maintain consistency with verbiage, formatting, and structure.

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

POSTING#: 02-23

Effective: 11/18/22

| CURRENT | | | | PROPOSED | | | |
|---------|------------------------------|-------|-------|---------------|-------------------------------------|------------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 11.117 | Public Safety Dispatcher VI | 37* | D | <i>11.117</i> | <i>Public Safety Dispatcher VI</i> | <i>37*</i> | <i>D</i> |
| 11.118 | Public Safety Dispatcher V | 34* | D | <i>11.118</i> | <i>Public Safety Dispatcher V</i> | <i>34*</i> | <i>D</i> |
| 11.120 | Public Safety Dispatcher IV | 33* | D | <i>11.120</i> | <i>Public Safety Dispatcher IV</i> | <i>33*</i> | <i>D</i> |
| 11.122 | Public Safety Dispatcher III | 31* | D | <i>11.122</i> | <i>Public Safety Dispatcher III</i> | <i>31*</i> | <i>D</i> |
| 11.124 | Public Safety Dispatcher II | 29* | D | <i>11.124</i> | <i>Public Safety Dispatcher II</i> | <i>29*</i> | <i>D</i> |
| 11.126 | Public Safety Dispatcher I | 27* | D | <i>11.126</i> | <i>Public Safety Dispatcher II</i> | <i>27*</i> | <i>D</i> |

Basis for Recommendation

The Department of Public Safety (DPS), Division of Records, Communications, and Compliance (DRCC) requested that an equivalency be added at the Public Safety Dispatcher I to account for education and experience gained through a Work-Based Learning program offered in grade 11 and grade 12, currently offered through the Veterans Tribute Career & Technical Academy and approved by the Nevada Department of Education. The program of study is titled Emergency Telecommunications and at the end of the program students may earn the State Certificate of Skill Attainment and test for the Certified Emergency Telecommunicator offered by the International Academies of Emergency Dispatch (IAED). This program of study includes course work, job shadowing, internship, and work experience.

In consultation with subject matter experts from DRCC and in consultation with Analysts from the Division of Human Resource Management (DHRM), it is recommended that an equivalency be added at the Public Safety Dispatcher I to include “*graduation from high school to include successful completion of the Emergency Telecommunications Program of Study and current certification from the International Academies of Emergency Dispatch.*” A corresponding Informational Note was added to the Minimum Qualifications to indicate applicants may be required to attach copies of their successful completion of the Emergency Telecommunications Program of Study and their current certification from IAED to their application for employment.

In addition, it is recommended that revisions to the Class Concepts be made, at every level, to clarify responsibilities and to maintain consistency with verbiage, formatting, and structure.

It is further recommended that Special Requirements be added to the Minimum Qualifications to account for the requirements of a State of Nevada/FBI background check and pre-employment criminal history check and fingerprinting.

Lastly, it is recommended that minor revisions be made to the Education and Experience section of the Minimum Qualifications, at every level, to maintain consistency with verbiage, formatting, and structure and to enhance recruitment efforts.

Throughout the review management and staff within DPS, DCCR, and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and

they support the recommendation. In addition, the Department of Wildlife and the Taxicab Authority, who also utilize this class specification, reviewed, approved and support the recommended changes.

POSTING#: 03-23

Effective: 11/18/22

| CURRENT | | | | PROPOSED | | | |
|---------|------------------------|-------|-------|--------------|--------------------------------------|-----------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 9.322 | Equipment Mechanic IV | 33 | G | 9.322 | <i>Equipment Mechanic IV</i> | 33 | G |
| 9.323 | Equipment Mechanic III | 32 | G | 9.323 | <i>Equipment Mechanic III</i> | 32 | G |
| 9.331 | Equipment Mechanic II | 31 | G | 9.331 | <i>Equipment Mechanic II</i> | 31 | G |
| 9.333 | Equipment Mechanic I | 29 | G | 9.333 | <i>Equipment Mechanic I</i> | 29 | G |

Basis for Recommendation

As a result of an Individual Classification Study (NPD-19), and at the request of analysts within the Division of Human Resource Management (DHRM), DHRM conducted a review of the Equipment Mechanic class specification. Equipment Mechanics maintain, repair, and modify fleet equipment comprised of a variety of light, medium, and heavy automotive and maintenance equipment as well as specialized mechanical equipment and machinery including landscape equipment, computerized testing equipment, and diesel-fueled electric power generators.

It is recommended that changes be made to the Class Concept of the Equipment Mechanic IV to clarify supervisory responsibilities. This change allows for positions that organize, oversee, and direct an agency equipment shop located in a rural region, whose staff is small and less varied, to be able to meet the class concepts. DHRM feels the recommended changes will improve recruitment and retention efforts without reducing the quality of candidates given the remote locations of some of the mechanic shops within the State.

It is also recommended that minor revisions be made to the Class Concept for the Equipment Mechanic III to maintain consistency with verbiage, formatting, and structure.

In addition, and at the request of the Department of Public Safety (DPS), an informational note was added to clarify that apprenticeship programs not registered with the Nevada Office of the Labor Commissioner will require a letter verifying experience gained and/or proof of successful completion from the program.

It is further recommended that the Education and Experience of the Minimum Qualifications, at every level, and the Entry Level Knowledge, Skills, and Abilities at the Equipment Mechanic III and Equipment Mechanic IV be modified to clarify requirements and to maintain consistency with verbiage, formatting, and structure.

Throughout the review, management, and staff within DPS, Fleet Services Division, Forestry Division, Parks Division, the Department of Wildlife, and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 04-23
Effective: 12/08/22

| CURRENT | | | | PROPOSED | | | |
|---------|---|-------|-------|--------------|---|-----------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 1.805 | Forestry Program Manager Option A: Resource Management B: Fire Management C: Conservation Camp Management D: Support Services Management E: Safety & Training Management | 39 | A | 1.805 | Forestry Program Manager Option A: Resource Management B: Fire Management C: Conservation Camp Management D: Support Services Management E: Safety & Training Management | 39 | A |

Basis for Recommendation

The Division of Forestry requested a review of the minimum qualifications for the Forestry Program Manager series, particularly the Option C: Conservation Camp Management due to recruitment concerns. Forestry Program Managers plan, coordinate, and oversee activities, services, and staff in major program areas such as resource management, fire management, conservation camp management support services management or safety and training management. The Forestry Program Manager, Option C: Conservation Camp Management program is a revenue-generating enterprise in which crew members at conservation camps and/or other facilities are trained and employed in a variety of resource management, emergency response, and fire suppression projects.

In consultation with subject matter experts from the Division of Forestry and in consultation with Analysts from the Division of Human Resource Management (DHRM), it is recommended that the Education and Experience section of the Minimum Qualifications for Option C: Conservation Camp Management be expanded to allow for additional areas of experience.

In addition, it is recommended that revisions be made to the Series Concept for this option to update verbiage and clarify program responsibilities.

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

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

POSTING#: 05-23
Effective: 12/30/22

| CURRENT | | | | PROPOSED | | | |
|---------|-------------------------------|-------|-------|----------|--------------------------------------|-------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 6.959 | Communication Systems Manager | 37 | A | 6.959 | <i>Communication Systems Manager</i> | 37 | <i>A</i> |

Basis for Recommendation

As the result of an individual classification study (NPD-19), the Division of Human Resource Management (DHRM) conducted a review of the Communication Systems Manager class specification.

Communications Systems Managers manage the 24-hour communications system of a State agency including supervision of the communications staff to include Communication System Specialists and lower level technical and support positions and/or contract employees; provide administrative support involving the development of policy and procedure and the system's budget; coordinate system maintenance, repair, and development; perform system engineering and design work ensuring federal and State guidelines are followed; and coordinate the agency's telecommunications functions for interoperability with various local, federal, and State agencies to ensure compliance and maintain the integrity of the system. The Communications Systems Manager is distinguished from the Communications Systems Specialist III by greater administrative responsibility for budget development and maintenance; development of long-range plans, goals, and objectives; and preparation of communications policies and procedures required in managing the agency's communications system. In addition, incumbents perform work of a technical nature.

In consultation with subject matter experts from the Office of the Adjutant General (Military), Department of Conservation and Natural Resources (DCNR), Department of Public Safety (DPS), and Department of Wildlife (DOW), and analysts within DHRM it is recommended that revisions be made to the series concepts to clarify managerial responsibilities and to reflect the title change of a referenced class.

Throughout the review, management, and staff within Military, DCNR, DPS, and DOW and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 06-23

Effective: 12/30/22

| CURRENT | | | | PROPOSED | | | |
|---------|--------------------------------------|-------|-------|----------|--|-------|-------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 6.976 | Communication Systems Supervisor | 37 | A | 6.976 | <i>Communication Systems Specialists III</i> | 37 | C |
| 6.977 | Communication Systems Specialists II | 35 | C | 6.977 | <i>Communication Systems Specialists II</i> | 35 | C |
| 6.973 | Communication Systems Specialists I | 33 | C | 6.973 | <i>Communication Systems Specialists I</i> | 33 | C |

Basis for Recommendation

As the result of an individual class specification study (NPD-19), the Division of Human Resource Management (DHRM) conducted a review of the Communication Systems Supervisor/Specialists class specification. Communications Systems Specialists perform specialized electronic technician work involving the fabrication, installation, maintenance, repair, and modification of 24-hour communications systems in a geographical area or statewide basis.

In consultation with subject matter experts from the Office of the Adjutant General (Military), Department of Conservations and Natural Resources (DCNR), Department of Public Safety (DPS), and Department of Wildlife (DOW) and analysts within DHRM, it is recommended that the title of the Communication Systems Supervisor be changed to Communication Systems Specialist III as there are currently no supervisory staff allocated to this class. In addition, it is recommended that the class concept for this level be amended to remove supervisory related language, replace it with oversight of a statewide 24-hour communications system for a State agency, and clarify duties and responsibilities of the class.

In consultation with the EEO Administrator, it was determined that the EEO-4 Code for the newly titled Communication Systems Specialist III be changed from A – Officials and Administrators to C – Technicians as the class does not set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency’s operations nor is it considered to be a department head, bureau chief, division chief, director, deputy director, or kindred worker.

Furthermore, it is recommended that revisions be made to the class concepts for the Communications Systems Specialist I and II and the Minimum Qualifications at every level to maintain consistency with verbiage formatting and structure.

Throughout the review management and staff within Military, DCNR, DPS, and DOW, and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommendation.

REPORT OF CLASSIFICATION CHANGES

POSTING#: 10-22
Effective: 05/23/22

| CURRENT | | | | PROPOSED | | | |
|---------|------------------------------------|-------|-------|---------------|---|-----------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 11.406 | Assistant Chief Insurance Examiner | 41 | B | <i>11.406</i> | <i>Assistant Chief Insurance Examiner</i> | <i>41</i> | <i>B</i> |
| 11.407 | Insurance Examiner II | 39 | B | <i>11.407</i> | <i>Insurance Examiner II</i> | <i>39</i> | <i>B</i> |
| 11.409 | Insurance Examiner I | 37 | B | <i>11.409</i> | <i>Insurance Examiner I</i> | <i>37</i> | <i>B</i> |
| | New | | | <i>11.417</i> | <i>Insurance Examiner Associate II</i> | <i>35</i> | <i>B</i> |
| | New | | | <i>11.419</i> | <i>Insurance Examiner Associate I</i> | <i>33</i> | <i>B</i> |

Basis for Recommendation

At the request of the Division of Insurance (DOI), Department of Business & Industry, the Division of Human Resource Management (DHRM) conducted a review of the Insurance Examiner class specifications. Insurance Examiners perform professional work in verification and analysis of the financial condition/solvency and market conduct examination of providers of insurance and related products in the State.

In consultation with Subject Matter Experts from DOI and analysts within DHRM it is recommended that two new training levels, titled Insurance Examiner Associate II and Insurance Examiner Associate I be added to the series.

- 1) The Insurance Examiner Associate II, under general supervision, will continue to receive training in performing the full range of duties as described in the series concept. This is the continuing trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.
- 2) The Insurance Examiner Associate I, under close supervision of an Insurance Examiner II, receives training in performing the duties described in the series concept. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

The Insurance Examiner II is allocated at a grade 35 and the Insurance Examiner I is allocated at a grade 33. This is consistent with the two-grade differential between levels in a series applied to most classes in State service. In addition, the EEO Administrator assigned an EEO-4 code of “B” Professionals which is consistent with the other levels within this series.

It is also recommended that the Series and Class Concepts, at every level, be amended to verify duties and to maintain consistency with verbiage, formatting, and structure.

It is further recommended the Special Requirements section of the Minimum Qualification be amended to clarify that a Market Conduct Manager designation from the Insurance Regulatory

Examiners Society is required at the time of appointment and as a condition of continuing employment for the Assistant Chief Insurance Examiner located within the Market Conduct Unit. Also, additional certifications required of the above Chief Insurance Examiner as well as the Insurance Examiner II will be identified at the time of recruitment and as a condition of continuing employment.

In addition, an Informational Notes section was included in the Minimum Qualifications to indicate the equivalent experience allocated to an applicant with a particular certification/designation/license.

Furthermore, the Education and Experience section of the Minimum Qualifications were modified to allow for different education and experience requirements for positions located within either the Corporate & Finance unit or the Market Conduct unit. In addition, this section was further amended, at every level, to indicate additional areas where experience could be obtained as well as account for more college or university degree areas.

Lastly, the Entry Level and Full Performance Knowledge, Skills, and Abilities of the Minimum Qualifications were modified at every level to maintain consistency with verbiage, formatting, and structure.

The development of training levels within the series and the increase in allowable experience and education requirements will allow for a more diverse applicant pool as well as create additional career pathways for current State employees.

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

POSTING#: 11-22

Effective: 05/23/22

| CURRENT | | | | PROPOSED | | | |
|---------|----------------------------------|-------|-------|---------------|---|-----------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 11.144 | Fingerprint/Records Supervisor | 34 | C | <i>11.144</i> | <i>Fingerprint/Records Supervisor</i> | <i>34</i> | <i>B</i> |
| 11.133 | Fingerprint/Records Examiner III | 32 | C | <i>11.133</i> | <i>Fingerprint/Records Examiner III</i> | <i>32</i> | <i>B</i> |
| 11.134 | Fingerprint/Records Examiner II | 31 | C | <i>11.134</i> | <i>Fingerprint/Records Examiner II</i> | <i>31</i> | <i>B</i> |
| 11.135 | Fingerprint/Records Examiner I | 28 | C | <i>11.135</i> | <i>Fingerprint/Records Examiner I</i> | <i>28</i> | <i>E</i> |

Basis for Recommendation

At the request of the Department of Public Safety (DPS), Records, Communications and Compliance Division (RCCD), the Division of Human Resource Management (DHRM) conducted a review of the Fingerprint/Records Supervisor/Examiner series. Fingerprint/Records Examiners and Supervisors perform or oversee detailed and precise analysis of fingerprints or palm prints submitted by federal, State, and local criminal justice agencies and applicant contributors whereby prints are submitted for employment/licensing background checks as well as other civil purposes as authorized by federal and State law.

In consultation with Subject Matter Experts from RCCD and analysts within DHRM it is recommended that minor changes be made to the series concept to update language and acronyms used. In addition, it is recommended that changes be made to the Class Concepts of the Fingerprint/Records Supervisor and Fingerprint/Records Examiner III to include additional job responsibilities and to clarify existing representative job duties. Furthermore, minor changes were made at every level in the series to maintain consistency with verbiage, formatting, and structure.

Also, it is recommended that the Informational Notes be modified to include clarifying language as to substitutable experience.

In addition, it is recommended that the Education and Experience section of the Minimum Qualifications, at every level be expanded to include additional educational equivalencies and to maintain consistency with verbiage, formatting, and structure.

Lastly, the EEO Administrator reviewed the EEO-4 Code and determined that the “B” Professional job category was more consistent with the duties and responsibilities of the Fingerprint/Records Supervisor, Fingerprint/Records Examiner III, and Fingerprint/Records Examiner III; and the “E” Para-Professional job category was more consistent with the duties and responsibilities of the Fingerprint/Records Examiner I, which is the trainee level in the series. As such, it is recommended that the EEO-4 Code be changed accordingly.

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

POSTING#: 12-22

Effective: 5/25/22

| CURRENT | | | | PROPOSED | | | |
|---------|---------------------------------------|-------|-------|---------------|--|------------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 11.564 | Safety Supervisor, Elevator – DIR | 39* | B | <i>11.564</i> | <i>Safety Supervisor, Elevator – DIR</i> | <i>39*</i> | <i>B</i> |
| 11.538 | Safety Specialist, Elevator – DIR | 37* | B | <i>11.538</i> | <i>Safety Specialist, Elevator – DIR</i> | <i>37*</i> | <i>B</i> |
| 11.563 | Safety Representative, Elevator - DIR | 34* | B | <i>11.536</i> | <i>Safety Representative, Elevator – DIR</i> | <i>34*</i> | <i>B</i> |
| | New | | | <i>11.652</i> | <i>Safety Associate, Elevator – DIR</i> | <i>32*</i> | <i>B</i> |

Basis for Recommendation

At the request of the Division of Industrial Relations (DIR), Department of Business & Industry, the Division of Human Resource Management (DHRM) conducted a review of the Safety Supervisor/Specialist, Elevator - DIR class specifications. Safety Specialists promote recognized safety practices among businesses covered by federal and State safety and health laws and regulations.

In consultation with Subject Matter Experts from DIR and analysts within DHRM it is recommended that a new training level, titled Safety Associate, Elevator - DIR be added to the series. This additional level is consistent with other series within DIR to include the Safety Associate, Enforcement - DIR Safety Associate, Consultation – DIR.

- 1) The Safety Associate, Elevator - DIR, under close supervision, will receive training in performing the duties described in the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

The Safety Associate, Elevator - DIR is allocated at a grade 32 which is consistent with the two-grade differential between levels in a series applied to most classes in State service as well as being comparable to two series as described above. In addition, the EEO Administrator assigned an EEO-4 code of “B” Professionals which is consistent with the other levels within this series.

It is also recommended that the Class Concept for the Safety Representative, Elevator – DIR be amended to reflect its change to a continuing trainee level.

In addition, it is recommended that the Special Requirements section of the Minimum Qualification be amended to account for the possibility of statewide travel and working evenings, weekends, and/or holidays. Furthermore, the Informational Notes section of the Minimum Qualifications were modified to maintain consistency with the class titles used.

It is further recommended that the Education and Experience section of the Minimum Qualifications be modified, at every current level, to indicate additional areas where experience could be obtained as well as account for more college or university degree areas.

The development of an additional training level within the series and the increase in allowable

experience and education requirements will allow for a more diverse applicant pool as well as create additional career pathways for current State employees.

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

POSTING#: 13-22

Effective: 05/25/22

| CURRENT | | | | PROPOSED | | | |
|---------|-------------------------------------|-------|-------|---------------|--|------------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 11.529 | Safety Supervisor, Boiler – DIR | 39* | B | <i>11.529</i> | <i>Safety Supervisor, Boiler – DIR</i> | <i>39*</i> | <i>B</i> |
| 11.537 | Safety Specialist, Boiler – DIR | 37* | B | <i>11.537</i> | <i>Safety Specialist, Boiler – DIR</i> | <i>37*</i> | <i>B</i> |
| 11.549 | Safety Representative, Boiler - DIR | 34* | B | <i>11.549</i> | <i>Safety Representative, Boiler – DIR</i> | <i>34*</i> | <i>B</i> |
| | New | | | <i>11.558</i> | <i>Safety Associate, Boiler – DIR</i> | <i>32*</i> | <i>B</i> |

Basis for Recommendation

At the request of the Division of Industrial Relations (DIR), Department of Business & Industry, the Division of Human Resource Management (DHRM) conducted a review of the Safety Supervisor/Specialist, Boiler - DIR class specifications. Safety Specialists promote recognized safety practices among businesses covered by federal and State safety and health laws and regulations.

In consultation with Subject Matter Experts from DIR and analysts within DHRM it is recommended that a new training level, titled Safety Associate, Boiler - DIR be added to the series. This additional level is consistent with other series within DIR to include the Safety Associate, Enforcement - DIR Safety Associate, Consultation – DIR.

- 1) The Safety Associate, Boiler - DIR, under close supervision, will receive training in performing the duties described in the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

The Safety Associate, Boiler - DIR is allocated at a grade 32 which is consistent with the two-grade differential between levels in a series applied to most classes in State service as well as being comparable to two series as described above. In addition, the EEO Administrator assigned an EEO-4 code of “B” Professionals which is consistent with the other levels within this series.

It is also recommended that the Class Concept for the Safety Representative, Boiler – DIR be amended to reflect its change to a continuing trainee level.

In addition, it is recommended that the Special Requirements section of the Minimum Qualification be amended to account for the possibility of statewide travel and working evenings, weekends, and/or holidays. Furthermore, the Informational Notes section of the Minimum Qualifications were modified to maintain consistency with the class titles used.

It is further recommended that the Education and Experience section of the Minimum Qualifications be modified, at every current level, to indicate additional areas where experience could be obtained as well as account for more college or university degree areas.

The development of an additional training level within the series and the increase in allowable

experience and education requirements will allow for a more diverse applicant pool as well as create additional career pathways for current State employees.

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

POSTING#: 14-22
Effective: 06/10/22

| CURRENT | | | | PROPOSED | | | |
|---------|---|-------|-------|--------------|----------------------------|------------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| New | | | | <i>1.510</i> | <i>Brand Inspector III</i> | <i>27</i> | <i>C</i> |
| New | | | | <i>1.512</i> | <i>Brand Inspector II</i> | <i>25</i> | <i>C</i> |
| 1.514 | Deputy Brand Inspector (Non-Commissioned) | 23* | C | <i>1.514</i> | <i>Brand Inspector I</i> | <i>23*</i> | <i>C</i> |

Basis for Recommendation

With the authorization of the 2021 Legislature, finalized by the December 2021 Interim Finance Committee, the Department of Agriculture (DOA) has requested the addition of two levels to the currently titled Deputy Brand Inspector (Non-Commissioned) series.

In consultation with Subject Matter Experts from DOA and analysts within DHRM it is recommended that the existing class be retitled to Brand Inspector I and two new levels be added at Brand Inspector II and Brand Inspector III.

- 1) *Brand Inspector III, 1.510, grade 27*: under general direction, and in addition to performing the full range of duties as described in the series concept, incumbents supervise a staff of Brand Inspector I’s and II’s to include performance appraisals, work performance standards, scheduling, work assignment and review, training, and discipline as required. Incumbents plan, organize, and oversee the activities and operations either statewide or in an assigned region; assist in the development, review, revision, and implementation of policies and procedures; ensure adherence to Department policies and procedures; prepare narrative and statistical reports regarding activities of the unit; assist with budget development by compiling information to support projected expenditures in specific areas such as operating costs, travel costs, staffing, and staff development; monitor and maintain assigned budget as required.
- 2) *Brand Inspector II, 1.512, grade 25*: under limited supervision, incumbents perform the full range of duties described in the series concept and function as the day-to-day supervisor of an assigned unit. The incumbent supervises a staff of lower-level Brand Inspector I’s to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline.
- 3) *Brand Inspector I, 1.514, grade 23*: Under limited supervision, incumbents perform the full range of duties as described in the series concept on an intermittent and/or seasonal basis. This is the journey level in the series.

The Brand Inspector III is allocated at a grade 27 and the Brand Inspector II is allocated at a grade 25, which is consistent with the two-grade differential between levels in a series applied to most classes in State service. In addition, the EEO Administrator assigned an EEO-4 code of “C” Technicians which is consistent with the original level within this series.

It is also recommended that the Special Requirements and Informational Note of the Minimum Qualifications be amended to clarify and expand on the expectations of the position.

Lastly, the Entry Level Knowledge, Skills, and Abilities at the Brand Inspector I were amended to reflect changes resulting from the addition of two new levels in the series.

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

POSTING#: 15-22
Effective: 06/15/22

| CURRENT | | | | PROPOSED | | | |
|---------|-------------------------|-------|-------|--------------|-----------------------------------|------------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 7.921 | IT Professional IV | 42* | B | <i>7.921</i> | <i>IT Professional IV</i> | <i>42*</i> | <i>B</i> |
| 7.925 | IT Professional III | 40* | B | <i>7.925</i> | <i>IT Professional III</i> | <i>40*</i> | <i>B</i> |
| 7.926 | IT Professional II | 38* | B | <i>7.926</i> | <i>IT Professional II</i> | <i>38*</i> | <i>B</i> |
| 7.929 | IT Professional I | 35* | B | <i>7.929</i> | <i>IT Professional I</i> | <i>35*</i> | <i>B</i> |
| 7.951 | IT Professional Trainee | 32* | B | <i>7.951</i> | <i>IT Professional Trainee II</i> | <i>32*</i> | <i>B</i> |
| | New | | | <i>7.953</i> | <i>IT Professional Trainee I</i> | <i>29*</i> | <i>E</i> |

Basis for Recommendation

The Division of Human Resource Management (DRHM) has partnered with the Nevada System of Higher Education (NSHE) to develop apprenticeship programs to enhance recruitment and retention efforts. As a result of this partnership, it is recommended that an additional trainee level class be added to the IT Professional series.

In consultation with Subject Matter Experts from Enterprise IT Services (EITS) and analysts within DHRM it is recommended that the existing IT Professional Trainee class be re-titled to IT Professional Trainee II and that a new IT Professional Trainee I class be created.

- 1) The IT Professional Trainee I, under close supervision of a higher-level IT Professional will learn and become familiar with one or more specialized technology areas to include, but not limited to, the following: Systems Administration, Network Administration, Database Administration, Applications Analysis and Development, and Information Security. This is the first trainee level in the series and progression to the next trainee level in the series may only occur upon successful completion of the assigned apprenticeship training program, meeting minimum qualifications, and with the recommendation of the appointing authority. Failure to complete the training within the specified time frame will result in termination from the apprenticeship training program unless there are extenuating circumstances which will be reviewed by the appointing authority.

The IT Professional Trainee I will be allocated at a grade 29, a three-grade differential that is consistent with the other trainee levels in the series. In addition, the EEO Administrator assigned an EEO-4 code of “E” Paraprofessional which is consistent with the grade of the class and the education and experience required at this level.

It is further recommended that Informational Notes be added to the IT Professional Trainee I to indicate that obtainment of an Associate level Certification issued by the appropriate institution(s), as approved by EITS, will allow for automatic progression to the IT Professional II level in the series and to state that some positions will have been identified as participating in the NSHE Apprenticeship program and may require applicants to be either currently enrolled at an NSHE Institution or have graduated from an NSHE institution within the last five years.

It is also recommended that minor revisions be made to the Series and Class Concepts to account

for changes in verbiage and to maintain consistency with formatting and structure. In addition, the Information Security specialty area was added to the IT Professional II level to account for both a trainee level to the journey level IT Professional II for the Information Security specialty area and for a sub-journey level of performance.

Lastly, minor changes were made to the Education and Experience section of the Minimum Qualifications, at every level, to maintain consistency with verbiage, formatting, and structure.

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

POSTING#: 16-22
Effective: 06/20/22

| CURRENT | | | | PROPOSED | | | |
|---------|----------------------------|-------|-------|--------------|-----------------------------------|-----------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 6.987 | Electronics Technician III | 33 | C | <i>6.987</i> | <i>Electronics Technician IV</i> | <i>33</i> | <i>C</i> |
| New | | | | <i>6.986</i> | <i>Electronics Technician III</i> | <i>32</i> | <i>C</i> |
| 6.981 | Electronics Technician II | 31 | C | <i>6.981</i> | <i>Electronics Technician II</i> | <i>31</i> | <i>C</i> |
| 6.988 | Electronics Technician I | 28 | C | <i>6.988</i> | <i>Electronics Technician I</i> | <i>28</i> | <i>C</i> |

Basis for Recommendation

At the request of the Nevada System of Higher Education, Business Center North (BCN) a review was conducted of the Electronics Technician series.

In consultation with Subject Matter Experts from BCN, a review by the Department of Corrections, Department of Public Safety, and Department of Transportation and analysts within DHRM it is recommended that the existing Electronics Technician III class be retitled to Electronics Technician IV and that a new lead worker level be added at a newly titled Electronics Technician III.

- 1) The Electronics Technician III (6.986), under general direction, will perform the full range of duties as described in the series concept and function as a lead worker over lower-level Electronics Technicians to include providing input regarding performance, work assignment and review, and training staff. In addition, positions may coordinate fire alarm testing and training on fire alarm notification equipment. This is the lead worker in the series.

The new Electronics Technician III is allocated at a grade 32, which is one grade above the Electronics Technician II and one grade below the newly titled Electronics Technician IV. In addition, the EEO Administrator assigned an EEO-4 code of “C” Technicians which is consistent with the original levels within this series.

It is also recommended that the Series and Class Concepts, at every level, and the Education and Experience section of the Minimum Qualifications, at every level, be amended to maintain consistency with verbiage, formatting, and structure.

This request will streamline reporting structures, allow for better utilization of existing staff, and increase recruitment and retention strategies long term.

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

POSTING#: 17-22
Effective: 06/20/22

| CURRENT | | | | PROPOSED | | | |
|---------|--------------------------------------|-------|-------|----------|---|-------|-------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 7.776 | Fiscal/Business Professional Trainee | 31 | B | 7.776 | <i>Fiscal/Business Professional Trainee III</i> | 31 | B |
| | New | | | 7.775 | <i>Fiscal/Business Professional Trainee II</i> | 29 | E |
| | New | | | 7.774 | <i>Fiscal/Business Professional Trainee I</i> | 27 | E |

Basis for Recommendation

The Division of Human Resource Management (DRHM) has partnered with the Nevada System of Higher Education (NSHE) to develop apprenticeship programs to enhance recruitment and retention efforts. As a result of this partnership, DHRM recommends that two additional trainee level classes be added to the Fiscal/Business Professional Trainee series.

In consultation with Subject Matter Experts from within DHRM it is recommended that the existing Fiscal/Business Professional Trainee class be re-titled to Fiscal/Business Professional Trainee III and that the Fiscal/Business Professional Trainee II and Fiscal/Business Professional Trainee I be added.

- 1) *Fiscal/Business Professional Trainee III, 7.776, grade 31*: Incumbents continue to receive training in performing the duties relevant to the class they are underfilling. This is the final trainee level in the series and incumbents may progress to the appropriate professional series they are underfilling upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.
- 2) *Fiscal/Business Professional Trainee II, 7.775, grade 29*: Incumbents continue to receive training in performing the duties relevant to the class they are underfilling. This is the continuing trainee level in the series and incumbents may progress to the appropriate professional series they are underfilling upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.
- 3) *Fiscal/Business Professional Trainee I, 7.774 grade 27*: Incumbents receive training in performing the duties relevant to the class they are underfilling. This is the trainee level in the series and incumbents may progress to the next level in this series by meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

The Fiscal/Business Professional Trainee II will be allocated at a grade 29 and the Fiscal/Business Professional Trainee I will be allocated at a grade 27, a two-grade differential that is consistent most classes within State service. In addition, the EEO Administrator assigned an EEO-4 code of “E” Paraprofessional which is consistent with the grade of the classes and the education and experience required at these levels.

It is further recommended that Informational Notes be added to the series to clarify requirements for participating in the NSHE apprenticeship program and to clarify that individuals employed in

this series will be required to meet the Special Requirements and understand the Informational Notes of the class series they are to be trained in.

It is also recommended that minor revisions be made to the re-titled Fiscal/Business Professional Trainee III Education and Experience and Entry Level Knowledge, Skills, and Abilities, to account for the newly added classes.

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

POSTING#: 18-22
Effective: 07/07/22

| CURRENT | | | | PROPOSED | | | |
|---------|-------------------------------|-------|-------|----------|--------------------------------------|-------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 6.766 | Climate and Energy Specialist | 39 | B | 6.766 | <i>Climate and Energy Specialist</i> | 39 | <i>B</i> |

Basis for Recommendation

The Governor’s Energy Office has requested a minor modification to the Climate and Energy Specialist representative job duties to reflect responsibilities related to transmission planning and development.

As such, and in consultation with Subject Matter Experts from the Governor’s Energy Office and analysts within the Division of Human Resource Management (DHRM), it is recommended that the class specification be amended to include verbiage relative to transmission planning and development within the representative job duties.

The Climate and Energy Specialist plans, organizes, and implements Energy Office programs, including land use and siting for renewable energy development, climate policy, transmission planning, electricity markets, and promoting efforts to reduce energy consumption and the State’s carbon footprint.

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

POSTING#: 19-22
Effective: 07/11/22

| CURRENT | | | | PROPOSED | | | |
|---------|--------------------------------|-------|-------|---------------|---------------------------------------|------------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 13.141 | Park Ranger III (Commissioned) | 36* | B | <i>13.141</i> | <i>Park Ranger III (Commissioned)</i> | <i>36*</i> | <i>B</i> |
| 13.142 | Park Ranger II (Commissioned) | 35* | B | <i>13.142</i> | <i>Park Ranger II (Commissioned)</i> | <i>35*</i> | <i>B</i> |
| 13.143 | Park Ranger I (Commissioned) | 32* | B | <i>13.143</i> | <i>Park Ranger I (Commissioned)</i> | <i>32*</i> | <i>B</i> |

Basis for Recommendation

The Department of Conservation and Natural Resources, Division of State Parks has requested that the criminal justice degree be reestablished within the Education & Experience section of the Minimum Qualifications, at every level. The degree had been removed from the class series in November of 2012 when additional degree options were added. The agency has since determined that their recruitment efforts would be better served with the inclusion of the criminal justice degree, as they are losing out on otherwise qualified individuals.

As such, and in consultation with Subject Matter Experts from State Parks and analysts within the Division of Human Resource Management (DHRM), it is recommended that the Education & Experience section of the Minimum Qualifications be amended, at every level, to reflect the addition of the criminal justice degree. Additionally, an additional equivalency was added to the Park Ranger I (Commissioned) to allow for experience at the Park Ranger Technician III (1.958) to qualify. This change will allow for greater upward mobility within the Division.

In addition, the Class Concept for the Park Ranger I (Commissioned) was amended to maintain consistency with verbiage, formatting, and structure.

Furthermore, the EEO Administrator recommends changing the EEO-4 Code from “B” Professional to “D” Protective Service Workers which are occupations in which workers are entrusted with public safety, security and protection from destructive forces and includes police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers, and kindred workers.

Park Rangers (Commissioned) participate in operations, law enforcement, resource management, interpretation, and maintenance activities at an assigned State park.

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

POSTING#: 20-22

Effective: 07/14/22

| CURRENT | | | | PROPOSED | | | |
|---------|-----------------------------------|-------|-------|---------------|--|-----------|----------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 12619 | Parole & Probation Supervisor | 36 | B | <i>12.619</i> | <i>Parole & Probation Supervisor</i> | <i>36</i> | <i>B</i> |
| 12.618 | Parole & Probation Specialist IV | 35 | B | <i>12.618</i> | <i>Parole & Probation Specialist IV</i> | <i>35</i> | <i>B</i> |
| 12.616 | Parole & Probation Specialist III | 33 | B | <i>12.616</i> | <i>Parole & Probation Specialist III</i> | <i>33</i> | <i>B</i> |
| 12.614 | Parole & Probation Specialist II | 31 | E | <i>12.614</i> | <i>Parole & Probation Specialist II</i> | <i>31</i> | <i>B</i> |
| 12.615 | Parole & Probation Specialist I | 29 | E | <i>12.615</i> | <i>Parole & Probation Specialist I</i> | <i>29</i> | <i>E</i> |

Basis for Recommendation

The Department of Public Safety (DPS), Division of Parole and Probation (P & P) requested modifications to the class specifications for the Parole & Probation Specialist series to clarify the role of the Pardons Unit and to clarify equivalencies for the Parole & Probation Supervisor.

In coordination with Subject Matter Experts from P & P and analysts within DHRM, it is recommended that the Class Concepts for the Parole & Probation Specialist IV be amended to reflect and clarify the duties and responsibilities of the Pardons Unit. As such, the class will identify two areas of responsibility, item (1) for the Pardons Unit and item (2) for the existing duties and responsibilities.

- 1) Work in the Pardons Unit as a Pardons Investigator. Incumbents are responsible for the completion of a comprehensive investigation on requests for pardons to include, but not limited to, a review of pardon applications, conducting interviews with the applicant, contacting the victims of the crime, conducting a full criminal history and social media investigation, and preparing and submitting a comprehensive investigative summary report to include a recommendation as to whether the division should support or oppose the pardon request. These reports, upon review and approval of the Division Chief, are submitted to the Board of Pardon Commissioners to use in their determination to grant or deny a request for pardon. Incumbents may be required to personally brief the Governor, or their staff, on the pardon applications appearing on the Commission agenda.
- 2) Work as a lead worker over an assigned staff of lower-level Parole & Probations Specialists located in the Court Services Unit, Offender Supervision Unit, or Re-Entry Unit. Incumbents spend the preponderance of time assigning, reviewing, and approving work; training and providing guidance; monitoring and evaluating the progress of lower-level staff and providing input to the supervisor regarding performance. In addition, incumbents may be assigned the most complex and high-profile cases and reports which are defined by the agency as those involving severe or heinous crimes, extensive media coverage, cases with a large number of victims, and/or large restitution cases. Incumbents are expected to manage a small caseload as workload dictates.

It is recommended that the Entry Level Knowledge, Skills, and Abilities at the Parole & Probation Specialist IV be amended to reflect the clarification of the Pardons Investigations Unit.

In addition, it is recommended that the Education & Experience section, of the Minimum Qualifications, be revised at the Parole & Probation Supervisor class to allow for two years of experience at the Parole & Probation Specialist III class to qualify and three years of experience at

the Parole & Probation Specialist II class, within a specified work unit, to qualify. This will allow those individuals who neither work as a lead worker nor at the advanced journey level an opportunity to promote to a supervisory position.

Furthermore, the EEO Administrator has recommended that the EEO-4 Code for the Parole & Probation Specialist II to be changed from “E” Para-professional to “B” Professional to account for the duties and responsibilities of the position and the grade level allocated.

Lastly, minor revisions were made in the Class Concepts and Minimum Qualifications, at every level, to maintain consistency with verbiage, formatting, and structure.

These changes will allow the division to better utilize resources and increase the operational efficiencies of the Division. The modifications to the class specifications will also increase the applicant pool as well as allow increased upward mobility for existing State employees.

Throughout the process management staff within DPS and P & P, and analysts within DHRM participated by offering suggestions and reviewing changes, and they support the recommendation.

POSTING#: 01-23

Effective: 10/06/22

| CURRENT | | | | PROPOSED | | | |
|---------|-------------------------------------|-------|-------|----------|--|-------|-------|
| CODE | TITLE | GRADE | EEO-4 | CODE | TITLE | GRADE | EEO-4 |
| 6.753 | Chief Building Inspector | 41* | A | 6.753 | <i>Chief Building Inspector</i> | 41* | A |
| 6.755 | Building Construction Inspector IV | 39* | C | 6.755 | <i>Building Construction Inspector IV – Supervisor</i> | 39* | C |
| | New | | | 6.757 | <i>Building Construction Inspector IV – Plans Examiner</i> | 39 | C |
| 6.754 | Building Construction Inspector III | 37* | C | 6.754 | <i>Building Construction Inspector III</i> | 37* | C |
| 6.756 | Building Construction Inspector II | 35* | C | 6.756 | <i>Building Construction Inspector II</i> | 35* | C |
| 6.759 | Building Construction Inspector I | 33* | C | 6.759 | <i>Building Construction Inspector I</i> | 33* | C |

Basis for Recommendation

At the request of the Department of Administration, State Public Works Division (SPWD), a review was conducted of the Building Construction Inspector series. As a result of this review, an additional option is recommended for the Building Construction Inspector IV level. Due to the advent of collective bargaining and the implementation of a new automated system (Success Factors), it is required to allocate options to a new class code rather than an additional option under the existing class code. As a result, the existing Building Construction Inspector IV will have a title change to Building Construction Inspector IV – Supervisor and the recommended new option in the series will be titled Building Construction Inspector IV – Plans Examiner.

The Building Construction Inspector IV – Plans Examiner, under general direction of the Chief Building Inspector, will function as a Plans Examiner and examine plans for code compliance including preliminary and final construction documents of new and remodeled buildings using State regulations and adopted codes; identify corrective action where needed and prepare concise Plan Review Comment forms to inform the applicant, other State agencies, and officials in relevant jurisdictions of required corrections; discuss findings with applicants as needed; review and approve change orders as required; attend preconstruction conferences as needed. While incumbents are expected to be able to perform the full range of duties described in the series concept, their preponderant responsibility is as a Plans Examiner.

Due to the nature and complexity of the duties performed, certification requirements, and supervision received, it is recommended that the Building Construction Inspector IV – Plans Examiner be allocated at a grade 39, which is consistent with other series with optional areas at the same grade as a supervisory position (Water Systems Operator II, 9.475; Grounds Maintenance Worker V, 9.630; ESD Program Specialist III, 12.129; Auditor III, 7.148). In addition, the EEO Administrator assigned an EEO-4 code of “C” Technicians, which is consistent with other levels in the series.

It is recommended that the Class Concepts for the Chief Building Inspector, Building Construction Inspector IV – Supervisor, Building Construction Inspector II, and Building Construction Inspector I be amended to maintain consistency with verbiage, formatting, and structure.

It is further recommended that the Special Requirements of the Minimum Qualifications be

amended to detail the types of licenses and/or certifications required at the Chief Building Inspector, Building Construction Inspector IV (both options) and the Building Construction Inspector III.

It is also recommended that minor revisions be made to the Minimum Qualifications, Education and Experience sections, at every level, to clarify requirements and to maintain consistency with verbiage, formatting, and structure.

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

ITEM VII



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--|--------------|--------------|---------------|
| ASSISTANT CHIEF INSURANCE EXAMINER | 41 | B | 11.406 |
| INSURANCE EXAMINER II | 39 | B | 11.407 |
| INSURANCE EXAMINER I | 37 | B | 11.409 |
| <i>INSURANCE EXAMINER ASSOCIATE II</i> | <i>35</i> | <i>B</i> | <i>11.417</i> |
| <i>INSURANCE EXAMINER ASSOCIATE I</i> | <i>33</i> | <i>B</i> | <i>11.419</i> |

SERIES CONCEPT

Insurance Examiners perform professional work in verification and analysis of the financial condition/solvency and market conduct examination of providers of insurance and related products in the State.

Review applications for the licensure and registration of domestic, foreign, alien insurers, captive insurers, surplus lines insurers, and risk retention groups to ensure compliance with statutory requirements and the insurer's ability to meet statutory requirements.

Review and examine the accounting and financial records of insurers to ensure solvency; conduct a comprehensive review and analysis of company information to determine its continued solvency and compliance with applicable statutes.

Respond to inquiries from insurance companies, attorneys, or interested parties regarding applicable statutes, State requirements and instructions, fees, specific procedures, and statistical data; research, analyze and provide recommendations to approve or deny requests for major changes such as mergers, acquisitions, name changes, or payment of notes to the Insurance Commissioner, Chief Examiner and Legal Counsel.

Review and maintain reports and annual filings from insurers; analyze questionable situations or problems through correspondence and verbal communications with insurers, risk managers, or other persons who may be responsible; publish a listing of eligible surplus lines insurers for distribution; compose timely orders for voluntary or involuntary removal of insurers from eligibility; analyze and reconcile annual statements and premium tax remittances and resolve discrepancies and/or violations.

Compare premiums as reported by brokers with premiums as reported by insurers; design and revise forms for filing; compose notices and bulletins to licensees.

Conduct financial and market conduct examinations of insurers including the field audits of agents, managing general agents, broker licensees, and third-party administrators by order of the Commissioner and under established procedures in conjunction with the statutory examination of insurers.

~~[Evaluate the market practices of the insurer or other licensees]~~ *Analyze, evaluate, and investigate the trade practices in the business of insurance* including sales, advertising, underwriting, rate applications, cancellation/non-renewals, certificates of authority or licensing, consumer complaints, claims practices, premium tax, and countersignature requirements.

Review market conduct and financial condition examination reports and prepare examination summaries and orders for presentation to the Insurance Commissioner; provide testimony for hearings and court proceedings.

Conduct financial analysis of domestic insurance companies in compliance with the National Association of Insurance Commissioners (NAIC) and accreditation standards.

| | | | |
|--|-----------|----------|---------------|
| ASSISTANT CHIEF INSURANCE EXAMINER | 41 | B | 11.406 |
| INSURANCE EXAMINER II | 39 | B | 11.407 |
| INSURANCE EXAMINER I | 37 | B | 11.409 |
| <i>INSURANCE EXAMINER ASSOCIATE II</i> | <i>35</i> | <i>B</i> | <i>11.417</i> |
| <i>INSURANCE EXAMINER ASSOCIATE I</i> | <i>33</i> | <i>B</i> | <i>11.419</i> |

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SERIES CONCEPT (cont'd)

Review Insurance Division records on licensing, consumer complaints, prior examination or audit reports and prepare a formal report for distribution to the Insurance Commissioner, Chief Examiner and Legal Counsel.

Propose and draft legislation, regulations, bulletins, and opinions for consideration to the Insurance Commissioner, Chief Examiner and Legal Counsel; provide testimony at regulatory hearings.

Pursuant to statute, when assigned to the surplus lines program, provide analysis and recommendations for the exclusion of insurers, or the inclusion of eligible insurers for published listing and distribution; process and maintain the listing of lines open for export to surplus lines insurers; receive, review, and reconcile quarterly and annual statements.

Perform related duties as assigned.

CLASS CONCEPTS

Assistant Chief Insurance Examiner: Under administrative direction, the incumbent coordinates the execution of the Division's *corporate/financial and/or market conduct examinations; supervises a staff of Insurance Examiner II's and/or contracted Insurance Examiners to include performance evaluations, work performance standards, work assignment and review, scheduling, training and discipline; and may supervise other professional, technical, and/or administrative staff as required;* ~~[provides direction and coordinates the efforts of contract examiners and division analysts to]~~ ensures timely and cost effective examinations in accordance with the National Association of Insurance Commissioners (NAIC) guidelines and accreditation standards; and provides recommendations regarding deficiencies and improvements to the examination process.

Insurance Examiner II: Under general direction, incumbents ~~[supervise and direct]~~ *oversee* assigned program areas related to the monitoring and control of solvency, licensing, taxation and business activities of insurance providers in Nevada; supervise subordinate *Insurance [e]Examiners [including organizing workflow, delegating responsibility, conducting training, evaluating performance and administering discipline;]* *to include performance evaluations, work performance standards, work assignment and review; scheduling, training, and discipline;* make recommendations to the Chief *Insurance Examiner* for licensing of new insurers; and oversee, control and conduct supervisory review of the examination of insurers for ~~[both]~~ *corporate/financial and/or market activity.* This is the supervisory level in the series.

Insurance Examiner I: Under direction of the Insurance Examiner II, incumbents perform the duties described in the series concept ~~[at the journey level]~~ *for corporate/financial and/or market conduct.* Incumbents may serve as a lead worker for Compliance/Audit Investigators including assigning work and monitoring regulatory enforcement activities. *This is the journey level in the series.*

Insurance Examiner Associate II: *Under general supervision of an Insurance Examiner II, incumbents continue to receive training in performing the full range of duties as described in the series concept. This is the continuing trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

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

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| <i>INSURANCE EXAMINER ASSOCIATE II</i> | <i>35</i> | <i>B</i> | <i>11.417</i> |
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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS

- * ~~[The Assistant Chief Insurance Examiner requires certification as a Certified Financial Examiner (CFE) by the Society of Financial Examiners at the time of application and as a condition of continuing employment.~~
- * ~~Some positions require certification as a Certified Financial Examiner (CFE), Accredited Financial Examiner (AFE), or Certified Public Accountant (CPA), or other professional designations applicable to the position and will be designated by the hiring authority at the time of recruitment or list certification.]~~
- * *Assistant Chief Insurance Examiner positions, located within the Market Conduct Unit, Market Conduct Manager (MCM) designation from the Insurance Regulatory Examiners Society is required at the time of appointment and as a condition of continuing employment. This requirement will be identified at the time of recruitment.*
- * *Assistant Chief Insurance Examiner positions, located within the Market Conduct Unit, additional professional certifications/designations/licensure are required at the time of appointment and as a condition of continuing employment. These credentials will be identified at the time of recruitment.*
- * *Insurance Examiner II positions require additional professional certifications/designations/licensure at the time of appointment and as a condition of continuing employment. These credentials will be identified at the time of recruitment.*

INFORMATIONAL NOTES:

- * *Current designation as a Senior Professional Insurance Regulator (SPIR) issued by NAIC is equivalent to five years of professional experience. This credential must be attached to the application to receive the credit for experience.*
- * *Current certification/designation/licensure as a Certified Financial Examiner (CFE) issued by the SOFE; Certified Insurance Examiner (CIE) issued by IRES; Chartered Life Underwriter issued by ACFS; or Certified Public Accountant (CPA) are equivalent to three years of professional experience. The credential must be attached to the application to receive the credit for experience.*
- * *Current certification/designation/licensure as an Accredited Insurance Examiner (AIE) issued by IRES; Certified Insurance Counselor (CIC) issued by the National Alliance for Insurance Education & Research; or Accredited Financial Examiner (AFE) issued by SOFE are equivalent to two years of professional experience. The credential must be attached to the application to receive the credit for experience.*

ASSISTANT CHIEF INSURANCE EXAMINER

CORPORATE AND FINANCE

EDUCATION AND EXPERIENCE: *Current [C] certification/designation/licensure as a Certified Financial Examiner (CFE), Certified Insurance Examiner (CIE), Senior Professional Insurance Regulator (SPIR), or Certified Public Accountant (CPA); [issued by the Society of Financial Examiners] and one year of experience supervising financial [and market conduct] examinations; OR one year of experience as an Insurance Examiner II in Nevada State service to include the above certification/designation/licensure. (See Special Requirements and Informational Notes)*

MARKET CONDUCT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in

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MINIMUM QUALIFICATIONS (cont'd)

ASSISTANT CHIEF INSURANCE EXAMINER (cont'd)

MARKET CONDUCT (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field and four years of professional experience performing duties of an accountant, auditor, actuary, investment advisor, insurance broker, stockbroker, trust officer, financial or market examiner, financial or market regulator, employee benefit advisor, health benefit advisor, insurance advisor, retirement analyst, or closely related field, one year which included supervising market conduct examinations; OR Associate's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field and five years of professional experience as described above; OR graduation from high school or equivalent education and six years of professional experience as described above; OR one year of experience as an Insurance Examiner II in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)

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

Detailed knowledge of: NAIC Accreditation Standards and their application to state-based insurance regulation; federal statutes and regulations pertaining to the insurance industry; insurance risk analysis rating systems, rating plans and rate making, and classification; operating standards of insurers, health maintenance organizations, agents, brokers, administrators and other licensees; accounting and financial standards applicable to the insurance industry; regulatory requirements applicable to the insurance industry. **Working knowledge of:** *State statutes, rules and regulations under which agent/brokers and insurance companies operate; supervisory and management techniques.* **Ability to:** plan, organize, and coordinate financial and market conduct examinations; evaluate the findings of examinations and understand their significance; interpret and apply legal requirements and insurance industry practices to financial records, operating procedures and business operations; assign work and provide direction in the examination and analysis of insurance companies or their products and programs; ~~communicate effectively both orally and in writing;~~ develop and evaluate programs; administer rules and regulations; *and all knowledge, skills and abilities required at the lower levels.*

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

Detailed knowledge of: supervisory techniques to include selection, training, work assignment and review, development of work performance standards, discipline, and performance evaluations; Nevada Revised Statutes, Nevada Administrative Code and division regulations regarding insurance laws and regulations. **Ability to:** respond to inquiries regarding examinations conducted by of the agency and compliance with federal and State laws.

INSURANCE EXAMINER II

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics or closely related field and three years of professional experience performing duties of an accountant, auditor, actuary, investment advisor, insurance broker, stockbroker, trust officer, financial or market examiner, financial or market regulator, employee benefit advisor, health benefit advisor, insurance advisor, retirement analyst, or closely related field, one year which must have been in insurance regulation/compliance; OR Associate's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk*

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MINIMUM QUALIFICATIONS (cont'd)

INSURANCE EXAMINER II (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

management, statistics, data analytics, or closely related field and four years of professional experience as described above; OR graduation from high school or equivalent education and five years of professional experience as described above; OR one year of experience as an Insurance Examiner I in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)

~~[EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance or related field, and five years of professional accounting, auditing, or insurance industry experience, two years of which must have been in insurance regulation/compliance; OR two years of experience as an Insurance Examiner I in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements)]~~

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

Detailed knowledge of: principles of statutory accounting; generally accepted accounting principles; reinsurance contract principles; auditing standards and procedures; corporate structure; general business law including agency, contract, and securities law; insurance coverage, terms, and industry practices; federal law under which risk retention and purchasing groups operate. **Working knowledge of:** *principles of statutory accounting for insurance. General knowledge of: State statutes, rules, regulations under which insurance companies and agents/brokers operate; supervisory principles and practices. Ability to:* interpret legal requirements and apply to financial records, tax procedures and insurance operations; conduct special investigations and studies; write objective, clear and concise reports; establish and maintain cooperative working relationships; *supervise assigned staff including organizing workflow, delegating responsibility, conducting training, evaluating performance, and administering discipline; and all knowledge, skills and abilities required at the lower levels.*

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

~~[**Working knowledge of:** State statutes, rules and regulations under which agent/brokers and insurance companies operate; supervisory and management techniques. **Ability to:** operate a personal computer and associated software; supervise assigned staff including organizing workflow, delegating responsibility, conducting training, evaluating performance, and administering discipline; respond to inquiries regarding the operations of the agency and compliance with federal and State laws.] (These are identical to the Entry Level Knowledge, Skills, and Abilities required for Assistant Chief Insurance Examiner.)~~

INSURANCE EXAMINER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field and two years of professional experience performing duties of an accountant, auditor, actuary, investment advisor, insurance broker, stockbroker, trust officer, financial or market examiner, financial or market regulator, employee benefit advisor, health benefit advisor, insurance advisor, retirement analyst, or closely related field; OR Associate's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field and three years of professional experience as described above; OR graduation from high school or equivalent education and four years of professional experience as described above; OR one year of experience as an Insurance Examiner Associate II in Nevada State service; OR an equivalent combination of education and experience as described above.

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MINIMUM QUALIFICATIONS (cont'd)

INSURANCE EXAMINER I (cont'd)

~~[EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university [with major course work in accounting, business administration, finance or related field, and three years of professional experience in accounting or auditing; **OR** an equivalent combination of education and experience as described above. (See Special Requirements)]~~

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

Working knowledge of: general accounting and auditing principles and practices; insurance coverages, terms, and industry practices; federal insurance law and current insurance regulatory problems; the practical, legal, and regulatory principles of the insurance business and related State laws. **Ability to:** independently conduct field audits and examinations of insurance companies, agents and/or brokers; ~~[establish and maintain cooperative relationships with those contacted in the work; communicate effectively, orally and in writing;]~~ interpret legal requirements and apply them to financial records, tax procedures and insurance operations; work independently; ~~[and]~~ set priorities which accurately reflect the relative importance of job responsibilities; *and all knowledge, skills and abilities required at the lower levels.*

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

~~[Working knowledge of: the principles of statutory accounting for insurance; and State statutes, rules, regulations under which insurance companies and agents/brokers operate. Ability to: conduct special investigations and studies; develop objective reporting; operate a personal computer and associated software; provide training and work direction to assigned staff.] (These are identical to the Entry Level Knowledge, Skills, and Abilities required for Insurance Examiner II.)~~

INSURANCE EXAMINER ASSOCIATE II

*EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field and one year of professional experience performing duties of an accountant, auditor, actuary, investment advisor, insurance broker, stockbroker, trust officer, financial or market examiner, financial or market regulator, employee benefit advisor, health benefit advisor, insurance advisor, retirement analyst, or closely related field; **OR** Associate's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field and two years of professional experience as described above; **OR** graduation from high school or equivalent education and three years of professional experience as described above; **OR** one year of experience as an Auditor II, Compliance/Audit Investigator II, Financial Institutions Examiner I, Insurance Examiner Associate I, Loan Officer, Property Appraiser II, or State Land Agent II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)*

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

General knowledge of: general accounting and auditing principles and practices; insurance coverages, terms, and industry practices; federal insurance law and current insurance regulatory problems; the practical, legal, and regulatory principles of the insurance business and related State laws. Skill in: data mining and data analytics. Ability to: conduct field audits and examinations and examinations of insurance companies, agents and/or brokers under the direction of a higher-level Insurance Examiner; interpret rules, regulations, policies, and procedures; and all knowledge, skills and abilities required at the lower level.

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MINIMUM QUALIFICATIONS (cont'd)

INSURANCE EXAMINER ASSOCIATE II (cont'd)

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

INSURANCE EXAMINER ASSOCIATE I

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field; OR Associate's degree from an accredited college or university in accounting, business, economics, finance, information technology, insurance, mathematics, risk management, statistics, data analytics, or closely related field and one year of technical experience in accounting, auditing, regulatory compliance, or closely related field; OR graduation from high school or equivalent education and two years of technical experience in accounting, auditing, regulatory compliance, or closely related field; OR one year of experience as an Accountant Technician II, Auditor I, Compliance/Audit Investigator I, Compliance Investigator II, Property Appraiser I, Revenue Officer II, or State Land Agent I in Nevada State service; OR two years of experience as a Contributions Examiner II or Tax Examiner II in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
General knowledge of: business operations and structure; business/commercial law; finance operations; economics; statistics; accounting principles; research and analysis techniques and methodologies. Skill in: operating a personal computer and associated programs, software, and business applications; performing research via the internet and government data bases. Ability to: communicate effectively both verbally and in writing; establish and maintain cooperating working relationships; compose business correspondence and reports; set priorities; analyze information, problems, or practices to identify relevant concerns, identify patterns, tendencies, and relationships and formulate logical conclusions.

FULL KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities for Insurance Examiner Associate II.)

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

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|-----------------|----------------|----------------------|----------------|----------------|----------------|
| ESTABLISHED: | 7/31/12UC | 7/1/95P 9/16/94PC | 7/1/85R | <i>X/XXXUC</i> | <i>X/XXXUC</i> |
| REVISED: | | | 7/22/85PC | | |
| REVISED: | | | 7/1/95P | | |
| | | | 9/16/94PC | | |
| REVISED: | | 11/8/04UC | 11/8/04UC | | |
| REVISED: | | 8/10/07UC | 8/10/07UC | | |
| REVISED: | | | 11/07/14UC | | |
| REVISED: | <i>X/XXXUC</i> | <i>X/XXXUC</i> | <i>X/XXXUC</i> | | |



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|----------------------------------|--------------|--------------|-------------|
| FINGERPRINT/RECORDS SUPERVISOR | 34 | [C]B | 11.144 |
| FINGERPRINT/RECORDS EXAMINER III | 32 | [C]B | 11.133 |
| FINGERPRINT/RECORDS EXAMINER II | 31 | [C]B | 11.134 |
| FINGERPRINT/RECORDS EXAMINER I | 28 | [C]E | 11.135 |

SERIES CONCEPT

Fingerprint/Records Examiners and Supervisors perform or oversee detailed and precise analysis of fingerprints or palm prints submitted by federal, State, and local criminal justice agencies and applicant contributors whereby prints are submitted for employment/licensing background checks *as well as other civil purposes as authorized by federal and State law*. The purpose of the work is to identify and maintain identification files based solely on the use of fingerprints and palm prints in Nevada's criminal history records. Separate files consisting of adult offenders, juvenile offenders and applicant records are maintained and updated using rolled and simultaneous ten-print fingerprint cards, palm prints, and the associated record entry contained in an automated record file, whereby authorized users may make computer inquiries of the file for arrest information and/or identification purposes.

Initiate and conduct appropriate automated and manual searches and recognize the need for searching other classifications not indicated in order to locate a matching record or determine that a prior record does not exist. Operate *a* fingerprint image scanner (FIS) by utilizing *Automated Biometric [fingerprint] Identification System [(AFIS)]ABIS* procedures to ensure the proper reading of fingerprint image and to set core and axis placement for minutiae reading; operate *a* fingerprint image monitor (FIM) by visually verifying that the *[fingerprint] biometric image on the screen is the same as the corresponding image on the fingerprint card or the search candidate biometric image*; review all required information for accuracy and completeness; correct any omitted or incomplete information; review/enter pattern types for each finger; set and/or correct core and axis placement to assist the system in setting correct geometric patterns and conducting subsequent search for the purpose of retrieving a candidate list; check list to determine if any candidate warrants review and display candidate file *[print]biometric image and search [print]biometric image on split screen to verify and/or eliminate*.

Perform file maintenance functions by sequencing and filing criminal masters according to the State identification order file; ~~*[post and delete flags on all intrastate National Crime Information Center (NCIC) and Nevada Criminal Justice Information System (NCJIS) wanted fugitives;]*~~ designate current submission as the new master as a result of a new scar, amputation or deformity; examine the quality of current fingerprints against that of existing *[(AFIS)]ABIS* file fingerprints to determine if a rolled print substitution is necessary to upgrade the fingerprint image in *[(AFIS)]ABIS*.

Process various transactions which update the database including making a temporary ID record permanent; recording changes; creating a record for a first-time offender; and identifying a record as being a single arrest~~[-]~~ *or* multi-state record via *a National Crime Information Center (NCIC) inquiry*.

Review file maintenance reports for error messages and take appropriate corrective action to ensure that transactions were encoded accurately from existing NCIC and/or state formats and code manuals and to ensure that all information contained in the record is accurate and ready for dissemination.

Obtain clear and concise ten-print impressions of subject's fingers via manual ink impressions or *[LiveScan] livescan*, including rolled and simultaneous impressions to ensure accuracy in classification and identification.

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SERIES CONCEPT (cont'd)

Retrieve, assemble, and authenticate notarized or certified copies of recorded data and transmit data to appropriate authorities in response to court orders and/or requests from criminal and applicant users.

Perform related duties as assigned.

CLASS CONCEPTS

Fingerprint/Records Supervisor: Under general direction, Fingerprint/Records Supervisors, *in addition to performing the full range of duties as described in the series concept*, function as unit supervisor for ~~[either the Criminal Program Unit or the Applicant Program Unit]~~ *the Fingerprint Examiner Unit. [and perform and supervise the duties outlined in the series concept.] Incumbents supervise lower-level Fingerprint/Records Examiner positions to include performance evaluations, work performance standards, scheduling, assigning and reviewing work, training, and discipline and may supervise other administrative and/or technical staff as assigned. This is the supervisory level in the series.*

Plan, coordinate, and supervise services and activities of an assigned work unit; [Plan and supervise the work of unit staff to ensure accurate and timely flow of work; assign and review work;] resolve technical and procedural issues; develop, revise, recommend, and implement procedures and processes; implement [propose] changes in work systems, [and] work plans, performance standards, and objectives for providing services. [procedures to management; update standard operating procedures; establish work performance standards for subordinates and evaluate employee performance; and initiate or recommend personnel actions or resolution of grievances and disciplinary matters.]

Plan and supervise electronic fingerprint submissions via [LiveScan] *livescan* and proper processing of electronic/manual fingerprint submissions through the Western Identification Network Automated [Fingerprint] *Biometric* Identification System (WIN-[(AFIS)]*ABIS*) in accordance with [State and] Federal Bureau of Investigation Electronic Fingerprint Transmission Specifications *and State specifications.*

Supervise and evaluate quality control procedures to ensure compliance with existing WIN, FBI, and State *laws, [rules,] regulations, policies,* and procedures to safeguard against inaccurate data; conduct quality control checks by reviewing the integrity of existing fingerprint-based records via ~~[J-Link Arrest and Administrative System]~~ *the appropriate systems to include [and] the WIN-[(AFIS)]ABIS* fingerprint database archive system; maintain fingerprint/file integrity in the WIN-[(AFIS)]*ABIS* electronic fingerprint archive database by monitoring submissions; ensure accurate and timely corrections are made when necessary.

Identify the most complex fingerprints and assign or perform searches for special work received by the unit.

Prepare unit statistical and special project reports using various computer applications.

Develop and deliver training for law enforcement agencies and applicant users in the principles and use of [LiveScan] *livescan* and WIN-[(AFIS)]*ABIS* processing; provide assistance to agencies that roll fingerprints; oversee training of new fingerprint personnel and retraining of experienced personnel in the proper principles, practices and techniques of fingerprint searching and identification; prepare training materials for automated and manual operations; respond to requests for assistance from law enforcement agencies; resolve problems and respond to questions regarding fingerprint submissions.

Incumbents serve as the technical subject matter expert regarding services, activities, and requirements of the work unit; assist in gathering information regarding information system requirements; coordinate and conduct system testing; coordinate user and stakeholder training statewide.

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CLASS CONCEPTS (cont'd)

Fingerprint/Records Supervisor: (cont'd)

Provide information, either verbally or in writing, to other federal, State, and local agencies, management, department staff, customers, and the public to ensure understanding and compliance; interpret, apply, and explain applicable laws, regulations, policies, and procedures; resolve high level customer service issues and complaints; may develop and conduct presentations before federal and State agencies, management, and/or other stakeholders as required.

Fingerprint/Records Examiner III: Under limited supervision, incumbents, *in addition to performing the full range of duties as described in the series concept*, function as lead workers *over an assigned staff of lower-level Fingerprint/Records Examiners to include providing technical direction, assigning and reviewing work*, and ~~[provide]~~ training. ~~[and technical direction to lower level Fingerprint/Records Examiners, in addition to performing fingerprint identification duties described in the series concept.]~~ *This is the advanced journey level in the series.*

Perform quality control procedure for ~~[fingerprinting]~~ *biometric* processing to ensure compliance with existing instructions, ~~[rules,]~~ *laws*, regulations, and procedures and to safeguard against missed identifications; check fingerprint interpretations and classification formulas initiated by probationary personnel, verifying positive identifications, evaluating ~~[fingerprint]~~*biometric* quality, and maintaining file integrity by monitoring file growth and *promptly* advising the supervisor when a problem arises.

Review, analyze, correct, consolidate, and update the records system database in *the Nevada Criminal Justice Information System (NCJIS)*; analyze and correct fingerprint cards and ~~[(AFIS)]~~*ABIS* images when two or more images are found to be identical with different State identification records; maintain and update manual/automated fingerprint image files; *review and resolve complex record problems.*

Classify difficult fingerprints received into the unit by analyzing and identifying fingerprint patterns into unique filing group by applying Henry, NCIC, and ~~[(AFIS)]~~*ABIS* methodology for conducting subsequent searching by pattern characteristics of manual and/or ~~[(AFIS)]~~*ABIS* files; search difficult fingerprints in the manual fingerprint file; analyze defective prints and judge whether correct print patterns can be determined for the purpose of classifying; initiate and conduct appropriate searches, recognizing the need for searching other classifications not indicated in order to locate record or determine non-existence of prior record; establish the initial identification or non-identification of the print being searched and retain the most legible identified print for the master file/WIN-~~[(AFIS)]~~*ABIS* archive file.

Assist in the training of law enforcement agencies and applicant users in the use of unit services and the principles and use of WIN-~~[(AFIS)]~~*ABIS*; recommend re-training of experienced personnel in the proper principles, practices, and techniques of fingerprint identification; train various agencies in the proper methods and techniques of taking and processing fingerprints using integrated, automated systems.

May recommend, and at the direction of the unit supervisor, implement changes to work plans and objectives for providing services as permitted by program regulations and guidelines; troubleshoot livescan program hardware and software issues and provide potential resolutions; conduct testing to ensure livescan submissions meet WIN, federal Electronic Fingerprint Transmission Specifications and State specifications.

Fingerprint/Records Examiner II: Under general supervision, incumbents perform the full range of identification duties ~~[outlined]~~ *as described* in the series concept. In addition, the Fingerprint/Records Examiner II may perform various *criminal history and fingerprint image* quality control checks and establish identifications on complex fingerprint classifications. *This is the journey level in the series.*

~~[Technical]~~ *Identification* work *and record maintenance* is audited for quality control with routine work being subject to random review by a Fingerprint/Records Examiner III or Fingerprint/Records Supervisor.

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| FINGERPRINT/RECORDS EXAMINER II | 31 | [C]B | 11.134 |
| FINGERPRINT/RECORDS EXAMINER I | 28 | [C]E | 11.135 |

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CLASS CONCEPTS (cont'd)

Fingerprint/Records Examiner I: Under close supervision, incumbents perform progressively *responsible* assignments in order to learn the basic elements, methods, and procedures involved in fingerprint classification, identification and ordered filing. All work is reviewed for accuracy and quality and for determining the incumbent's level of abilities, knowledge, and progression. *This is the trainee level in the series and [I]incumbents [normally] may progress to the [Fingerprint/Records Examiner II] next level in the series upon meeting minimum qualifications, [completion of 24 months of] satisfactory work performance and with the recommendation of the appointing authority.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * Appointment is subject to successful completion of an extensive background investigation including State and FBI fingerprint submission.
- * Working evenings, weekends, and/or holidays is required, and incumbents may be called back after hours to perform special fingerprint searches.

INFORMATIONAL NOTES:

- * Incumbents are required to obtain NCIC and NCJIS certification within six months of appointment and be recertified every two years as a condition of continuing employment.
- * A criminal justice agency is as defined in Chapter 179A of the Nevada Revised Statutes.
- * ~~[A criminal justice degree above the Associate's level is creditable towards qualifications to the same extent as an Associate's degree.]~~ *Education above the Associate's level does not substitute for the required experience.*
- * *Forty hours of course work in the classification and/or identification of fingerprints using the Henry and NCIC systems of classification may be substituted for six months of experience.*

FINGERPRINT/RECORDS SUPERVISOR

EDUCATION AND EXPERIENCE: *Certification as a Latent Print Examiner from the International Association for Identification and one year of experience in a criminal justice agency applying the Henry and NCIC systems of fingerprint classification for the filing and retrieval of fingerprints for identification purposes; OR Certification as a Tenprint Examiner from the International Association for Identification and two years of experience as described above; OR Associate's degree in criminal justice from an accredited college or university and ~~[four]~~ *three* years of experience in a criminal justice agency applying the Henry and NCIC systems of fingerprint classification for the filing and retrieval of fingerprints for identification purposes; OR graduation from high school or equivalent education and ~~[five]~~ *four* years of experience in a criminal justice agency applying the Henry and NCIC systems of fingerprint classification for the filing and retrieval of fingerprints for identification purposes; OR ~~[two]~~ *one* year[s] of experience as a Fingerprint/Records Examiner III in Nevada State service; OR *an equivalent combination of education and experience as described above.* (See Special Requirements and Informational Notes)*

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

Detailed knowledge of: ~~[law enforcement technology, criminal and civil, relating to the identification of crimes and mandatory reporting of arrest and disposition for violations occurring within the State as prescribed by statute;]~~ manual and automated indexing systems as applied to referencing and consolidating arrest and

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MINIMUM QUALIFICATIONS (cont'd)

FINGERPRINT/RECORDS SUPERVISOR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 court disposition information which is authenticated and cross-matched to fingerprint cards of accused persons; criminal justice processes involving the legal rights of citizens, arrest, prosecution, and records; various federal, State, and local agencies that are responsible for the administration of criminal justice; analysis and identification of latent prints. **Working knowledge of:** [AFIS] ABIS and [LiveScan] livescan methodology; *research techniques sufficient to collect, analyze, interpret, and report information pertaining to complex record and system issues.* **General knowledge of:** supervisory principles and practices. **Ability to:** *interpret and communicate federal and State laws and regulations, court decisions and statutory proposals to maintain operational integrity and compliance;* define unit and program problems, select the best course of action and make recommendations concerning an appropriate resolution; provide expert courtroom testimony regarding identification, processes and methodology; organize, coordinate and supervise the activities of subordinate staff engaged in the operations of the unit to ensure that goals and objectives are met; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: *purpose, goals, laws, and regulations of the work unit.* **Working knowledge of:** networking and computer applications relating to fingerprint identification to participate in the design, implementation and modification of automated reporting formats, files, and program concepts. **Ability to:** develop training materials and programs; *make independent judgements and decisions in the application and explanation of pertinent laws, statutes, codes, regulations and standards including technical, administrative, and departmental policies and procedures; use initiative and independent judgement within general policy guidelines; analyze information/situations, identify consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations; plan, organize, and direct the activities of various functions to accomplish established goals and optimize efficiency; communicate effectively, both verbally and in writing, to explain the operations and services of the work unit, decisions made, or to resolve problems.*

FINGERPRINT/RECORDS EXAMINER III

EDUCATION AND EXPERIENCE: *Certification as a Latent Print Examiner from the International Association for Identification; OR Certification as a Tenprint Examiner from the International Association for Identification and one year of experience in a criminal justice agency applying the Henry and NCIC systems of fingerprint classification for the filing and retrieval of fingerprints for identification purposes; OR Associate's degree in criminal justice from an accredited college or university and two years of experience as described above; [in a criminal justice agency applying the Henry and NCIC systems of fingerprint classification for the filing and retrieval of fingerprints for identification purposes;] OR graduation from high school or equivalent education and three years of experience as described above; [in a criminal justice agency applying the Henry and NCIC systems of fingerprint classification for the filing and retrieval of fingerprints for identification purposes;] OR one year of experience as a Fingerprint/Records Examiner II in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: fingerprint classification system and methods of fingerprint analysis and identification as applied to the categorizing and filing of fingerprints into unique filing groups, positive identification of subjects and authenticating criminal records against subject's fingerprints for comparison and possible court adjudication for elimination and identification purposes; implementation and utilization of records processing; federal and State regulations concerning the storage and release automated fingerprint identification for the purpose of digitizing, storing and retrieving fingerprint minutiae related to criminal history of confidential criminal history information for non-criminal justice licensing, regulatory and pre-

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MINIMUM QUALIFICATIONS (cont'd)

FINGERPRINT/RECORDS EXAMINER III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 employment purposes. **Working knowledge of:** ~~[law enforcement technology, criminal and civil, relating to the identification of crimes and mandatory reporting of arrest and disposition for violations occurring within the State as prescribed by statute;]~~ *terminology, acronyms, and subject matter relative to the fingerprint identification program; purpose, goals, and regulations of the program area;* criminal justice processes involving the legal rights of citizens, arrest, prosecution and records; various federal, State and local agencies that are responsible for the administration of criminal justice; manual and automated indexing systems as applied to referencing and consolidating arrest and court disposition information which is authenticated and cross-matched to fingerprint cards of accused persons. **General knowledge of:** *law enforcement technology, criminal and civil, relating to the identification of crimes and mandatory reporting of arrest and disposition for violations occurring within the State as prescribed by statute.* **Ability to:** ~~[recognize and take legible fingerprints proficiently;]~~ *identify programmatic and operational problems, investigate and evaluate alternatives, and recommend effective solutions; instruct user agencies in all aspects involving manual and automated records management;* provide expert courtroom testimony; maintain cooperative working relationships with law enforcement agencies, other users from the criminal justice community or private sector, and ~~[local and State]~~ *federal, State, and local* officials; and all knowledge, skills, and abilities required at the lower levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
~~[Working knowledge of: analysis and identification of latent prints. Ability to: interpret and communicate federal and State laws and regulations, court decisions and statutory proposals to maintain operational integrity and compliance.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities for Fingerprint/Records Supervisor.)*

FINGERPRINT/RECORDS EXAMINER II

EDUCATION AND EXPERIENCE: *Certification as a Tenprint Examiner from the International Association for Identification;* **OR** Associate's degree in criminal justice from an accredited college or university and one year of experience in a criminal justice agency applying the Henry and NCIC systems of fingerprint classification for the filing and retrieval of fingerprints for identification purposes; **OR** graduation from high school or equivalent education and two years of experience *as described above;* ~~[in a criminal justice agency applying the Henry and NCIC systems of fingerprint classification for the filing and retrieval of fingerprints for identification purposes;]~~ **OR** ~~[two]~~ *one* year[s] of experience as a Fingerprint/Records Examiner I in Nevada State service; **OR** *an equivalent combination of education and experience as described above.* (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: fingerprint classification system and methods of fingerprint analysis and identification as applied to the categorizing and filing of fingerprints into unique filing groups, positive identification of subjects and authenticating criminal records against subject's fingerprints for comparison and possible court adjudication or elimination and identification purposes; implementation and utilization of **[AFIS]** *ABIS* for the purpose of digitizing, storing and retrieving fingerprint minutiae related to criminal history records processing; manual and automated indexing systems as applied to referencing information that is authenticated and cross-matched to fingerprint cards of accused persons; federal and State regulations concerning the storage and release of confidential criminal history information for non-criminal justice licensing, regulatory and pre-employment purposes; policy, procedures, practices and regulations of NCIC and other shared networks that are available to statewide users of NCJIS. **General knowledge of:** criminal justice processes involving the legal rights of citizens, arrest, prosecution, and records; various federal, State, and local agencies that are responsible for the administration of criminal justice. **Ability to:** classify, search, compare and identify fingerprints utilizing complex techniques of fingerprint classification formulas; work

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MINIMUM QUALIFICATIONS (cont'd)

FINGERPRINT/RECORDS EXAMINER II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
independently; operate FIS, laser printer and FIM to perform various searches, registrations, inquiries, quality control checks and related work involving WIN-AFIS; recognize and take legible fingerprints; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
~~[General knowledge of: departmental rules, regulations, policies, and applicable Nevada Administrative Code; law enforcement technology, criminal and civil, relating to mandatory reporting of arrest and disposition for violations occurring within the State as prescribed by statute. Ability to: instruct user agencies in all aspects involving manual and automated records management; provide courtroom testimony.]~~ *(These are identical to the Entry Level Knowledge, Skills, and Abilities for Fingerprint/Records Examiner III.)*

FINGERPRINT/RECORDS EXAMINER I

EDUCATION AND EXPERIENCE: Associate's degree in criminal justice from an accredited college or university; **OR** graduation from high school *or equivalent education* and one year of experience working in a criminal justice agency which included compiling and evaluating information, processing criminal justice documents, and/or explaining laws or regulations; *OR an equivalent combination of education and experience as described above.* ~~[Forty hours of course work in the classification and/or identification of fingerprints using the Henry and NCIC systems of classification may be substituted for six months of experience.]~~ *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: criminal justice processes, legal terminology, and confidentiality requirements.
Ability to: learn the eight basic fingerprint pattern types and symbols used to classify standard fingerprint cards using the Henry system; understand and follow routine oral and written instructions; work as a team member and maintain harmonious working relationships with co-workers and others; write legibly and communicate clearly and concisely both orally and in writing in order to report correct and timely information; perceive minute differences in fingerprints and perform close work for extended periods of time; operate a computer to enter, update, extract and retrieve information from a criminal justice or case management system; maintain confidentiality of sensitive information; process criminal justice information.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Fingerprint/Records Examiner II.)

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

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| REVISED: | | 7/1/91P 10/19/90PC | 7/1/91P 10/19/90PC | 7/1/91P 10/19/90PC |
| REVISED: | 11/17/09UC | 11/17/09UC | 11/17/09UC | 11/17/09UC |
| REVISED: | <i>X/XXXUC</i> | <i>X/XXXUC</i> | <i>X/XXXUC</i> | <i>X/XXXUC</i> |



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--|------------------|-----------------|----------------------|
| SAFETY SUPERVISOR, ELEVATOR – DIR | 39* | B | 11.564 |
| SAFETY SPECIALIST, ELEVATOR - DIR | 37* | B | 11.538 |
| SAFETY REPRESENTATIVE, ELEVATOR - DIR | 34* | B | 11.563 |
| <i>SAFETY ASSOCIATE, ELEVATOR – DIR</i> | <i>32</i> | <i>B</i> | <i>11.652</i> |

SERIES CONCEPT

Safety Specialists promote recognized safety practices among businesses covered by federal and State safety and health laws and regulations. Incumbents identify or train others to identify safety and health hazards and violations, and recommend reasonable and feasible means of abatement; research specific technology and industry applications using technical references and applicable codes and standards; prepare written reports and/or training materials; make public presentations to promote knowledge of safety issues among the public and industry groups; and maintain current knowledge of new technologies, standards, codes, rules and regulations.

Perform skilled work in the inspection of elevators, escalators, moving walks, dumbwaiters, personnel hoists, and related equipment; provide technical assistance to a variety of professionals.

Conduct shutdown and operating inspections of assigned equipment to ensure compliance with safety standards of the Division of Industrial Relations, Mechanical Compliance Section and its regulations and adopted industry codes related to the equipment’s installation; conduct opening and closing conferences with company management as needed; exercise appropriate safety precautions when inspecting elevator car tops, machine rooms, and pits; evaluate whether appropriate preventive maintenance is being performed by company personnel; issue notices of violations with time period for abatement; recommend citations and fines when violations are not corrected in specified time period; submit inspection reports which determine whether operating permits are issued, withheld, or revoked.

Investigate all accidents and complaints concerning elevators and related equipment which include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction; issue administrative fines or permit suspensions as appropriate; prepare investigation reports.

Provide technical assistance in response to inquiries from designers, constructors, architects, owners, users, service, and repair organizations regarding the interpretation of code requirements, maintenance, or operational problems with equipment.

Perform related duties as assigned.

CLASS CONCEPTS

Safety Supervisor, Elevator – DIR: Under general direction, incumbents serve as first-line supervisors for Safety Specialists in the Division of Industrial Relations, Mechanical Compliance Section. Supervisory duties include performance evaluations, work performance standards, scheduling, work assignment and review, training and development, and disciplinary action as required. All positions review other inspectors’ reports, personally review, and approve the majority of constructions plans and permits of proposed or existing installations of elevators and related equipment; conduct initial inspections of new and reinstalled objects; and issue monetary

*** Reflects a two grade, special salary adjustment granted by the 2013 Legislature to improve recruitment and retention for the Division of Industrial Relations.**

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| SAFETY REPRESENTATIVE, ELEVATOR - DIR | 34* | B | 11.563 |
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CLASS CONCEPTS (cont'd)

Safety Supervisor, Elevator – DIR: (cont'd)

finer and revoke operating certificates based on inspection reports of subordinate inspectors. This is the supervisory level in the series.

Safety Specialist, Elevator – DIR: Under general supervision, incumbents perform the full range of duties outlined in the series concept. Incumbents regularly receive complex assignments requiring a broad knowledge of a variety of industries, or specialized expertise in a particular industry or process. Incumbents orient and train new Safety Specialists and/or Safety Representatives, may serve in a lead capacity on functional or team assignments, and may be assigned to focus on special projects. This is the journey level in the series.

Safety Representative, Elevator – DIR: Under ~~close~~ *general* supervision, incumbents *continue to* receive training in performing ~~some or all of~~ the inspection duties described in the series concept. This is the ~~entry~~ *continuing trainee* level in the series ~~[-P]~~ *and* progression to the next level *in the series* may occur upon meeting minimum qualifications, satisfactory ~~job~~ performance and with the ~~approval~~ *recommendation* of the appointing authority.

Safety Associate, Elevator – DIR: *Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver’s license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- * For the Safety Supervisor, *Elevator - DIR* and Safety Specialist, *Elevator - DIR*, a Qualified Elevator Inspector’s (QEI) Certificate is required at the time of application and as a condition of continuing employment.
- * *Positions may be required to work evenings, weekends, and/or holidays.*
- * *Positions may require statewide travel.*

INFORMATIONAL NOTES:

- * For the Safety Supervisor, *Elevator - DIR* and Safety Specialist, *Elevator – DIR*, incumbents must obtain and maintain a State of Nevada Elevator Inspector’s Certificate of Competency within twelve months of appointment and as a condition of continuing employment.
- * For the Safety Representative, *Elevator – DIR*, incumbents must obtain and maintain a State of Nevada Elevator Inspector’s Certificate of Competency within twelve months of appointment and as a condition of continuing employment.
- * For the Safety Representative, *Elevator – DIR*, incumbents must obtain and maintain a Qualified Elevator Inspector’s (QEI) Certificate within thirty-six months of appointment and as a condition of continuing employment.

SAFETY SUPERVISOR, ELEVATOR - DIR

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in engineering, *occupational safety and health, construction management*, or closely related ~~curriculum~~ *field* and three years of experience in the construction, installation, repair and adjustment of elevators, escalators,

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| SAFETY SUPERVISOR, ELEVATOR – DIR | 39* | B | 11.564 |
| SAFETY SPECIALIST, ELEVATOR - DIR | 37* | B | 11.538 |
| SAFETY REPRESENTATIVE, ELEVATOR - DIR | 34* | B | 11.563 |
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MINIMUM QUALIFICATIONS (cont'd)

SAFETY SUPERVISOR, ELEVATOR – DIR (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

moving walks, lifts, hoists, amusement rides, *cranes/lifting equipment, conveyor systems, hydraulic systems, pneumatic systems*, or similar equipment; **OR** Associate's degree [~~in one of the mechanical technologies~~] *from an accredited college, university, or trade school in engineering, occupational safety and health, construction management, or closely related field* and four years of experience as described above; **OR** graduation from high school or equivalent education and five years of experience as described above; **OR** one year of experience as a Safety Specialist, Elevator – DIR in Nevada State service *to include a Qualified Elevator Inspector (QEI) certification*; **OR** an equivalent combination of education and experience as described above. [~~Two years of this experience must have involved the inspection of a variety of elevators.~~] (See Special Requirements and Informational Notes.)

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

Working knowledge of: ANSI/ASME Safety codes for elevators, escalators, and related equipment; the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code and National Electrical Code as related to elevators and related equipment; the operation of electrical and mechanical controls. **Ability to:** research code applications for nonstandard designs; *and all knowledge, skills, and abilities at the lower levels.*

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

Working knowledge of: principles and practices of [~~personnel~~] supervision. **Ability to:** assign work, evaluate performance, and train employees; implement policies and procedures to ensure consistency in enforcement activities; participate constructively in conferences with employers to evaluate proposed administrative fines and abatement activities; allocate staff resources to maximize effectiveness.

SAFETY SPECIALIST, ELEVATOR - DIR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, *occupational safety and health, construction management*, or closely related [~~curriculum~~] *field* and two years of experience in the construction, installation, repair, and adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides, *cranes/lifting equipment, conveyor systems, hydraulic systems, pneumatic systems*, or similar equipment; **OR** Associate's degree [~~in one of the mechanical technologies~~] *from an accredited college, university or trade school in engineering, occupational safety and health, construction management, or closely related field* and three years of experience as described above; **OR** graduation from high school or equivalent education and four years of experience as described above; **OR** one year of experience as a Safety Representative, Elevator – DIR in Nevada State service *to include a Qualified Elevator Inspector (QEI) certification*; **OR** an equivalent combination of education and experience as described above. [~~One year of this experience must have involved the inspection of a variety of elevators.~~] (See Special Requirements and Informational Notes.)

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

Working knowledge of: AC/DC circuitry and solid-state circuitry; the design, construction, operation, maintenance and repair of elevators and related equipment; principles governing hydraulic systems; basic mechanics; safety codes for elevators, escalators, moving walks and related equipment by the American Society of Mechanical Engineers (ASME) and American National Standards Institute (ANSI); safety precautions necessary around elevator cars. **General knowledge of:** welding procedures. **Ability to:** read and interpret mechanical and electrical codes, standards, drawings and specifications relating to the installation and operation of elevators, escalators and related equipment; inspect elevators and related equipment to detect deviations from prescribed standards; physically inspect elevator cars, machine rooms, and pits in a safe manner; use hand tools such as pressure gauges, tachometers, and volt and light meters; perform standard mathematical calculations; write clear and concise reports; maintain equanimity in the face of resistance or hostility; communicate effectively with persons contacted in the course of conducting elevator inspections;

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| SAFETY SUPERVISOR, ELEVATOR – DIR | 39* | B | 11.564 |
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| SAFETY REPRESENTATIVE, ELEVATOR - DIR | 34* | B | 11.563 |
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MINIMUM QUALIFICATIONS (cont'd)

SAFETY SPECIALIST, ELEVATOR – DIR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application): (cont'd)
make oral presentations at conferences with management; *and all knowledge, skills, and abilities at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Safety Supervisor, Elevator – DIR)

SAFETY REPRESENTATIVE, ELEVATOR – DIR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, *occupational safety and health, construction management*, or closely related ~~[curriculum]~~ *field* and one year of experience in the construction, installation, repair, and adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides, *cranes/lifting equipment, conveyor systems, hydraulic systems, pneumatic systems*, or similar equipment; OR Associate's degree ~~in one of the mechanical technologies~~ *from an accredited college, university, or trade school in engineering, occupational safety and health, construction management, or closely related field* and two years of experience as described above; OR graduation from high school or equivalent education and three years of experience as described above; OR *one year of experience as a Safety Associate, Elevator – DIR in Nevada State service*; OR an equivalent combination of education and experience as described above. (See *Special Requirements and Informational Notes*.)

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

General knowledge of: basic elevator and escalator operation and installation; motors and/or control circuitry; computers and computer software. **Ability to:** read and interpret blueprint drawings; read and interpret relevant rules, regulations, and codes related to elevators and escalators; and walk, kneel, and climb ladders as required to perform inspections; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Safety Specialist, Elevator – DIR)

SAFETY ASSOCIATE, ELEVATOR – DIR

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in engineering, occupational safety and health, law enforcement, fire science, construction management, or closely related field; OR Associate's degree from an accredited college, university, or trade school in engineering, occupational safety and health, law enforcement, fire science, construction management, or closely related field and one year of experience in the building trades, industrial operations and/or mechanical trades; OR graduation from high school or equivalent education and two years of experience as described above; OR one year of experience as an Architectural/Engineering Drafter II, Compliance Investigator I, Electrician I, Engineering Drafter III, Engineering Technician III or Maintenance Repair Specialist I in Nevada State service; OR two years of experience as a Maintenance Repair Worker III in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)*

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

General knowledge of: standard interviewing and investigative techniques used to identify violations of federal and State rules, regulations, policies, and procedures; current workplace safety issues; standard mechanical and scientific terminology, measures, and concepts relevant to mechanical equipment; the

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| SAFETY SUPERVISOR, ELEVATOR – DIR | 39* | B | 11.564 |
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| SAFETY REPRESENTATIVE, ELEVATOR - DIR | 34* | B | 11.563 |
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MINIMUM QUALIFICATIONS (cont'd)

SAFETY ASSOCIATE, ELEVATOR – DIR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application): (cont'd) practical application of statistical data and mathematics including algebra and geometry. Ability to: research and understand applied technical information from a variety of scientific and mechanical disciplines; research, interpret, and implement applicable laws, rules, and regulations; write organized and grammatically correct reports and correspondence; communicate effectively in interviews, meetings and when providing testimony in court; establish and maintain cooperative working relationships; maintain composure in the face of resistance, indifference, and hostility; analyze operations problems and business practices, identify relevant factors and relationships, recognize alternatives and their implications, and formulate logical, objective conclusions; physically conduct inspections requiring prolonged standing, walking, sitting, climbing, bending and twisting, stooping, and/or reaching.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): (These are identical to the Entry Level Knowledge, Skills, and Abilities required for Safety Representative, Elevator – DIR)

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

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| ESTABLISHED: | 6/27/16UC | 12/10/10PC | 6/27/16UC | <i>X/XXXUC</i> |
| REVISED: | | 07/01/13LG | | |
| REVISED: | | 6/27/16UC | | |
| REVISED: | 4/25/17UC | 4/25/17UC | 4/25/17UC | |
| <i>REVISED:</i> | <i>X/XXXUC</i> | <i>X/XXXUC</i> | <i>X/XXXUC</i> | |



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--|------------------|-----------------|----------------------|
| SAFETY SUPERVISOR, BOILER – DIR | 39* | B | 11.529 |
| SAFETY SPECIALIST, BOILER - DIR | 37* | B | 11.537 |
| SAFETY REPRESENTATIVE, BOILER – DIR | 34* | B | 11.549 |
| <i>SAFETY ASSOCIATE, BOILER – DIR</i> | <i>32</i> | <i>B</i> | <i>11.558</i> |

SERIES CONCEPT

Safety Specialists promote recognized safety practices among businesses covered by federal and State safety and health laws and regulations. Incumbents identify or train others to identify safety and health hazards and violations, and recommend reasonable and feasible means of abatement; research specific technology and industry applications using technical references and applicable codes and standards; prepare written reports and/or training materials; make public presentations to promote knowledge of safety issues among the public and industry groups; maintain current knowledge of new technologies, standards, codes, rules and regulations.

Conduct inspections of boilers, pressure vessels, and related equipment; provide technical assistance to a variety of professionals; and perform related investigations as needed; conduct shutdown and operating inspections of assigned equipment to ensure compliance with regulations and adopted industry codes related to the equipment's installation; conduct opening and closing conferences with company management as needed; exercise appropriate safety precautions when working in close proximity to operating boilers and pressure vessels.

Evaluate whether appropriate preventive maintenance is being performed by company personnel; issue notices of violation with time period for abatement; recommend fines when violations are not corrected in specified time period; submit inspection reports which determine whether operating permits are issued, withheld, or revoked; and order changes to the authorized operating pressure of boilers when warranted by the condition of the boiler.

Investigate all accidents and complaints concerning boilers and related equipment to include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction; issue administrative fines or permit suspensions as appropriate; prepare investigation reports.

Provide technical assistance in response to inquiries from builders, constructors, architects, owners, users, service, and repair organizations regarding the interpretation of code requirements, maintenance, or operational problems with equipment.

Perform related duties as assigned.

CLASS CONCEPTS

Safety Supervisor, Boiler – DIR: Under general direction, incumbents serve as first-line supervisors for Safety Specialists in the Division of Industrial Relations, Mechanical Compliance Section. Supervisory duties include performance evaluations, work performance standards, scheduling, work assignment and review, training and development, and disciplinary action as required. All positions review other inspectors' reports and personally review and approve the majority of constructions plans and permits of proposed or existing installations of boilers and related equipment; conduct initial inspections of new and reinstalled objects; and issue monetary fines and revoke operating certificates based on inspection reports of subordinate inspectors. This is the supervisory level in the series.

*** Reflects a two grade, special salary adjustment granted by the 2013 Legislature to improve recruitment and retention for the Division of Industrial Relations.**

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|---------------------------------------|-----------|----------|---------------|
| SAFETY SUPERVISOR, BOILER - DIR | 39* | B | 11.529 |
| SAFETY SPECIALIST, BOILER - DIR | 37* | B | 11.537 |
| SAFETY REPRESENTATIVE, BOILER – DIR | 34* | B | 11.549 |
| <i>SAFETY ASSOCIATE, BOILER – DIR</i> | <i>32</i> | <i>B</i> | <i>11.558</i> |

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CLASS CONCEPTS (cont'd)

Safety Specialist, Boiler – DIR: Under general supervision, incumbents perform the full range of duties outlined in the series concept. Incumbents regularly receive complex assignments requiring a broad knowledge of a variety of industries, or specialized expertise in a particular industry or process. Incumbents orient and train new Safety Specialists and/or Safety Representatives, may serve as lead capacity on functional or team assignments, and may be assigned to focus on special projects. This is the journey level in the series.

Safety Representative, Boiler - DIR: Under ~~close~~ *general* supervision, incumbents *continue to* receive training in performing ~~some or all of~~ the inspection duties described in the series concept. This is the ~~entry~~ *continuing trainee* level in the series ~~[-P]~~ *and* progression to the next level *in the series* may occur upon meeting minimum qualifications, satisfactory ~~job~~ performance and with the ~~approval~~ *recommendation* of the appointing authority.

Safety Associate, Boiler – DIR: Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver’s license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- * For the Safety Supervisor, *Boiler - DIR* and Safety Specialist, *Boiler - DIR*, Commission as a National Board of Boiler and Pressure Vessel Inspector is required at the time of application and as a condition of continuing employment.
- * Incumbents may be required to travel to out-of-state locations to attend the National Board of Boiler and Pressure Vessel Inspectors conferences, seminars, trainings, and meetings.
- * *Positions may be required to work evenings, weekends, and/or holidays.*
- * *Positions may require statewide travel.*

INFORMATIONAL NOTES:

- * For the Safety Supervisor, *Boiler - DIR* and Safety Specialist, *Boiler - DIR*, incumbents must obtain and maintain a State of Nevada Boiler Inspector’s Certificate of Competency within twelve months of appointment and as a condition of continuing employment.
- * For the Safety Representative, *Boiler - DIR*, incumbents must obtain and maintain a State of Nevada Boiler Inspector’s Certificate of Competency within twelve months of appointment and as a condition of continuing employment.
- * For the Safety Representative, *Boiler - DIR*, incumbents must obtain and maintain a Commission as a National Board of Boiler and Pressure Vessel Inspector within thirty-six months of appointment and as a condition of continuing employment.

SAFETY SUPERVISOR, BOILER – DIR

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in engineering, *occupational safety and health, construction management*, or closely related ~~curriculum~~ *field* and three years of experience in the design, construction, repair or operation of high-pressure boilers and pressure vessels; **OR** Associate’s degree *from an accredited college, university, or trade school in engineering, occupational safety and health, construction management, or closely related field* ~~in one of~~

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|---------------------------------------|-----------|----------|---------------|
| SAFETY SUPERVISOR, BOILER - DIR | 39* | B | 11.529 |
| SAFETY SPECIALIST, BOILER - DIR | 37* | B | 11.537 |
| SAFETY REPRESENTATIVE, BOILER – DIR | 34* | B | 11.549 |
| <i>SAFETY ASSOCIATE, BOILER – DIR</i> | <i>32</i> | <i>B</i> | <i>11.558</i> |

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY SUPERVISOR, BOILER – DIR (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

~~the mechanical technologies from an accredited college or university~~ and four years of experience as described above: **OR** graduation from high school or equivalent *education* and five years of experience as described above: **OR** one year of experience as a Safety Specialist, Boiler – DIR in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes.*)

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

Working knowledge of: Boiler codes, standards, and regulations; building/mechanical codes as related to boilers, pressure vessels and associated equipment. **Ability to:** comprehend the design, construction, maintenance and repair of boilers, pressure vessels and associated equipment; maintain safety precautions necessary around high-pressure steam boilers; research code applications for nonstandard designs; maintain cooperative working relationships; communicate effectively both verbally and in writing; *and all knowledge, skills, and abilities required at the lower levels.*

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

Working knowledge of: principles and practices of ~~[personnel]~~ supervision. **Ability to:** assign work, evaluate performance, and train employees; implement policies and procedures to ensure consistency in enforcement activities; participate constructively in conferences with employers to evaluate proposed administrative fines and abatement activities; allocate staff resources to maximize effectiveness.

SAFETY SPECIALIST, BOILER - DIR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, *occupational safety and health, construction management*, or a closely related ~~[curriculum]~~ *field* and two years of experience in the design, construction, repair, or operation of high-pressure boilers and pressure vessels; **OR** Associate's degree *from an accredited college, university, or trade school in engineering, occupational safety and health, construction management, or closely related field* ~~[in one of the mechanical technologies from an accredited college]~~ and three years of experience as described above; **OR** graduation from high school or equivalent education and four years of experience as described above; **OR** one year of experience as a Safety Representative, Boiler – DIR in Nevada State service *to include Commission as a National Board of Boiler and Pressure Vessel Inspector*; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: the operation of high-pressure boilers and pressure vessels; safety codes for boilers by the American Society of Mechanical Engineers (ASME) and American National Standards Institute (ANSI), and National Board Boiler and Pressure Vessel Codes; the design, construction, operation, maintenance, and welding repair of boilers; non-destructive testing; electrical and mechanical controls; safety precautions necessary regarding boilers. **Ability to:** research and understand applied technical information; observe accident scenes to determine cause and/or contributing factors; properly document an inspection and/or investigation; make effective oral and/or written presentations to defend findings and recommendations; work in extreme environs; make oral presentations at conferences with management; *and all knowledge, skills, and abilities required at the lower level.*

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Safety Supervisor, Boiler – DIR)

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|---------------------------------------|-----|----------|---------------|
| SAFETY SUPERVISOR, BOILER - DIR | 39* | B | 11.529 |
| SAFETY SPECIALIST, BOILER - DIR | 37* | B | 11.537 |
| SAFETY REPRESENTATIVE, BOILER – DIR | 34* | B | 11.549 |
| <i>SAFETY ASSOCIATE, BOILER – DIR</i> | 32 | <i>B</i> | <i>11.558</i> |

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY REPRESENTATIVE, BOILER - DIR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, *occupational safety and health, construction management*, or a closely related ~~[curriculum]~~ *field* and one year *of* experience in the design, construction, repair or operation of high-pressure boilers and pressure vessels *and/or heating/ventilation/air conditioning/ refrigeration (HVAC) equipment*; **OR** Associate's degree *from an accredited college, university, or trade school in engineering, occupational safety and health, construction management, or closely related field* ~~[in one of the mechanical technologies from an accredited college, university or trade school]~~ and two years of experience as described above; **OR** graduation from high school or equivalent *education* and three years of experience as described above; **OR** *one year of experience as a Safety Associate, Boiler – DIR in Nevada State service; OR one year of experience as a Heat Plant Specialist II or HVACR Specialist I in Nevada State service;* **OR** an equivalent combination of education or experience as described above. *(See Special Requirements and Informational Notes)*

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

Working knowledge of: high pressure vessels; electrical and mechanical controls. **Ability to:** physically inspect boilers and boiler rooms in a safe manner; read and interpret mechanical and electrical codes, standards, drawings, and specifications related to the installation and operation of boilers; use hand tools required of the position; perform standard mathematical calculations; make effective verbal and written presentations; ~~[write clear and concise reports; communicate effectively]~~ *and all knowledge, skills, and abilities required at the lower level.*

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Safety Specialist, Boiler – DIR)

SAFETY ASSOCIATE, BOILER – DIR

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in engineering, occupational safety and health, law enforcement, fire science, construction management, or closely related field; OR Associate's degree from an accredited college, university, or trade school in engineering, occupational safety and health, law enforcement, fire science, construction management, or closely related field and one year of experience in the building trades, industrial operations, and/or mechanical trades; OR graduation from high school or equivalent education and two years of experience as described above; OR one year of experience as an Architectural/Engineering Drafter II, Engineering Drafter III, Engineering Technician III, Heat Plant Specialist I, Maintenance Repair Specialist I, or Plumber I in Nevada State Service; OR two years of experience as a Maintenance Repair Worker III in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)*

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

General knowledge of: standard interviewing and investigative techniques used to identify violations of federal and State rules, regulations, policies, and procedures; current workplace safety issues; standard mechanical and scientific terminology, measures, and concepts relevant to mechanical equipment; the practical application of statistical data and mathematics including algebra and geometry. Ability to: research and understand applied technical information from a variety of scientific and mechanical disciplines; research, interpret, and implement applicable laws, rules, and regulations; write organized and grammatically correct reports and correspondence; communicate effectively in interviews, meetings and when providing testimony in court; establish and maintain cooperative working relationships; maintain composure in the face of resistance, indifference, and hostility; analyze operations problems and business practices, identify relevant factors and relationships, recognize alternatives and their implications, and

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|---------------------------------------|-----------|----------|---------------|
| SAFETY SUPERVISOR, BOILER - DIR | 39* | B | 11.529 |
| SAFETY SPECIALIST, BOILER - DIR | 37* | B | 11.537 |
| SAFETY REPRESENTATIVE, BOILER – DIR | 34* | B | 11.549 |
| <i>SAFETY ASSOCIATE, BOILER – DIR</i> | <i>32</i> | <i>B</i> | <i>11.558</i> |

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY ASSOCIATE, BOILER – DIR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (require at the time of application): (cont'd) formulate logical, objective conclusions; physically conduct inspections requiring prolonged standing, walking, sitting, climbing, bending, twisting, stooping, and/or reaching.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): (These are identical to the Entry Level Knowledge, Skills, and Abilities required for Safety Representative, Boiler – DIR)

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

| | <u>11.529</u> | <u>11.537</u> | <u>11.549</u> | <u>11.558</u> |
|-----------------|---------------|---------------|---------------|---------------|
| ESTABLISHED: | 6/27/16UC | 12/10/10PC | 04/16/14UC | <i>XXXXUC</i> |
| REVISED: | | 07/01/13LG | | |
| REVISED: | | 04/16/14UC | | |
| REVISED: | | 6/27/16UC | 6/27/16UC | |
| REVISED: | 4/25/17UC | 4/25/17UC | 4/25/17UC | |
| <i>REVISED:</i> | <i>XXXXUC</i> | <i>XXXXUC</i> | <i>XXXXUC</i> | |



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|---|-------------------|-----------------|---------------------|
| <i>BRAND INSPECTOR III</i> | <i>27</i> | <i>C</i> | <i>1.510</i> |
| <i>BRAND INSPECTOR II</i> | <i>25</i> | <i>C</i> | <i>1.512</i> |
| <i>[DEPUTY] BRAND INSPECTOR I [(NON-COMMISSIONED)]</i> | <i>23*</i> | <i>C</i> | <i>1.514</i> |

Under general supervision, ~~[Deputy]~~ Brand Inspectors *receive and* respond to requests for brand inspections for *the* change of ownership, *slaughter*, transportation, or *to determine* proof of ownership *of livestock within the State*.

Visually inspect livestock for brands, *identification* marks, *colors*, *gender*, ~~[and]~~ *tattoos and other identifying characteristics*; ~~[if necessary,]~~ clip or shave animals *as needed to clearly observe and identify characteristics of animals* to determine legal ownership *and lawful transfer*.

Accurately ~~[R]~~ record brands, identification marks, *colors*, *gender*, *tattoos*, *other identifying characteristics*, ~~[and]~~ number of animals, *locations of inspection, destination, and other required information* ~~[on transportation documents or other standardized forms for the sale or movement of animals in or out of state.]~~ *for the legal sale, lawful transportation, slaughter, and issuance of brand inspection clearance certificates; verify animal health records when required; complete all required documents, forms, and logs.*

Prior to inspection ensure the requestor is current with all Department applicable fees, assessments, and licensing; accurately calculate and ~~[C]~~ *collect applicable inspection fees* ~~[according to]~~ *per established rates and procedures; [and] remit fees and required documentation to the Department per State rules, regulations, and Department policy.* ~~[to division office.]~~

~~[Verify animal health documents when required for transportation purposes.]~~

Inspect animals prior to sale at livestock auctions to determine legal ownership through *the* identification of brands, *identification* marks, *colors*, *gender*, *tattoos*, ~~[and]~~ other *identifying* characteristics, *and proof of ownership documentation; ensure sellers of livestock are current with all Department applicable fees, assessments, and licensing; collect applicable fees according to established procedure; issue brand inspection clearance* certificates to new owners.

Perform related duties as assigned.

CLASS CONCEPTS

***Brand Inspector III:** Under general direction, and in addition to performing the full range of duties as described in the series concept, incumbents supervise a staff of Brand Inspector I's and II's to include performance appraisals, work performance standards, scheduling, work assignment and review, training, and discipline as required. Incumbents plan, organize, and oversee the activities and operations either statewide or in an assigned region; assist in the development, review, revision, and implementation of policies and procedures; ensure adherence to Department policies and procedures; prepare narrative and statistical reports regarding activities of the unit; assist with budget development by compiling information to support projected expenditures in specific areas such as operating costs, travel costs, staffing, and staff development; monitor and maintain assigned budget as required.*

* Reflects a 3-grade, special salary adjustment granted by the 2021 Legislature (final approval through Interim Finance Committee, December 9, 2021).

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| BRAND INSPECTOR III | 27 | C | 1.510 |
| BRAND INSPECTOR II | 25 | C | 1.512 |
| [DEPUTY] BRAND INSPECTOR I [(NON-COMMISSIONED)] | 23* | C | 1.514 |

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CLASS CONCEPTS (cont'd)

Brand Inspector III: (cont'd)

While the incumbent is expected to perform the full range of duties as described in the series concept, the preponderance of duties is in the planning, organizing, and overseeing of the program either statewide or in an assigned region.

Brand Inspector II: Under limited supervision, incumbents perform the full range of duties described in the series concept and function as the day-to-day supervisor of an assigned unit. The incumbent supervises a staff of lower-level Brand Inspector I's to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline.

Brand Inspector I: Under limited supervision, incumbents perform the full range of duties as described in the series concept on an intermittent and/or seasonal basis. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Incumbents must be physically able to walk around and inspect animals for identification purposes.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * **Brand Inspector I [H]** incumbents are required to provide their own transportation for which mileage will be reimbursed based *at the current federal rate based* on the *travel distance between the* duty location *and inspection site*.
- * **Brand Inspector I [H]** incumbents must maintain a telephone with a number that is available to *both the Department and the public at their own expense*.
- * *Positions are subject to call-out or call-back.*
- * *Positions may require statewide travel.*
- * *Positions may require work on evenings, weekends, and/or holidays*

INFORMATIONAL NOTE:

- * **Brand Inspector I [P]** positions are intermittent and ~~[part-time-F]~~ flexible *work hours and/or workdays [are]* will be required *of the incumbent*.

BRAND INSPECTOR III

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and two years of experience conducting brand inspections for the purpose of a change of ownership, proof of ownership, slaughter, or transportation of livestock; OR one year of experience as a Brand Inspector II in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application):
Working knowledge of: federal and State laws and regulations related to livestock ownership; determination and identification of stray/stray animals; brand identification, animal breeds, gender identification, and other types of identification; brands and marks recorded within the State; animal health laws and regulations pertaining to livestock. General knowledge of: supervisory principles and practices; budgeting. Ability to: monitor and maintain assigned budgets; establish and maintain effective working relationships with coworkers, other agencies, livestock owners, and the public; and all knowledge, skills, and abilities at the lower levels.

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|--|-----|---|-------|
| BRAND INSPECTOR III | 27 | C | 1.510 |
| BRAND INSPECTOR II | 25 | C | 1.512 |
| [DEPUTY] BRAND INSPECTOR I [(NON-COMMISSIONED)] | 23* | C | 1.514 |

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MINIMUM QUALIFICATIONS (cont'd)

BRAND INSPECTOR III (cont'd)

FULL LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: Department policies and procedures. General knowledge of: State rules for personnel management.

BRAND INSPECTOR II

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and two years of experience working with and/or caring for livestock in any setting; one year which included conducting brand inspections for the purpose of a change of ownership, proof of ownership, slaughter, or transportation of livestock; OR one year of experience as a Brand Inspector I in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES: (required at time of application):
General knowledge of: brand identification, animal breeds, gender identification, and other types of identification; brands and marks recorded within the State; animal health laws and regulations pertaining to livestock. Skill in: computer applications to include database, spreadsheet, word processing, and other work-related software and hardware. Ability to: supervise assigned staff; effectively communicate both verbally and in writing; maintain effective working relationships; and all knowledge, skills, and abilities required at the lower level

FULL LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Brand Inspector III).

BRAND INSPECTOR I

EDUCATION AND EXPERIENCE: *Experience working with and/or caring for large livestock in any setting; OR relevant work experience that provided the Entry Level Knowledge, Skills, and Abilities. (See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: addition, subtraction, division, and multiplication. *Skill in: the use of a touchscreen tablet or other computer device to navigate, search, input, edit, save, and print information. Ability to:* work around and handle livestock; ~~[assist in branding animals;]~~ read, identify, and distinguish brands; work outdoors in inclement weather; read *and interpret* forms and documents; write clearly and complete required forms; *use database, spreadsheet, and/or word processing software.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
~~[Working knowledge of: ownership, stray, and health laws pertaining to livestock; brand identification, animal breeds, and types. Ability to: use electric clippers and livestock handling apparatus; determine the age and gender of cattle; accurately count moving groups of animals; maintain good working relationships with livestock owners, the public, and other agencies; assess fees and collect money.]~~ *(These are identical to the Entry Level Knowledge, Skills, and Abilities for Brand Inspector II).*

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

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|--------------|--------------|--------------|--------------|
| | <u>1.510</u> | <u>1.512</u> | <u>1.514</u> |
| ESTABLISHED: | 6/10/22UC | 6/10/22UC | 8/3/72 |

BRAND INSPECTOR III

27

C

1.510

BRAND INSPECTOR II

25

C

1.512

~~DEPUTY~~ BRAND INSPECTOR I ~~(NON-COMMISSIONED)~~

23*

C

1.514

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1.510

1.512

1.514

REVISED:
REVISED:

12/19/85-12
7/1/87-12P
10/17/86PC

REVISED:
REVISED:

11/15/91PC
7/1/97P
6/4/96PC

REVISED:

9/8/97R
8/28/98UC

REVISED:
REVISED:

3/29/01UC
7/5/02UC

REVISED:

5/11/07UC

REVISED:

10/1/07LG

REVISED:

9/14/12PC

REVISED:

12/9/21LG

REVISED:

6/10/22UC



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|----------------------------------|--------------|--------------|--------------|
| IT PROFESSIONAL IV | 42* | B | 7.921 |
| IT PROFESSIONAL III | 40* | B | 7.925 |
| IT PROFESSIONAL II | 38* | B | 7.926 |
| IT PROFESSIONAL I | 35* | B | 7.929 |
| IT PROFESSIONAL TRAINEE II | 32* | B | 7.951 |
| <i>IT PROFESSIONAL TRAINEE I</i> | <i>29</i> | <i>E</i> | <i>7.953</i> |

SERIES CONCEPT

Information Technology (IT) Professionals analyze, develop, implement, maintain, and modify computer operations, systems, networks, databases, applications, and/or information security. Incumbents may perform duties in one or more IT specialization areas depending on the needs of the agency.

Conduct detailed alternative analyses and determine end-user requirements through consultation with end-users, technicians, vendors, management, and others.

Maintain documentation related to the assigned IT specialization’s architecture, operations, and other records of work activities as required.

Maintain current knowledge of technological trends and advancements in the IT field as well as security management practices, laws, policies, and ethics.

Participate in recommending and justifying resource allocations and expenditure decisions, tracking, and recording expenditures, preparing purchase requests, and writing technical requirements for grant proposals.

Perform related duties as assigned.

SPECIALTY AREAS

Positions in this series focus on one of the specialty areas indicated below, perform a combination of duties in two or more areas, or function as generalists. The descriptions illustrate the nature of work commonly performed in an IT environment but are not intended to be comprehensive. As technology evolves, other areas of specialization may emerge.

Computer Operations: direct help desk support and mainframe and server operations to ensure that all user files and reports are created, processed, and available in a timely manner and systems are maintained and monitored. Incumbents establish goals and objectives, arrange for emergency coverage, schedule staff rotations, and coordinate planned shutdowns of the system, system maintenance, and application software upgrades.

Systems Administration: select, analyze, maintain, and modify computer, communications, mainframe, and server hardware, operating systems, and auxiliary software packages required to support various information systems and back-up and recover the agency’s software and data. Incumbents install and test new system components, troubleshoot hardware and software problems, and modify and enhance systems to improve performance.

* Reflects a 1-grade, special salary adjustment granted by the 2017 Legislature to improve recruitment and retention.

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|----------------------------------|-----|---|-------|
| IT PROFESSIONAL IV | 42* | B | 7.921 |
| IT PROFESSIONAL III | 40* | B | 7.925 |
| IT PROFESSIONAL II | 38* | B | 7.926 |
| IT PROFESSIONAL I | 35* | B | 7.929 |
| IT PROFESSIONAL TRAINEE II | 32* | B | 7.951 |
| <i>IT PROFESSIONAL TRAINEE I</i> | 29 | E | 7.953 |

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SPECIALTY AREAS (cont'd)

Systems Administration: (cont'd)

Incumbents improve file organization, solve job control language or systems programming language problems, analyze program failures, and develop or suggest utility program uses. Incumbents provide technical assistance and training to system users that require them to analyze computer output and programs, code, research programming manuals, and solicit vendors and other professional staff for technical information.

Network Administration: plan, design, develop, and verify the physical deployment of an integrated geographically dispersed information processing network. Incumbents administer networks comprised of multiple platforms, information resources, large grade applications, communications protocols, and physical network topologies.

Database Administration: model agency data, configure databases, tune performance, and back-up and recover data. Incumbents develop and implement standards and procedures to convert, transfer, and interface data within and between databases; maintain data dictionaries, repositories, and related software; control the authorized sharing of information with multiple users within and/or outside the organization; and provide technical consultation regarding application development and utility executions within various database environments.

Applications Analysis and Development: analyze, develop (design, program, and construct), implement, maintain, and modify various platforms of information systems. Incumbents are required to define and implement a solution to a given problem that requires an individually tailored response for end-user requirements. Incumbents must have the ability to program in a general-purpose programming language, develop written requirements for proposed applications, develop and present applications training materials to users, and possess knowledge of the necessary interfaces to the computer operating system.

Information Security: administer security policies, security operations, and/or maintain oversight of information systems and data within the assigned area of information security responsibility. Incumbents work with management and technical staff to develop a comprehensive information security program for integrated IT systems within the State or agency and are responsible for three or more of the following ten security domain areas:

- Access control – centralized / decentralized / remote / federated
- Application/system development security – validation / verification / guidelines
- Continuity of operations/disaster recovery planning – business recovery
- Cryptography – transport / storage / authentication / non-repudiation
- Information security management – awareness / policies / risk management / procedural standards
- Operational security (OPSEC) – threats / hostile code / techniques
- Physical technical security – access systems / structural / environmental controls
- Security architecture and models – methods / security operational standards
- Security law, investigation, and ethics – cyber-crime / incident response / security regulation
- Telecommunications/network security – enclave / monitoring / virtual private network / firewall / prevention

CLASS CONCEPTS

IT Professional IV: Under administrative direction, incumbents either:

- 1) perform duties described at this level and supervise at least one IT Professional III or II or Master IT Professional; or

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| IT PROFESSIONAL I | 35* | B | 7.929 |
| IT PROFESSIONAL TRAINEE II | 32* | B | 7.951 |
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CLASS CONCEPTS (cont'd)

IT Professional IV: (cont'd)

- 2) perform duties described at this level within the ~~[Department of Information Technology]~~ *Enterprise IT Services (EITS) Division* for enterprise-level IT systems utilized by multiple departments; or
- 3) perform IT project management a preponderance of the time to include serving as the project leader; planning, organizing, and directing project activities; resolving design conflicts; data administration; resource allocation; contract negotiation; timeline development; critical path tracking; justifying the need for additional resources; and coordinating activities with other work units within and outside the organization as assigned; or
- 4) perform Information Security duties described at this level with at least 70% of the daily activities devoted solely to information security; or
- 5) perform technology planning and consultation duties within ~~[the Department of Information Technology]~~ *EITS*. Technology planning and consultation duties include providing and/or performing: initial contact with agencies to assess their needs and develop their information technology plans; technical support for the Request for Proposal (RFP) process and software and hardware evaluations; guidance and technical assistance in completing appropriate Information Technology (IT) budget request forms; recommendations for feasible and cost effective technical solutions to customer agencies and reviewing agency IT project requests; research, information, testing and training for IT related issues to ensure viable, cost effective technology implementation; and enterprise-wide planning, policy and research.

Incumbents may supervise subordinate staff which may include Master IT Professionals.

Systems Administration: Incumbents perform the technical and professional work associated with the analysis, enhancement, maintenance, and installation of major information systems including different platforms of mainframes or servers and participate in strategic planning for future information systems activity. Incumbents typically work with multiple complex information systems and have departmental and external scope.

Typical tasks include serving as a principal technical resource person for a department's strategic information systems planning group and as a liaison to vendor technical personnel; evaluating and making technical recommendations regarding equipment configurations and associated software; performing system design work in situations of unusual difficulty or in the presence of critical or conflicting requirements; coordinating with other agencies and departments concerning technical issues; and designing monitoring techniques and/or equipment to assess system and application operation and performance.

Network Administration: Incumbents typically have responsibility for server deployment and agency architecture and participate in the fiscal decision-making process and may have primary responsibility for decisions made. Incumbents spend the ~~[majority]~~ *preponderance* of their time on network design/architecture and less time on troubleshooting and maintenance than lower levels in the same IT specialization; typically have administrative control of routers; and serve as project managers and regularly interact with vendors. Failure typically has agency-wide effects.

Typical tasks include diagnosing and optimizing distributed applications interconnectivity issues; designing agency network architecture; placing, testing, and verifying distributed applications interconnectivity; integrating directory services; configuring distributed authentication; supporting multiple platforms; configuring firewalls; designing, configuring, and installing virtual private networks; comparing departmental security policies to State policies; writing security compliance and exception reports; and analyzing authentication logs.

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CLASS CONCEPTS (cont'd)

IT Professional IV: (cont'd)

Database Administration: Incumbents plan, direct, design and coordinate multiple agency databases; establish agency database policies and procedures that are compliant with Statewide policy and procedures; determine information needs to include planning, analyzing, modeling, documenting and designing statewide database systems; enforce established standards and procedures; ensure that databases are available to authorized persons; and participate in State IT activities and policy-making activities and/or serve on various committees and work groups.

Applications Analysis and Development: Incumbents perform the most advanced professional work to solve current and anticipated user problems using the capabilities of an information system; review present and prospective software and/or hardware methodologies in order to keep agency practices current with advancing technology; analyze and resolve implementation design issues in situations of unusual difficulty or in the presence of critical or conflicting requirements; translate user or project requirements characterized by conflicting or critical design parameters into a computer based solution; act as an acknowledged authority on a broad range of developmental and implementation issues and serve as the primary technical resource for lower level personnel; and discover general solution approaches to entire classes of related problems.

Typical tasks include serving as a liaison to IT personnel, vendors, outside users, and others; coordinating with other agencies and departments concerning technical issues; developing and documenting appropriate standards and criteria for acceptable programming, documentation, and systems development life cycle practice; maintaining technical currency in coding techniques; programming proof of concept and implementable applications as assigned; developing, implementing, coding, testing, and documenting a program written in a general purpose programming language.

Information Security: Under general direction, incumbents perform advanced journey level duties and are responsible for directing and managing the division/unit information security program with direct authority for the design, establishment, administration, and execution of a portion of the division/unit information security program which typically has statewide effects.

Incumbents perform all or some of the duties described in the series concept at the division/unit level with at least 70% of their daily activities devoted solely to information security. Incumbents interact with internal and external peers and higher supervisory levels to answer questions requiring explanation or interpretation of information security standard procedures; identify complex information security risks, vulnerabilities, and problems; select the best course of mitigation actions for security issues; and solve security problems involving some conflict and requiring interpretation/application of policy.

IT Professional III: Under general direction, incumbents perform advanced journey level duties and may train, supervise, and evaluate the performance of subordinate staff and/or serve as a project leader as assigned. Incumbents may function as a unit leader to include directing the activities of a branch IT support unit, overseeing projects of limited scope, and coordinating activities with other work groups. This is a supervisory level for Computer Operations and the journey level for Information Security positions.

Computer Operations: Under general direction, incumbents supervise IT Technician Trainees, I's, II's, III's, IV's and subordinate supervisors, in a large computer operations center. Incumbents may be required to supervise IT Technician V's and/or VI's. The operations center (full function data center) has a complex environment and does not depend on any other systems to complete tasks.

Systems Administration: Incumbents perform advanced professional work associated with the analysis, enhancement, maintenance, and installation of application-independent hardware and/or software components

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CLASS CONCEPTS (cont'd)

IT Professional III: (cont'd)

Systems Administration: (cont'd)

of one or more information systems including mainframes or servers. Incumbents typically work with systems that are large and complex, involve multi-user and multi-tasking capabilities, and have departmental scope.

Problems encountered are diverse and occasionally unprecedented so that unique solutions must be researched and implemented.

Typical tasks include evaluating and making technical recommendations regarding equipment configurations and associated software; serving as a liaison to vendor technical personnel; coordinating with other agencies and departments concerning technical issues; and designing and implementing monitoring techniques and/or equipment to assess system and application operation and performance.

Network Administration: Incumbents verify and validate purchase costs and fulfillment of requirements; may integrate servers into a geographically dispersed network; and may have administrative control of routers. Failure could have agency-wide effects.

Typical tasks include configuring virtual local area networks (LANs), verifying interconnectivity of distributed applications, configuring data storage networks, deciding correct and optimal devices to solve service or configuration issues, reporting network capacity and statistics, and designing directory services in a large geographically dispersed network.

Database Administration: Incumbents perform the full range of duties described in the series concept, function independently, exercise administrative control in defining database architecture at an advanced level, are typically located in large State agencies and are responsible for managing multiple statewide databases. Incumbents work independently as the agency's database administrator.

Applications Analysis and Development: Incumbents perform advanced professional work in the analysis of user requirements and development and implementation of computer based solutions; review available hardware and/or software tools to choose implementation platform; perform advanced level analytical and technical work where user or project requirements are of considerable complexity; determine project objectives by analyzing user needs and developing an overall logical model and sequencing of the tasks to be implemented; require detailed knowledge of the user's subject matter; and develop a detailed plan for problem segmentation, inter-module linkage, and implement individual components.

Typical tasks include providing mid-level consultation and/or training for IT personnel and systems users; coordinating with other agencies and departments concerning technical issues; following agency test and validation procedures and suggest improvements; maintaining technical currency in coding techniques; programming prototype and implementable applications as assigned; and developing, implementing, coding, testing, and documenting multiple program segments written in a general purpose programming language.

Incumbents' work potentially involves errors that disable or delay the project in question, causing inconvenience to others and costly repairs; are assigned projects having broad scope and are responsible for successful operation of the project; carry full responsibility for information systems projects of significant size and scope and are expected to resolve design conflicts and perform comparative analysis on the costs/benefits of various implementation alternatives; and work directly affects numerous users and agency programs.

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CLASS CONCEPTS (cont'd)

IT Professional III: (cont'd)

Information Security: Under limited supervision, incumbents perform journey level duties and implement program/project information security tasks with responsibility for the design, establishment, administration, and execution of the assigned portion of the department/division/unit information security program; and for the planning and implementation of information security initiatives at the functional, project or program level. Incumbents perform all or some of the duties described in the series concept at a program/project level with at least 70% of their daily activities devoted solely to information security.

Incumbents interact with internal and external peers and supervisory levels to answer questions requiring explanations or interpretations of information security standard procedures and to solve security problems involving some conflict and requiring interpretation/application of policy.

IT Professional II: Under general supervision, incumbents perform journey level duties and may serve as a lead worker to lower-level IT staff as assigned. This is a supervisory level for the Computer Operations function.

Computer Operations: Under limited supervision, incumbents supervise a shift of IT Technician Trainees, I's, II's, III's, IV's and subordinate supervisors in a large computer operations center, or multiple shifts in a smaller environment. Incumbents may be required to supervise IT Technician V's and/or VI's.

Systems Administration: Incumbents perform professional work in the analysis, enhancement, maintenance, and installation of application-independent hardware and/or software components of one or more information systems including mainframes or servers. Incumbents typically work with systems that involve multi-user and multi-tasking capabilities. Problems encountered tend to be of a recurring kind and solutions are derived through application of standard professional practices and procedures.

Typical tasks include making technical recommendations regarding equipment configurations and associated software and communicate with vendor technical support; performing general system upkeep such as installing vendor supplied changes, backing up and restoring systems and files, monitoring directory services, logging changes, and updating documentation; and implementing monitoring techniques and/or equipment to assess system operation and performance.

Network Administration: Incumbents may configure and deploy servers, may provide technical training and guidance to other networking staff members, and may be asked to obtain quotes and vendor names and provide resource allocation recommendations. Failure is mitigated by limited scope of influence.

Typical tasks include designing directory services, choosing distributed services methodologies, administering data storage networks, configuring primary and secondary authentication, monitoring device capacity, providing basic troubleshooting of network devices using limited administrative access, and implementing limited transport and server security policies.

Incumbents may install workstations or troubleshoot and repair hardware and software problems, however, the focus of positions in this specialty is to plan, design, develop, and verify the logical design and administer the physical deployment of an integrated geographically dispersed information processing network.

Database Administration: Incumbents monitor and maintain the database; install software utilities, tools, and programming languages; and resolve problems in the database caused by application design or processing in a database management environment.

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CLASS CONCEPTS (cont'd)

IT Professional II: (cont'd)

Applications Analysis and Development: Incumbents perform professional and technical work in the analysis of user requirements and development and implementation of computer-based solutions; review available hardware and/or software tools in order to make appropriate recommendations; perform technical work that involves identifying user requirements, coding, development, and implementation of computer based solutions, problem analysis and implementation of a solution in situations of moderate difficulty; analytical and technical work where user or project requirements are of moderate complexity; develop a detailed plan for problem segmentation and inter-module linkage and implement individual components; determine project objectives by analyzing user needs; and determine the nature and sequence of the tasks that must be implemented in order to produce a solution.

Typical tasks include providing basic consultation and/or training for IT personnel and systems users; following agency test and validation procedures; maintaining technical currency in coding techniques; programming prototype applications as assigned; and developing, implementing, coding, testing, and documenting one or more significant program segments written in a general-purpose programming language.

Incumbents' work potentially involves errors that disable or delay the project in question, causing inconvenience to others and additional costs to correct; are assigned projects that tend to be limited in scope and are responsible for successful operation of the project; ~~and~~ work directly affects users of the project; and actions and decisions affect important, ongoing projects within an agency.

Information Security: *Under general supervision, incumbents either:*

- 1) *continue to receive training in the performance of duties described in the series concept. This is the continuing trainee level in the series and progression to the next level in the series may occur upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority, or*
- 2) *function at the sub-journey level and perform duties described in the series concept in a more limited capacity as determined by the agency and EITS. Positions may be permanently allocated at this level and there is no progression to the next level.*

IT Professional I: Under general supervision, incumbents perform duties as continuing trainees. This is a supervisory level for the Computer Operations function.

Computer Operations: Under general supervision, incumbents supervise IT Technician Trainees, I's, II's, III's, and IV's. Some incumbents may be required to supervise IT Technician V's and/or VI's.

Systems Administration, Network Administration, Database Administration, Applications Analysis and Development, Information Security: Incumbents *continue to* receive training in the performance of many of the duties described in the series concept. *This is a continuing trainee level in the series and [P] progression to the next level in the series may occur upon meeting minimum qualifications, satisfactory performance, and with the [approval] recommendation of the appointing authority.*

IT Professional Trainee II: Under close supervision of a higher-level IT Professional, incumbents *continue to* acquire the requisite knowledge, skills, and abilities and gain experience in a specialized information technology area such as *computer operations*, systems administration, network administration, database administration, ~~or~~ applications analysis and development, *or information security*. ~~[Incumbents perform a variety of IT-related duties as trainees.]~~ *This is a continuing trainee level in the series and progression to the next level in the series may occur upon meeting minimum qualifications, satisfactory performance, and with the [approval]*

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CLASS CONCEPTS (cont'd)

IT Professional Trainee II: (cont'd)
recommendation of the appointing authority.

IT Professional Trainee I: *Under close supervision of a higher-level IT Professional, incumbents learn and become familiar with one or more specialized information technology areas to include, but are not limited to, the following:*

Systems Administration: *Incumbents learn basic system administration skills which include, but are not limited to problem solving, infrastructure networking, cloud computing, automation and scripting, hardware management, security and monitoring as well as access management.*

Network Administration: *Incumbents learn basic local area network (LAN) administration skills that can translate into basic wide area networking skills which include understanding of IP addressing, wire and cable installation and troubleshooting, basic LAN switch configuration, low-level troubleshooting, LAN documentation, LAN monitoring, and foundational wireless LAN security.*

Database Administration: *Incumbents learn to implement, support, and maintain the overall database infrastructure and services for an organization, including the application of basic security measures to configure environments to ensure privacy, confidentiality, and data protection.*

Applications Analysis and Development: *Incumbents learn to perform a wide variety of job functions that apply relevant theories, methods, tools, and interpersonal skills to design, build, operate, monitor, and control a software program, application, or series of software programs or applications.*

Information Security: *Incumbents learn foundational information security concepts and best practices including: vulnerability management, threat intelligence, access controls, incident response, business continuity, disaster recovery, and development of security policy and standards.*

This is the trainee level in the series and progression to the next level in the series may only occur upon successful completion of the assigned apprenticeship training program, meeting minimum qualifications, and with the recommendation of the appointing authority. Failure to complete the training within the specified time frame will result in termination from the apprenticeship training program unless there are extenuating circumstances which will be reviewed by the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * Some positions are subject to call-out or call-back.
- * Some positions require specialized certification that will be identified at the time of recruitment.
- * Some positions require statewide travel.
- * Some positions require work on evenings, weekends, and/or holidays.

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MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

In addition, some positions in Computer Operations require:

- * IT Professional III – One year of the required experience must have been in a supervisory capacity.

INFORMATIONAL NOTES:

- * Some positions require an applicant to undergo a background investigation prior to appointment. These positions will be identified at the time of recruitment.
- * Applicants for positions in this series may have a combination of complementary education, experience, knowledge, skills, and abilities that qualify for the class level and specialty being recruited.

Additional Informational Notes for Information Security positions:

- * International Information Systems Security Certification Consortium, Inc (ISC²) – Certified Information System Security Professional (CISSP) is equivalent to three years of experience.
- * Information Systems Audit and Control Association (ISACA) – Certified Information Security Manager (CISM) is equivalent to two years of experience.
- * Global Information Assurance Certification (GIAC) – Security Expert is equivalent to two years of experience.
- * Other nationally recognized information security certifications may be substituted for up to one year of experience.
- * Nevada Information Security Professional (NISP) or CISSP certification must be obtained within 12 months of appointment and maintained as a condition of continued employment.

Additional Informational Notes for IT Professional Trainee I positions:

- * *At the IT Professional Trainee I, obtainment of an Associate Level Certification(s) issued by the appropriate institution(s), as approved by EITS, will allow for automatic progression to the IT Professional Trainee II level.*
- * *Some positions in this series have been identified as participating in the Nevada System of Higher Education's (NSHE) Apprenticeship Program and may require applicants to be either currently enrolled at an NSHE institution or have graduated from an NSHE institution within the last five years. These positions will be identified at the time of recruitment.*

IT PROFESSIONAL IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university [~~with major course work~~] in computer science, management information systems, or closely related field and five years of [~~progressively responsible~~] professional IT experience relevant to the duties of the position which may include systems administration, network administration, database administration, applications analysis and development, and/or information security, two years of which were at the advanced journey level or in a supervisory or project management capacity; **OR** Bachelor's degree from an accredited college or university [~~with major course work~~] in computer science, management information systems, or closely related field and five years of [~~progressively responsible~~] professional IT experience which may include systems administration, network administration, database administration, applications analysis and development, and/or information security, relevant to the duties of the position, two years of which were at the journey level in information security; **OR** two years of relevant experience as an IT Professional III in Nevada State service;

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MINIMUM QUALIFICATIONS (cont'd)

IT PROFESSIONAL IV (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

OR an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

Systems Administration:

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

Detailed knowledge of: principles of designing test procedures; principles, practices, and procedures required to design, analyze, and maintain software; principles, tools, and techniques as applied to writing and modifying programs; systems programming languages and techniques. **Working knowledge of:** capacity planning techniques; performance monitoring principles and related software products; telecommunication technology and related systems software; various systems software products and their interrelationships; vendor procedures for applying maintenance and temporary fixes. **General knowledge of:** supervisory principles and techniques if applicable to the assignment. **Ability to:** analyze and diagnose operational hardware and software problems occurring in a computer environment; anticipate and plan for future information system technologies; assign work to and coordinate and train subordinate personnel; develop and prioritize task lists and resolve problems; develop technical specifications for bid requests and analyze vendor responses; implement statewide, multi-departmental operating systems; provide high-level technical consultation and training. **Skill in:** developing specialized programs for other programmers; improving the performance of complex computer systems; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

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

Detailed knowledge of: State regulations related to IT and purchasing. **Working knowledge of:** personnel administration. **Ability to:** train, supervise, and evaluate the performance of assigned personnel.

Network Administration:

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

Detailed knowledge of: the methodology for implementing distributed applications; network authentication; data storage networks; network security design and implementation; network communications hardware such as routers, switches, and firewalls; systems integration, hardware, and data communications; virtual private networks and virtual LANs; network performance trending and network utilization; data processing systems; network design and architecture. **Working knowledge of:** network file and application servers, project management, directory services integration, intrusion detection/prevention systems logs, data encryption methodologies. **General knowledge of:** supervisory practices if applicable to the assignment. **Ability to:** configure and deploy firewalls, routers, and switches; present network design recommendations to management; implement network design changes; provide technical training, direction, and leadership; plan, organize, and direct projects; provide communications protocol analysis for large applications; design and configure virtual private networks; interpret authentication logs; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

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

Detailed knowledge of: State regulations related to IT and purchasing. **Working knowledge of:** personnel administration. **Ability to:** train, supervise, and evaluate the performance of assigned personnel.

Database Administration:

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

Detailed knowledge of: database and operating system performance tuning and monitoring; database backup and recovery scenarios and methodologies; software installation, configuration, and maintenance; structured

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MINIMUM QUALIFICATIONS (cont'd)

IT PROFESSIONAL IV (cont'd)

Database Administration: (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 query language. **Ability to:** analyze and recommend the purchase/lease of client server applications, database products, and development and integration tools; provide effective and responsive customer service in a computing environment directly supporting business operations; design, code and debug stored procedures and functions; lead the architecture, design, and implementation of new database applications; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

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

Detailed knowledge of: State regulations related to IT and purchasing. **Working knowledge of:** personnel administration. **Ability to:** train, supervise, and evaluate the performance of assigned personnel.

Applications Analysis and Development:

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

Detailed knowledge of: access methods and file structures; at least one formal systems design methodology; principles of designing test procedures; principles, practices and procedures required to develop, design, and implement information system-based solutions in a wide range of problem domains; strengths and limitations of several general-purpose programming languages (in software-oriented positions). **Working knowledge of:** project control techniques, including cost estimating and resource scheduling. **General knowledge of:** a network topology and protocol; computer platforms, capabilities, and support software; supervisory principles and techniques if applicable to the assignment; telecommunications principles and support software. **Ability to:** assign work to and coordinate and train subordinate personnel; extract logical commonalities among classes of problems; select appropriate data structures and algorithms to achieve efficient problem representation and resolution; translate data structures and algorithms. **Skill in:** problem solving, analysis and synthesis; *and all knowledge, skills and abilities required at the lower levels in the same IT Professional specialization.*

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

Detailed knowledge of: State regulations related to IT and purchasing. **Working knowledge of:** personnel administration. **Ability to:** train, supervise, and evaluate the performance of assigned personnel.

Information Security:

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

Working knowledge of: current principles, theories, practices and procedures related to information security management; five of the ten information security domains; general-purpose security controls; current information security trends and technologies; strategic planning and project management at the division/work unit level; policy development and implementation; methods and techniques used to safeguard against accidental or unauthorized modification, destruction or disclosure of data to meet security needs; interagency business practices and principles. **Ability to:** identify complex information security risks, vulnerabilities and problems; select the best course of mitigation actions for security issues; assess the security and/or vulnerability of information assets to assist in developing a risk assessment of multiple security domains; assess costs and present alternatives for the assigned area of responsibility; analyze data, solve problems and make appropriate decisions within five of the ten domains; design appropriate solutions to complex security problems; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

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MINIMUM QUALIFICATIONS (cont'd)

IT PROFESSIONAL IV (cont'd)

Information Security: (cont'd)

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

Working knowledge of: departmental regulations, policies, standards, and procedures related to IT systems, services, and security. **General knowledge of:** State personnel and purchasing regulations.

IT PROFESSIONAL III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university [~~with major course work~~] in computer science, management information systems, or closely related field and three years of [~~progressively responsible~~] professional IT experience relevant to the duties of the position which may include computer operations, systems administration, network administration, database administration, applications analysis and development, and/or information security, one year of which was at the journey level; **OR** one year of relevant experience as an IT Professional II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

Computer Operations:

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

Detailed knowledge of: basic elements of programming in order to generate all required reports and special projects as required of the data processing section; computer operating system including all functions, schedules, workflows, and processes; data communication networks; principles of operation, capabilities and limitations of a computer system and related environmental equipment in order to efficiently and effectively produce the final work product; supervisory principles and techniques. **Working knowledge of:** diagnostic procedures as needed in verifying systems; principles of operation, capabilities and limitations of a computer system and related equipment to produce the final work product efficiently and effectively; the principles of operation, capabilities and limitations of a multi-programming computer system and related equipment. **General knowledge of:** computer programming documentation techniques as needed in setting up and verifying systems programs. **Ability to:** analyze and develop current and proposed computer operation procedures for efficient and effective operations; anticipate changes and new directions within the data processing environment; plan, organize and direct a twenty-four hour, seven-day-a-week shift operation of a computer system; understand and apply technical manuals, environmental requirements and physical planning; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

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

Detailed knowledge of: State regulations related to IT, purchasing, and personnel administration; workflow within the agency.

Systems Administration:

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

Detailed knowledge of: Some positions require knowledge of specific departmental information systems. **Working knowledge of:** principles of designing test procedures; principles, practices, and procedures required to design, analyze, and maintain software; principles, tools, and techniques as applied to writing and modifying programs; systems programming languages and techniques. **General knowledge of:** capacity planning techniques; performance monitoring principles and related software products; telecommunication technology and related systems software; various systems software products and their interrelationships; vendor procedures for applying maintenance and temporary fixes. **Ability to:** communicate effectively orally

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| IT PROFESSIONAL IV | 42* | B | 7.921 |
| IT PROFESSIONAL III | 40* | B | 7.925 |
| IT PROFESSIONAL II | 38* | B | 7.926 |
| IT PROFESSIONAL I | 35* | B | 7.929 |
| IT PROFESSIONAL TRAINEE II | 32* | B | 7.951 |
| <i>IT PROFESSIONAL TRAINEE I</i> | <i>29</i> | <i>E</i> | <i>7.953</i> |

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MINIMUM QUALIFICATIONS (cont'd)

IT PROFESSIONAL III (cont'd)

Systems Administration: (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
and in writing; evaluate and tailor information system hardware and/or software to meet local requirements; implement auxiliary software and subsystems; maintain effective working relationships with others; provide mid-level technical consultation and training; recommend and implement system changes. **Skill in:** implementing changes to a variety of networking systems; managing large volumes of data on various storage media; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: State purchasing procedures; the principles of training, coaching, and supervision if applicable to the position.

Network Administration:

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Detailed knowledge of: directory services; network operating systems; network problem troubleshooting; concepts, characteristics, and capabilities of network based applications; current and emerging trends in developing computer networking technology; principles and practices of data backup and recovery; the principles, practices, and techniques used to install, maintain, and support LANs and wide area networks (WANs); computer network communication protocols; the concepts, characteristics, and capabilities of computer operating systems. **Working knowledge of:** the methodology for implementing distributed applications; network authentication; data storage networks; network security design and implementation; network communications hardware such as routers, switches, and firewalls; systems integration and optimization; virtual private networks and virtual LANs. **Ability to:** recommend hardware to solve network issues; verify router configuration and optimize routes; perform cost/benefit analysis; present network design concepts to management and users; integrate servers into a geographically dispersed network; participate in vendor interaction and verify that requirements are met; verify efficient interconnectivity of distributed applications; verify network capacity and provide utilization statistics; configure and upgrade data storage networks; solve network problems; interpret technical manuals; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: State purchasing procedures; the principles of training, coaching, and supervision if applicable to the position.

Database Administration:

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Detailed knowledge of: physical and logical database structure and design; database backup and recovery scenarios and methodologies; database security management and data integrity. **Working knowledge of:** computer and network operating systems, computer hardware, and communications systems; database and operating system performance tuning monitoring; business practices and procedures; customer service standards and procedures; business software, systems analysis, systems design, system development lifecycle, and information architecture to effectively design and create databases; structured query language. **Ability to:** coordinate system design, applications and software programming, and computer operations activities relative to the database environment; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

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| IT PROFESSIONAL IV | 42* | B | 7.921 |
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| IT PROFESSIONAL I | 35* | B | 7.929 |
| IT PROFESSIONAL TRAINEE II | 32* | B | 7.951 |
| <i>IT PROFESSIONAL TRAINEE I</i> | <i>29</i> | <i>E</i> | <i>7.953</i> |

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MINIMUM QUALIFICATIONS (cont'd)

IT PROFESSIONAL III (cont'd)

Database Administration: (cont'd)

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

Working knowledge of: State purchasing procedures; the principles of training, coaching, and supervision if applicable to the position.

Applications Analysis and Development:

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

Detailed knowledge of: basic programming techniques such as table handling and on-line file updates; general purpose programming languages (in software-oriented positions); principles, tools and techniques as applied to writing, modifying, and documenting programs; techniques of diagramming program flow.

Working knowledge of: access methods and file structures; at least one formal systems design methodology; principles of designing test procedures; principles, practices and procedures required to develop, design, and implement information system-based solutions in a wide range of problem domains. **General knowledge of:** project control techniques, including cost estimating and resource scheduling. **Ability to:** utilize interactive programming techniques; logically analyze problems of considerable complexity; test and validate information systems; *and all knowledge, skills, and abilities required at the lower levels in the same IT Professional specialization.*

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

Working knowledge of: State purchasing procedures; the principles of training, coaching, and supervision if applicable to the position.

Information Security:

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

Working knowledge of: three of the ten security domains; current principles, theories, practices, and procedures of information security management. **General knowledge of:** general-purpose security controls; current information security trends and technologies. **Ability to:** develop plans to safeguard against accidental or unauthorized modification, destruction or disclosure of data to meet security needs; assess costs and present alternatives for the assigned area of responsibility; participate in long-term projects and strategic planning; organize resources and materials in order to meet project timelines; assess the security and/or vulnerability of information assets to assist in developing a risk assessment; analyze data, solve problems and make appropriate decisions within three of the ten domains; provide effective and responsive customer service; establish and maintain positive working relationships with others; develop and implement information security training materials and workshops. **Skill in:** technical writing, report preparation and oral communication.

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

Working knowledge of: State and department regulations, policies, standards, and procedures; Nevada Revised Statutes pertaining to information systems, services, and security. **General knowledge of:** State Personnel regulations and processes. **Ability to:** identify information security risks, vulnerabilities, and problems for an agency. **Skill in:** agency business principles, practices, and activities.

IT PROFESSIONAL II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university [~~with major course work~~] in computer science, management information systems, or closely related field and two years of [~~progressively responsible~~] professional IT experience relevant to the duties of the position which may include computer operations, systems administration, network administration, database administration, [~~and/or~~]

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| IT PROFESSIONAL IV | 42* | B | 7.921 |
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| IT PROFESSIONAL I | 35* | B | 7.929 |
| IT PROFESSIONAL TRAINEE II | 32* | B | 7.951 |
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MINIMUM QUALIFICATIONS (cont'd)

IT PROFESSIONAL II (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

applications analysis and development, *and/or information security*; **OR** two years of experience as an IT Professional I in Nevada State service; **OR** four years of relevant technical experience as an IT Technician IV or above in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

Computer Operations:

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

Working knowledge of: basic elements of programming in order to generate all required reports and special projects as required of the data processing section; computer operating system including all functions, schedules, workflows, and processes: data communication networks; principles of operation, capabilities and limitations of a computer system and related environmental equipment in order to efficiently and effectively produce the final work product; supervisory principles and techniques. **General knowledge of:** diagnostic procedures as needed in verifying systems; principles of operation, capabilities and limitations of a computer system and related environmental equipment to produce the final work product efficiently and effectively; the principles of operation, capabilities and limitations of a multi-programming computer system and related equipment. **Ability to:** plan, organize and direct a shift or multi-shift operation of a computer system to facilitate the workflow; *and all knowledge, skills, and abilities required at the lower level in the same IT Professional specialization.*

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

Detailed knowledge of: State regulations related to IT and purchasing; workflow within the agency. **Working knowledge of:** personnel administration. **Ability to:** train, supervise, and evaluate the performance of assigned personnel.

Systems Administration:

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

Detailed knowledge of: strengths and limitations of several general-purpose programming languages. **Working knowledge of:** specific departmental information systems (select positions). **General knowledge of:** principles of designing test procedures; principles, practices, and procedures required to design, analyze, and maintain software; principles, tools, and techniques as applied to writing and modifying programs; systems programming languages and techniques. **Ability to:** make decisions and use independent judgment (independently choose appropriate action after reviewing alternatives); provide general technical consultation and training; recommend and implement systems change. **Skill in:** interviewing users to identify needs; problem solving, analysis and synthesis; solving information systems problems; some positions may require skill in the use of LAN management software, audio generating equipment, data concentrators, front-end processors, data scopes and recorders, tone modulation test sets, and voice frequency (VF) monitoring equipment; *and all knowledge, skills, and abilities required at the lower level in the same IT Professional specialization.*

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

Detailed knowledge of: departmental policies and procedures related to systems administration.

Network Administration:

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

Working knowledge of: directory services; network operating systems; network security practices; network problem troubleshooting; the concepts, characteristics, and capabilities of network-based applications; current and emerging trends in developing computer networking technology; the principles and practices of data

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| IT PROFESSIONAL I | 35* | B | 7.929 |
| IT PROFESSIONAL TRAINEE II | 32* | B | 7.951 |
| <i>IT PROFESSIONAL TRAINEE I</i> | 29 | E | 7.953 |

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MINIMUM QUALIFICATIONS (cont'd)

IT PROFESSIONAL II (cont'd)

Network Administration: (cont'd)

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

backup and recovery; the principles, practices, and techniques used to install, maintain, and support LANs and WANs; the concepts, characteristics, and capabilities of computer operating systems. **General knowledge of:** methodology for implementing distributed applications; network authentication; data storage networks. **Ability to:** write performance and utilization reports; collect and analyze data; implement network changes or additions; communicate complex technical concepts and terminology to agency management and network users; implement and maintain directory services; resolve issues quickly with minimal outside help; configure and deploy servers; configure user rights and permissions; monitor device utilization; interpret information security policies; install workstations; troubleshoot hardware and software; understand technical manuals; verify compliance with information security policies.

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

Detailed knowledge of: departmental policies and procedures related to network administration.

Database Administration:

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

Working knowledge of: physical and logical database structure and design; database backup and recovery scenarios and methodologies; database security management and data integrity. **General knowledge of:** database and operating system performance tuning monitoring; business practices and procedures; customer service standards and procedures; business software, systems analysis, systems limitations of a computer system and related environmental equipment in order to efficiently and effectively produce the final work product; supervisory principles and techniques design, system development lifecycle, and information architecture to effectively design and create databases; computer and network operating systems, computer hardware, and communications systems; structured query language. **Ability to:** work effectively on multiple projects with overlapping deadlines; communicate and work well with changing priorities and frequent interruptions. **Skill in:** code migration, database change management, and data management through the various stages of the development life cycle; technical writing and report preparation; *and all knowledge, skills, and abilities required at the lower level in the same IT Professional specialization.*

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

Detailed knowledge of: departmental policies and procedures related to database administration.

Applications Analysis and Development:

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

Working knowledge of: at least one general purpose programming language (in software-oriented positions); basic programming techniques such as table handling and on-line file updates; principles, practices, and procedures required to design and implement information systems-based solutions; principles, tools and techniques as applied to writing, modifying, and documenting programs; techniques of diagramming program flow. **General knowledge of:** access methods and file structures; at least one formal systems design methodology; principles of designing test procedures; principles, practices and procedures required to develop, design, and implement information system-based solutions in a wide range of problem domains. **Ability to:** decompose problems into constituent parts; interview users to identify needs; make decisions and use independent judgment (independently choose appropriate action after reviewing alternatives); test and validate systems; *and all knowledge, skills, and abilities required at the lower level in the same IT Professional specialization.*

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| IT PROFESSIONAL IV | 42* | B | 7.921 |
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MINIMUM QUALIFICATIONS (cont'd)

IT PROFESSIONAL II (cont'd)

Applications Analysis and Development: (cont'd)

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

Detailed knowledge of: departmental policies and procedures related to applications analysis and development.

IT PROFESSIONAL I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university [~~with major course work~~] in computer science, management information systems, or closely related field and one year of IT experience relevant to the duties of the position which may include computer operations, systems administration, network administration, database administration, [~~and/or~~] applications analysis and development, *and/or information security*; **OR** one year of experience as an IT Professional Trainee II in Nevada State service; **OR** three years of relevant technical experience equivalent to an IT Technician IV or above in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

Computer Operations:

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

General knowledge of: basic elements of programming in order to generate all required reports and special projects as required of the data processing section; computer operating system including all functions, schedules, workflows, and processes; data communication network; principles of operation, capabilities and **Ability to:** analyze and develop current and proposed computer operation procedures for efficient and effective operations; communicate effectively orally and in writing; correctly identify, diagnose, and rectify problems related to computer operations; evaluate equipment utilization and output in order to provide management with recommendations concerning hardware/software purchases; maintain effective working relationships with others; make decisions and use independent judgment (independently choose appropriate action after reviewing alternatives); order and maintain supplies; organize and direct disk and tape libraries; understand and apply technical manuals; *and all knowledge, skills, and abilities required at the lower level.*

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

Detailed knowledge of: workflow within the agency. **Working knowledge of:** State regulations related to IT, purchasing and personnel administration.

Systems Administration:

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

Working knowledge of: strengths and limitations of several general-purpose programming languages. **General knowledge of:** principles of designing test procedures; programming techniques; some positions require knowledge of specific departmental information systems. **Ability to:** communicate effectively orally and in writing; maintain effective working relationships with others. **Skill in:** problem solving, analysis and synthesis; *and all knowledge, skills, and abilities required at the lower level.*

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for IT Professional II – Systems Administration.)

Network Administration:

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

General knowledge of: directory services; network operating systems; network security practices; network

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| IT PROFESSIONAL IV | 42* | B | 7.921 |
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| IT PROFESSIONAL I | 35* | B | 7.929 |
| IT PROFESSIONAL TRAINEE II | 32* | B | 7.951 |
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MINIMUM QUALIFICATIONS (cont'd)

IT PROFESSIONAL I (cont'd)

Network Administration:

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 problem troubleshooting; the concepts, characteristics, and capabilities of network-based applications; current and emerging trends in developing computer networking technology; the principles and practices of data backup and recovery; the principles, practices, and techniques used to install, maintain, and support LANs and WANs; the concepts, characteristics, and capabilities of computer operating systems. **Ability to:** communicate effectively orally and in writing; establish and maintain effective working relationships with others; exercise judgment and creativity; investigate and analyze information and draw conclusions; learn and adapt to new technologies; logically analyze problems of limited complexity; maintain effective working relationships with others; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for IT Professional II – Network Administration.)

Database Administration:

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: programming languages and techniques; application development. **General knowledge of:** current database methods and concepts; systems analysis and design; database systems and applications. **Ability to:** read and interpret technical manuals and specification documents on hardware and software; establish and maintain effective working relationships with others; communicate effectively orally and in writing; learn and adapt to new technologies; exercise judgment and creativity; investigate and analyze information and draw conclusions. **Skill in:** analysis, problem solving and decision-making; organization and time management; one or more application programming languages and techniques; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for IT Professional II – Database Administration.)

Applications Analysis and Development:

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
General knowledge of: at least one general purpose programming language (in software-oriented positions); basic programming techniques such as table handling and on-line file updates; principles, practices, and procedures required to design and implement information systems-based solutions; principles, tools and techniques as applied to writing, modifying, and documenting programs; techniques of diagramming program flow. **Ability to:** communicate effectively orally and in writing; logically analyze problems of limited complexity; maintain effective working relationships with others; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for IT Professional II – Applications Analysis and Development.)

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| IT PROFESSIONAL IV | 42* | B | 7.921 |
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| IT PROFESSIONAL II | 38* | B | 7.926 |
| IT PROFESSIONAL I | 35* | B | 7.929 |
| IT PROFESSIONAL TRAINEE II | 32* | B | 7.951 |
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IT PROFESSIONAL TRAINEE II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university [~~with major course work~~] in computer science, management information systems, or closely related field; *OR Associate's degree from an accredited college or university in computer science, management information systems, or closely related field and one year of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals; OR graduation from high school or equivalent education and two years of experience as described above; OR one year of experience as an IT Professional Trainee I in Nevada State service; OR [two] one year[s] of [relevant technical] experience equivalent to an IT Technician [IV] III or above in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)*

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

Working knowledge of: theories, principles, and concepts related to IT; modern computer hardware and software; *practices and procedures common to the IT area to which assigned. General knowledge of:* sources of information and research techniques; problem-solving methods. **Ability to:** communicate effectively both [~~orally~~] *verbally* and in writing; establish and maintain effective working relationships with others; analyze data and reach logical conclusions; learn to perform professional level duties in a specialized area of information technology; write grammatically correct business correspondence; read and understand technical information.

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

~~[Working knowledge of: practices and procedures common to the IT area to which assigned; agency policies related to assigned activities.] (These are identical to the Entry Level Knowledge, Skills, and Abilities required for IT Professional I.)~~

IT PROFESSIONAL TRAINEE I

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in computer science, management information systems, or closely related field; OR graduation from high school or equivalent education and one year of experience utilizing the fundamentals of typical computer systems, operating systems, applications, and peripherals; OR one year of experience equivalent to an IT Technician II in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)

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

Working knowledge of: computer hardware, software, and peripherals; current computer technology and trends. General knowledge of: help desk applications as used for change/problem management; commercially available operating systems and applications; principles and practices of a computer system and peripheral devices as needed to operate and monitor a system; user password security principles and practices. Ability to: communicate with a higher-level IT staff member to facilitate resolution of program/job quality problems; learn to perform IT duties in a specialized area of information technology.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for IT Professional Trainee II.)

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

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| IT PROFESSIONAL IV | 42* | B | 7.921 |
| IT PROFESSIONAL III | 40* | B | 7.925 |
| IT PROFESSIONAL II | 38* | B | 7.926 |
| IT PROFESSIONAL I | 35* | B | 7.929 |
| IT PROFESSIONAL TRAINEE II | 32* | B | 7.951 |
| <i>IT PROFESSIONAL TRAINEE I</i> | 29 | <i>E</i> | <i>7.953</i> |

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| | <u>7.921</u> | <u>7.925</u> | <u>7.926</u> | <u>7.929</u> | <u>7.951</u> | <u>7.953</u> |
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| ESTABLISHED: | 7/1/95P 9/16/94PC | 7/1/95P 9/16/94PC | 7/1/95P 9/16/94PC | 7/1/95P 9/16/94PC | 7/1/95P 9/16/94PC | <i>6/15/22UC</i> |
| REVISED: | 7/1/97LG | 7/1/97LG | 7/1/97LG | 7/1/97LG | 7/1/97LG | |
| REVISED: | 7/1/05P 10/1/04PC | 7/1/05P 10/1/04PC | 7/1/05P 10/1/04PC | 7/1/05P 10/1/04PC | | |
| REVISED: | | | | | 3/25/05PC | |
| REVISED: | 7/1/07P 8/11/06PC | 7/1/07P 8/11/06PC | 7/1/07P 8/11/06PC | 7/1/07P 8/11/06PC | 7/1/07P 8/11/06PC | |
| REVISED: | 5/15/09PC | | | 5/15/09PC | 5/15/09PC | |
| REVISED: | 7/1/17LG | 7/1/17LG | 7/1/17LG | 7/1/17LG | 7/1/17LG | |
| REVISED: | 8/28/17UC | 8/28/17UC | 8/28/17UC | 8/28/17UC | 8/28/17UC | |
| <i>REVISED:</i> | <i>6/15/22UC</i> | | <i>6/15/22UC</i> | <i>6/15/22UC</i> | <i>6/15/22UC</i> | |



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|---|------------------|-----------------|---------------------|
| ELECTRONICS TECHNICIAN III IV | 33 | C | 6.987 |
| <i>ELECTRONICS TECHNICIAN III</i> | <i>32</i> | <i>C</i> | <i>6.986</i> |
| ELECTRONICS TECHNICIAN II | 31 | C | 6.981 |
| ELECTRONICS TECHNICIAN I | 28 | C | 6.988 |

SERIES CONCEPT

Electronics Technicians perform work requiring the application of electronic principles and practices involving the installation, maintenance, calibration, repair, programming, and modification of a variety of electronic and computerized equipment including test equipment, computers, monitors, radios (including hand held, mobile, base stations and repeaters), televisions, audiovisual equipment, alarm systems, telephone interconnect and switching equipment, data terminals and printing systems, grounding systems and surge protection equipment.

Repair, align and program units, systems, and circuits down to component or module level and troubleshoot electronic and other peripheral equipment using equipment such as oscilloscopes, digital multimeters, power supplies, signal generators, communication break-out boxes, telephone test sets, microcomputers and microprocessors, diagnostic programs, and various hand and power tools to keep equipment operational.

Repair, calibrate, program, and maintain test equipment listed above using applied theory and tools to ensure continued operation of equipment.

Install cabling and cable distribution systems in facilities allowing telephone and data systems to be interconnected and distributed to offices and buildings as necessary.

Maintain assigned inventory of parts and equipment; ~~and~~ maintain replacement and repair stock by researching part numbers, descriptions, and prices; coordinate with vendors, private industry, federal and State agencies in the purchase, repair, maintenance, and modification of an agency's electronic and computerized equipment.

Prepare and maintain documentation of work completed, associated files and vendor information for the assigned work area to provide a tracking system for completed maintenance and installation; establish and update records and schematics pertaining to equipment installed and maintained; perform software and configuration changes and updates.

Assist agency staff with equipment usage and technical problems regarding equipment failures.

Develop custom circuit boards and sub-systems to provide necessary components which are unavailable from commercial sources, or which require modification for use with existing components and systems to facilitate reliable, efficient, cost-effective service to the agency.

Perform related duties as assigned.

CLASS CONCEPTS

Electronics Technician ~~III~~ IV: Under general direction, incumbents in a non-correctional environment perform the full range of duties in the series concept and supervise a staff of Electronics Technicians. Supervisory duties

| | | | |
|---|----|---|-------|
| ELECTRONICS TECHNICIAN [HH] IV | 33 | C | 6.987 |
| <i>ELECTRONICS TECHNICIAN III</i> | 32 | C | 6.986 |
| ELECTRONICS TECHNICIAN II | 31 | C | 6.981 |
| ELECTRONICS TECHNICIAN I | 28 | C | 6.988 |

CLASS CONCEPTS (cont'd)

Electronics Technician ~~[HH]~~IV: (cont'd)

include, ~~[training, assigning and reviewing work, establishing work performance standards, preparing and conducting performance evaluations and recommending disciplinary action.]~~ *but are not limited to, performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline.*

In addition to supervisory responsibilities, Electronic Technician ~~[HH's]~~ IVs are further distinguished from lower-level technicians by responsibility for comparative analysis of existing equipment with proposed improvements to ensure compatibility of old and new system parts, technology, and techniques. Incumbents adapt new systems to improve reliability, efficiency, and cost effectiveness; develop and implement technical parameters and standard practices for the installation, maintenance, calibration, and repair of electronic and computerized equipment; perform needs analysis and write detailed plans and other documentation to meet identified needs including annual work plans, improvements, and strategy.

In a correctional environment, Electronics Technician ~~[HH's]~~ IV's lead an inmate crew and install, assemble, adjust, clean, calibrate, program and repair programmable logic controllers, fire warning/alarm systems, teleconferencing equipment, computerized escaped convict alarm system, personal objects X-ray screening machines, and door, gate, and telephone security alarm systems. Inmate performance is documented through completion of periodic progress reports. Incumbents are responsible for implementing security procedures to include securing the work area from unauthorized inmates and accountability for assigned inmates, staff, tools, and equipment. To warrant allocation to this class, supervision of a crew of inmates within and outside the institution and transportation to other institutions for performance of maintenance must be a regular and reoccurring duty.

***Electronics Technician III:** Under general direction, incumbents perform the full range of duties described in the series concept and function as a lead worker over lower-level Electronics Technicians to include providing input regarding performance, work assignment and review, and training staff. In addition, positions may coordinate fire alarm testing and training on fire alarm notification equipment. This is the lead worker in the series.*

Electronics Technician II: Under limited ~~[direction]~~supervision, incumbents perform the full range of duties in the series concept. This is the journey level in the series.

Electronics Technician I: Under close supervision, incumbents receive training in the performance of all or part of the duties *described* in the series concept. This is the ~~[entry]~~trainee level in the series and progression to the next level may occur upon meeting the minimum requirements, *satisfactory performance*, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to a pre-employment screening for controlled substances.
- * Some positions require the ability to lift 40 pounds over head.
- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTES:

- * Some positions require passing a non-custody correctional training course.

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| ELECTRONICS TECHNICIAN III IV | 33 | C | 6.987 |
| <u>ELECTRONICS TECHNICIAN III</u> | 32 | C | 6.986 |
| ELECTRONICS TECHNICIAN II | 31 | C | 6.981 |
| ELECTRONICS TECHNICIAN I | 28 | C | 6.988 |

Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES: (cont'd)

- * Some positions require the State of Nevada certification for fire alarm 'F' card within 90 days of employment.

ELECTRONICS TECHNICIAN ~~III~~IV

EDUCATION AND EXPERIENCE: Associate's degree [~~in electronics or closely related field~~] from an accredited college, *university*, or technical school *in electronics or closely related field* and three years of [~~related~~] experience performing [~~electronic technician~~] work involving the installation, maintenance, calibration, repair and modification of a variety of electrical and computerized equipment; OR graduation from high school or equivalent education and four years of experience as described above; OR one year of *experience* as *either an Electronics Technician III or* an Electronics Technician II in Nevada State service; OR an equivalent combination of education and experience as described above. (See *Special Requirements and Informational Notes*)

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

Working knowledge of: technological advances in modern electronic equipment and systems; video theory and principles of telephone operations and data networks. **Ability to:** read and interpret blueprints, drawings and specifications; compare existing equipment with proposed improvements to ensure compatibility; repair and troubleshoot microprocessor based equipment; fabricate printed circuit assemblies including layout, soldering and wire wrapping; install, operate and troubleshoot personal computers and diagnostic software, operating systems, and interfacing hardware; determine labor and supply requirements for installation, maintenance and repair; isolate and diagnose electronic problems and equipment malfunctions; determine cabling installation and network needs according to system requirements; maintain records and prepare reports; assess requirements and determine specifications; plan and organize projects and coordinate work with others; *and all knowledge, skills, and abilities required at the lower levels.*

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

Working knowledge of: personnel principles and practices; functions of the different divisions of the agency to obtain needed information and/or where to direct questions; agency policy and procedure as applied to assigned projects; State and/or agency purchasing rules and regulations. **Ability to:** supervise the activities of assigned staff including project scheduling, delegating responsibility, providing training, and evaluating performance; resolve problems diplomatically with agency staff, vendors, contractors and the general public; analyze information, problems, situations, practices, and procedures to define problem areas and formulate logical and objective solutions; supervise and provide direction for the installation, maintenance and repair of a variety of complex electronic equipment or related assignments.

ELECTRONICS TECHNICIAN III

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college, university, or technical school in electronics or closely related field and two years of experience performing work involving the installation, maintenance, calibration, repair, and modification of a variety of electrical and computerized equipment; OR graduation from high school or equivalent education and three years of experience as described above; OR one year of experience as an Electronics Technician II in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Information Notes)

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

General knowledge of: technological advances in modern electronic equipment and systems. Skill in: troubleshooting and repairing fire alarm panels and systems and electro/mechanical locks and gates. Ability to: perform fire alarm testing and/or training as required; organize and coordinate the work

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| ELECTRONICS TECHNICIAN [III] IV | 33 | C | 6.987 |
| <i>ELECTRONICS TECHNICIAN III</i> | 32 | C | 6.986 |
| ELECTRONICS TECHNICIAN II | 31 | C | 6.981 |
| ELECTRONICS TECHNICIAN I | 28 | C | 6.988 |

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MINIMUM QUALIFICATIONS (cont'd)

ELECTRONICS TECHNICIAN III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd) activities of others; provide technical guidance to staff to include training, work assignment and review, and providing input regarding performance; prepare documentation related to work performed; and all knowledge, skills, and abilities required at the lower levels.

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

ELECTRONICS TECHNICIAN II

EDUCATION AND EXPERIENCE: Associate's degree [~~in electronics or closely related field~~] from an accredited college, *university*, or technical school *in electronics or closely related field* and [~~two years~~] *one year* of experience performing [~~electronic technician~~] work involving the installation, maintenance, calibration, repair and modification of a variety of electrical and computerized equipment; *OR graduation from high school or equivalent education and two years of experience as described above; OR [two years] one year* of experience as an Electronics Technician I in Nevada State service; *OR* an equivalent combination of education and experience as described above. (See *Special Requirements and Informational Notes*)

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

Working knowledge of: multiplexing, modulation, modem operation, and analog and digital transmission principles; power supplies and filtering systems; soldering and de-soldering techniques utilizing various types of soldering irons, fluxes, solder, and solvents; connector assembly methods and fabrication. **General knowledge of:** rechargeable battery maintenance. **Ability to:** read and interpret equipment service manuals, technical references and blueprints; troubleshoot and repair electronic equipment down to component level; organize material, information and resources in a systematic way to optimize efficiency and minimize duplication of effort; establish rapport with system users and service vendors; accurately convey equipment problems to agency staff and service vendors regarding warranties and repairs; establish and maintain alpha/numeric files for budgets, vendor accounts, technical reference and inventory control; prepare maintenance and repair logs; work independently and follow through on assignments; prioritize assignments to complete work in a timely manner; maintain an appropriate stock of inventory parts and supplies; determine the most cost effective and efficient method for the repair or replacement of equipment and parts; write grammatically correct business correspondence and reports; *and all knowledge, skills, and abilities required at the lower level.*

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Electronics Technician III.)

ELECTRONICS TECHNICIAN I

EDUCATION AND EXPERIENCE: Associate's degree [~~in electronics or closely related field~~] from an accredited college, *university*, or technical school *in electronics or closely related field*; *OR graduation from high school or equivalent education and one year of experience performing work involving the installation, maintenance, calibration, repair, and modification of a variety of electrical and computerized equipment; OR* an equivalent combination of education and experience as described above. (See *Special Requirements and Informational Notes*)

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

Working knowledge of: electronic theory, principles, and practices to include AC/DC, solid state, integrated

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| ELECTRONICS TECHNICIAN III IV | 33 | C | 6.987 |
| <i>ELECTRONICS TECHNICIAN III</i> | <i>32</i> | <i>C</i> | <i>6.986</i> |
| ELECTRONICS TECHNICIAN II | 31 | C | 6.981 |
| ELECTRONICS TECHNICIAN I | 28 | C | 6.988 |

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MINIMUM QUALIFICATIONS (cont'd)

ELECTRONICS TECHNICIAN I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 circuits, microprocessor devices, conventional symbols, and sources of information; electronic components, color codes and power ratings; safety procedures necessary when working with sensitive electronics, high voltage and hazardous materials. **General knowledge of:** multiplexing, modulation, modem operation, and analog and digital transmission principles; power supplies and filtering systems; microprocessor and computer usage. **Ability to:** add, subtract, multiply and divide whole numbers, fractions, and decimals; solder and remove electronic components from printed circuit boards to repair and modify electronic equipment; utilize a variety of electronic test equipment and tools such as oscilloscopes, multimeters, and signal generators; read and interpret mechanical and electrical drawings and schematics for associated electronic equipment; operate common hand and power tools; work as part of a team; work effectively with frequent interruptions often changing from one task to another; install cards and perform basic personal computer configuration; interact with the public and users.

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

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

| | <u>6.987</u> | <u>X.XXX</u> | <u>6.981</u> | <u>6.988</u> |
|-----------------|----------------------|----------------|----------------|----------------------|
| ESTABLISHED: | 7/1/93P 8/31/92PC | <i>XXXXXUC</i> | 4/1/68 | 7/1/93P 8/31/92PC |
| REVISED: | | | 11/16/72 | |
| REVISED: | | | 7/1/91P | |
| | | | 11/29/90PC | |
| REVISED | | | 7/1/93P | |
| | | | 8/31/92PC | |
| REVISED: | 12/19/03PC | | 12/19/03PC | 12/19/03PC |
| REVISED: | 2/10/06PC | | 2/10/06PC | 2/10/06PC |
| <i>REVISED:</i> | <i>XXXXXUC</i> | | <i>XXXXXUC</i> | <i>XXXXXUC</i> |



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|---|--------------|--------------|--------------|
| FISCAL/BUSINESS PROFESSIONAL TRAINEE III | 31 | B | 7.776 |
| FISCAL/BUSINESS PROFESSIONAL TRAINEE II | 29 | E | 7.775 |
| FISCAL/BUSINESS PROFESSIONAL TRAINEE I | 27 | E | 7.774 |

Under immediate supervision, incumbents perform a variety of duties at the sub-journey level while receiving training for advancement to an entry-level professional class related to fiscal or business management functions in State government. This class may only be used for entry into the Accountant, Auditor, Budget Analyst, Economist, Financial Institutions Examiner, ~~Investment Analyst,~~ Loan Officer and Management Analyst series which are directly related to management of State government resources. (NOTE: The Staff Professional Trainee *and Health/Human Services Professional Trainee* classes ~~is~~ *are* used for entry into professional series' that are not related to fiscal/business management.)

Receive on-the-job training in duties related to fiscal and business management within State government. Training received is designed to prepare individuals to do entry-level work in budget preparation and management; budget account maintenance and reconciliation; accounting; auditing; fiscal forecasting; and grant management.

Duties are performed under the guidance and direction of journey level professional staff and supervisors and are closely monitored to ensure accuracy and conformance to legal requirements and established policies and procedures. Training may be supplemented by formal or informal classroom courses, workshops, and other instructional activities.

Perform related duties as assigned.

CLASS CONCEPTS

Fiscal/Business Professional Trainee III: Incumbents continue to receive training in performing the duties relevant to the class they are underfilling. This is the final trainee level in the series and incumbents may progress to the appropriate professional series they are underfilling upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

Fiscal/Business Professional Trainee II: Incumbents continue to receive training in performing the duties relevant to the class they are underfilling. This is the continuing trainee level in the series and incumbents may progress to the next level in this series by meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

Fiscal/Business Professional Trainee I: Incumbents receive training in performing the duties relevant to the class they are underfilling. This is the trainee level in the series and incumbents may progress to the next level in this series by meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

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|---|-----------|----------|--------------|
| FISCAL/BUSINESS PROFESSIONAL TRAINEE III | 31 | B | 7.776 |
| FISCAL/BUSINESS PROFESSIONAL TRAINEE II | 29 | E | 7.775 |
| FISCAL/BUSINESS PROFESSIONAL TRAINEE I | 27 | E | 7.774 |

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MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * *Some positions in this series have been identified as participating in the Nevada System of Higher Education's (NSHE) Apprenticeship Program and may require applicants to be either currently enrolled at an NSHE institution or have graduated from an NSHE institution within the last five years. These positions will be identified at the time of recruitment.*
- * *For those positions identified as participating in the NSHE Apprenticeship program, progression to the next level in the series may only occur upon successful completion of the assigned apprenticeship training program, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority. Failure to complete the training within the specified time frame will result in termination from the apprenticeship training program unless there are extenuating circumstances which will be reviewed by the appointing authority.*
- * *Individuals employed in this series will be required to meet the Special Requirements and understand the Informational Notes of the class series they are to be trained in. These will be identified at the time of recruitment.*
- * *Applicant's may be required to attach a copy of their college or university transcripts or verification of current enrollment at the time of recruitment. This requirement will be identified at the time of recruitment.*

[INFORMATIONAL NOTE:-

- * ~~*Incumbents may progress to the entry level in the professional series upon meeting the minimum qualification and with the approval of the appointing authority.*~~

FISCAL/BUSINESS PROFESSIONAL TRAINEE III

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and two years of technical and/or paraprofessional experience in the field in which the applicant is to be trained; OR Associate's degree from an accredited college or university in business or public administration, accounting, finance, or closely related field and one year of experience as described above; OR Bachelor's degree from an accredited college or university in business or public administration, accounting, finance, or closely related; OR an equivalent combination of education and experience as described above. (See Informational Note)*

~~*[A bachelor's degree from an accredited college or university in business or public administration, accounting, finance or similar discipline directly related to fiscal or business management; OR two years of journey level technical or paraprofessional experience in the field in which the applicant is to be trained. (See Informational Note)]*~~

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

General knowledge of: theories, principles, and concepts related to fiscal management and business administration; accounting and financial record-keeping practices; cost/benefit analysis techniques; organizational principles. ~~*[; problem-solving techniques; sources of information and research techniques.]*~~

Ability to: read, understand, and interpret technical information related to accounting, finance, auditing, fiscal management, and business administration; ~~*[learn to perform professional work in financial or business administration;]*~~ analyze and prepare financial documents and reports; communicate effectively in explaining ideas, proposals, recommendations and findings; analyze problems and develop logical solutions; establish and maintain positive and effective working relationships with others; **and all knowledge, skills, and abilities at the lower levels.**

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

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|---|-----------|----------|--------------|
| FISCAL/BUSINESS PROFESSIONAL TRAINEE III | 31 | B | 7.776 |
| FISCAL/BUSINESS PROFESSIONAL TRAINEE II | 29 | E | 7.775 |
| FISCAL/BUSINESS PROFESSIONAL TRAINEE I | 27 | E | 7.774 |

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MINIMUM QUALIFICATIONS (cont'd)

FISCAL/BUSINESS PROFESSIONAL TRAINEE II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of technical and/or paraprofessional experience in the field in which the applicant is to be trained; **OR** Associate's degree from an accredited college or university in business or public administration, accounting, finance, or closely related field; **OR** an equivalent combination of education and experience as described above. (See Informational Note)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
 General knowledge of: financial and/or business-related problem-solving techniques; sources of financial and/or business information and research techniques; functions and operations of a financial and/or business office; operation and use of database management, spreadsheet, word processing, and other associated financial and/or business software. Ability to: interact effectively with clients and/or staff from a variety of backgrounds; and all knowledge, skills, and abilities at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
 (These are identical to the Entry Level Knowledge, Skills, and Abilities required for Fiscal/Business Professional Trainee II.)

FISCAL/BUSINESS PROFESSIONAL TRAINEE I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of administrative support experience in the field the applicant is to be trained; **OR** Current enrollment in an Associate's or Bachelor's program offered by an accredited college or university in business or public administration, accounting, finance, or closely related field as part of the NSHE apprenticeship program; **OR** an equivalent combination of education and experience as described above. (See Informational Note)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
 General knowledge of: basic mathematics used in a financial setting; financial and statistical recordkeeping methods. Ability to: learn to perform professional work in financial or business administration; apply complex agency and/or program regulations, requirements, and policies to specific financial and/or business situations; receive, review, and process a variety of financial and business documents according to established guidelines, policies, regulations, and timelines; compose grammatically correct business correspondence; use database management, spreadsheet, word processing, and other associated business software; communicate effectively both verbally and in writing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
 (These are identical to the Entry Level Knowledge, Skills, and Abilities required for Fiscal/Business Professional Trainee II.)

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

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|-----------------|-----------------|--------------|--------------|
| | <u>7.776</u> | <u>X.XXX</u> | <u>X.XXX</u> |
| ESTABLISHED: | 2/28/03UC | X/X/XXUC | X/X/XXUC |
| REVISED: | 6/6/12UC | | |
| REVISED: | 7/1/17LG | | |
| REVISED: | 8/8/17UC | | |
| REVISED: | X/X/XXUC | | |



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--------------------------------------|--------------|--------------|--------------|
| CLIMATE AND ENERGY SPECIALIST | 39 | B | 6.766 |

Under the direction of the Governor’s Office of Energy, Energy Program Manager, the Climate and Energy Specialist plans, organizes, and implements Energy Office programs, including land use and siting for renewable energy development, climate policy, *transmission planning*, electricity markets, and promoting efforts to reduce energy consumption and the State’s carbon footprint.

Provide local governments, industry, and stakeholders with information, educational resources, and technical assistance relating to responsible development of Nevada’s natural resources, climate policy, and innovative energy projects.

Establish and promote energy awareness, sustainability efforts and conservation policy programs; may assist in the creation and serve as the coordinator for a statewide energy team with the goal of reducing energy consumption and the State’s carbon footprint in state-owned and private buildings; apply analytical and evaluation criteria to conduct energy studies; establish energy optimization protocols and programs; *apply analysis to land use and market design plans and initiatives to further renewable energy and transmission development*; and establish land use and siting plans to further renewable energy and transmission development.

May conduct facility site visits; perform technical energy studies and audits of facilities to identify energy savings opportunities; outline energy saving goals; recommend improvement measures to equipment to minimize energy costs; advise state facilities managers on energy conservation methods/procedures and recommend field improvement measures; prepare periodic energy management performance updates for management.

Assist the Energy Program Manager in drafting and implementing energy policy, sustainability strategies; assist in convening federal entities, public agencies, and private stakeholders to establish procedures and improvements pertaining to land use and siting, *transmission planning, and electricity markets development*.

Work with the Grants & Fiscal Staff in the Governor’s Office of Energy to research and submit grant applications to secure federal/private funding to reduce energy consumption throughout the state or other related energy or fuel efficiency matters.

May train, supervise and evaluate the performance of professional, technical and support staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES:

- * Leadership in Energy and Environmental Design (LEED) and/or other certification(s) may be required by appointing authority.
- * Certification as a Sustainability Excellence Professional or Sustainability Excellence Associate issued by the US Green Building Council's, Green Business Certification, Incorporated is required within six months of appointment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a natural or physical science, engineering, or energy-related field and three years of professional experience which includes the planning, design, administration and evaluation of climate and/or energy programs and projects; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement and Informational Notes*)

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

Working knowledge of: principles and practices associated with climate policy, sustainability, land use and siting, and energy conservation; computer software programs necessary to complete job assignments. **General knowledge of:** federal, State, and local energy mandates. **Ability to:** read and understand energy-related information from plans, drawings, specifications, manuals, correspondence, reports, graphs and memos; research new technologies, products, and industry trends; conduct and analyze energy audits; communicate ideas and findings; develop and evaluate options and implement solutions; review and analyze written and computerized data to solve problems related to energy efficiency and energy consumption; facilitate discussions and develop materials for stakeholders, statewide energy team members and others in an organized and effective manner; establish and maintain positive working relationships with agency management and staff; serve as a subject matter expert and technical resource on energy development and siting, energy conservation savings and energy strategies; communicate both orally and in writing using appropriate vocabulary and grammar to obtain and provide information, explain policies and procedures, and write reports and other technical documents; understand and perform statistical computations; operate personal computers.

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

Working knowledge of: creating and writing Requests for Proposals (RFPs) for a variety of energy-related projects; understanding and utilizing project management methods and techniques; assisting with grant proposals to government agencies, foundations and private funding institutions; identifying public and private funding sources; understanding state purchasing requirements and regulations. **Ability to:** seek out and write RFPs; plan, design, administer and evaluate energy-related programs and projects; perform effectively with frequent interruptions and/or distractions; and set priorities which accurately reflect the relative importance of the job responsibilities.

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

6.766

ESTABLISHED: 2/25/14R

5/2/14UC

REVISED: 6/30/21UC

REVISED: **X/XXXUC**



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|---------------------------------------|--------------|--------------|-------------|
| PARK RANGER III (COMMISSIONED) | 36* | [B]D | 13.141 |
| PARK RANGER II (COMMISSIONED) | 35* | [B]D | 13.142 |
| PARK RANGER I (COMMISSIONED) | 32* | [B]D | 13.143 |

SERIES CONCEPT

Park Rangers (Commissioned) participate in operations, law enforcement, resource management, interpretation, and maintenance activities at an assigned State park.

Coordinate and participate in day-to-day park operation and maintenance projects; train, supervise and evaluate the performance of assigned seasonal personnel; clean and maintain park buildings, grounds, offices, restrooms, and vehicles; schedule and assign personnel to collect fees, staff visitor centers, and conduct tours.

Gather, record and audit information related to visitor use and fees collected; take inventory and submit supply requests; prepare activity reports on areas of responsibility; make reservations and respond to letters and telephone inquiries; operate park weather station, sales outlet and water safety and control devices at the park.

Enforce laws and regulations including applicable State laws, county ordinances, and park rules and policies; investigate accidents, write citations, make arrests, conduct search and rescue operations, respond to emergency situations, and interact with other law enforcement agencies to preserve the peace and protect park visitors.

Implement the resource management plan; identify resource problems; develop solutions and initiate projects for resource preservation and rehabilitation.

Participate in planning, developing, and conducting special events and on-going interpretive activities such as tours, hikes, displays, exhibits, talks and visitor centers to inform park visitors of park attractions, flora, fauna, cultural and natural history, and environmental education.

Perform related duties as assigned.

CLASS CONCEPTS

Park Ranger III (Commissioned): Under the general supervision of a Park Supervisor III, incumbents coordinate and oversee the operation and maintenance of a major section of a large and complex park with special features such as historical sites, visitor centers, multiple fee collection points, complex maintenance and resource protection programs, concessions and contracts, sophisticated water and sewer systems, and special use facilities, in addition to performing the full range of duties outlined in the series concept.

Park Ranger II (Commissioned): Under the general supervision of a Park Supervisor, incumbents perform the full range of duties outlined in the series concept. This is the journey level in the series.

Park Ranger I (Commissioned): Under the direct supervision of a Park Supervisor, incumbents receive training in performing ~~[all or part of]~~ the duties ~~[outlined]~~ *described* in the series concept. This is the trainee level in the

* Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.

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|--------------------------------|-----|------|--------|
| PARK RANGER III (COMMISSIONED) | 36* | [B]D | 13.141 |
| PARK RANGER II (COMMISSIONED) | 35* | [B]D | 13.142 |
| PARK RANGER I (COMMISSIONED) | 32* | [B]D | 13.143 |

Page 2 of 4

CLASS CONCEPTS (cont'd)

Park Ranger I (Commissioned): (cont'd)
 series[-P] and progression to the next level *in the series* may occur upon meeting the *minimum* qualifications, [of the next level,] satisfactory [job] performance, and *with the recommendation* [approval] of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must submit to a pre-employment screening for controlled substances.
- * Positions are subject to call back and must work various hours and/or shifts.
- * Positions require statewide travel.
- * Positions require work on evenings, weekends, and/or holidays.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTES:

- * Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Candidates may be required to submit to a background check and physical agility examination prior to appointment.
- * Incumbents must complete a P.O.S.T. academy within 18 months of appointment.

PARK RANGER III (COMMISSIONED)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major or minor in park management, outdoor recreation management, ecology, forestry, biology, agriculture, education, natural or environmental sciences, horticulture, history/folklore, wildlife management, museum management, park interpretation, business or public administration, *criminal justice*, or related field, and two years of professional park ranger experience in park operations and maintenance; **OR** one year of experience as a Park Ranger II (Commissioned) in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: financial and statistical recordkeeping; safety principles and practices related to the use of assigned equipment. **Ability to:** preserve and enhance the park's natural resources; prepare reports, evaluations, bulletins, and memoranda; perform literary research necessary to develop interpretive materials; plan, organize and coordinate available resources to effectively manage an assigned area of the park; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Detailed knowledge of: Nevada Administrative Code and Nevada Revised Statutes applicable to operation of a State park; division policy manuals related to law enforcement, fee collection, volunteers, and general policies; current State personnel practices and principles used in supervising staff; inventory techniques required to maintain operating supplies. **Ability to:** manage a major area within a large and complex park; assist the Park Supervisor in day-to-day operation and maintenance of the park.

PARK RANGER III (COMMISSIONED)

36*

B|D

13.141

PARK RANGER II (COMMISSIONED)

35*

B|D

13.142

PARK RANGER I (COMMISSIONED)

32*

B|D

13.143

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MINIMUM QUALIFICATIONS (cont'd)

PARK RANGER II (COMMISSIONED)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major or minor in park management, outdoor recreation management, ecology, forestry, biology, agriculture, education, natural or environmental sciences, horticulture, history/folklore, wildlife management, museum management, park interpretation, business or public administration, *criminal justice*, or related field, and one year of professional park ranger experience in park operations and maintenance; **OR** one year of experience as a Park Ranger I (Commissioned) in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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

General knowledge of: natural and cultural history of the assigned park and surrounding areas; ecological concepts; laws, policies and practices related to park operations; personnel practices and principles used in supervision; inventory techniques required to maintain operating supplies; basic fire suppression techniques as applied to grass, brush, and forest areas. **Ability to:** make oral and visual presentations to groups to provide information about State parks; enforce laws and regulations and perform law enforcement duties as required by the assignment; work effectively in situations involving argumentative or combative individuals; render emergency medical assistance including cardiopulmonary resuscitation (CPR) to park visitors as necessary; *and all knowledge, skills, and abilities required at the lower level.*

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

Working knowledge of: park and resource management practices utilized in Nevada; principles of training and supervision; State budget, accounting and purchasing procedures. **Ability to:** assist the Park Supervisor in the overall operation and maintenance of the park; perform professional park management duties; plan, coordinate and oversee park custodial and minor maintenance projects.

PARK RANGER I (COMMISSIONED)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major or minor in park management, outdoor recreation management, ecology, forestry, biology, agriculture, education, natural or environmental sciences, horticulture, history/folklore, wildlife management, museum management, park interpretation, business or public administration, *criminal justice*, or related field; **OR** two years of experience which provided experience in organizing, overseeing and performing park maintenance, interpretive programming, visitor services, and resource management duties; **OR one year of experience as a Park Ranger Technician III in Nevada State service;** **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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

General knowledge of: basic principles of park operations and maintenance; basic principles of park and resource management; natural and cultural history; accepted land management practices; interpretation of natural resources and historic areas; operation of standard hand and power tools used in facility maintenance. **Ability to:** participate in the operation and maintenance of an assigned State park; perform custodial and general maintenance duties in park buildings and grounds; provide information and assistance to park visitors; maintain records and prepare reports; participate in planning and providing interpretive programs for park visitors; communicate effectively both orally and in writing.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Park Ranger II (Commissioned).)

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

PARK RANGER III (COMMISSIONED)
PARK RANGER II (COMMISSIONED)
PARK RANGER I (COMMISSIONED)

36* **[B]D** **13.141**
35* **[B]D** **13.142**
32* **[B]D** **13.143**

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| | <u>13.141</u> | <u>13.142</u> | <u>13.143</u> |
|-----------------|----------------------|----------------------|----------------------|
| ESTABLISHED: | 7/1/97P 6/4/96PC | 7/1/87-12P | 7/1/87-12P |
| REVISED: | | 10/17/86PC | 10/17/86PC |
| REVISED: | | 8/6/87-3 | 8/6/87-3 |
| REVISED: | | 5/20/88-3 | |
| REVISED: | | 7/1/89R | 7/1/89R |
| | | 7/6/90PC | 7/6/90PC |
| REVISED: | | 11/15/91PC | 11/15/91PC |
| REVISED: | | 7/1/97P | 7/1/97P |
| | | 6/4/96PC | 6/4/96PC |
| REVISED: | 3/29/01UC | 3/29/01UC | 3/29/01UC |
| REVISED: | 10/31/01UC | 10/31/01UC | 10/31/01UC |
| REVISED: | 7/5/02UC | 7/5/02UC | 7/5/02UC |
| REVISED: | 7/1/05LG | 7/1/05LG | 7/1/05LG |
| REVISED: | 10/1/07LG | 10/1/07LG | 10/1/07LG |
| REVISED: | | 6/25/08UC | 6/25/08UC |
| REVISED: | 11/26/12UC | 11/26/12UC | 11/26/12UC |
| REVISED: | <i>XXXXUC</i> | <i>XXXXUC</i> | <i>XXXXUC</i> |



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--|--------------|----------------------|---------------|
| PAROLE & PROBATION SUPERVISOR | 36 | B | 12.619 |
| PAROLE & PROBATION SPECIALIST IV | 35 | B | 12.618 |
| PAROLE & PROBATION SPECIALIST III | 33 | B | 12.616 |
| PAROLE & PROBATION SPECIALIST II | 31 | EB | 12.614 |
| PAROLE & PROBATION SPECIALIST I | 29 | E | 12.615 |

SERIES CONCEPT

Parole & Probation Specialists perform technical duties in administrative functions and units, which do not require peace officer status. Duties include casework services, investigations, tracking and monitoring assigned parolees and probationers, assisting in the monitoring of low-risk cases, pre-parole investigations, housing, and resource assistance, conducting risk assessments, pre-sentence investigations, determining restitution and supervision fees, and referral services for the assigned unit. Positions in this series obtain and verify information; prepare and process case files and recommend appropriate action; and monitor offender activities. Incumbents are not Peace Officer's Standards and Training (P.O.S.T.) certified and do not perform law enforcement functions such as conducting field inspections of offenders' worksite or residence, conducting surveillance, searches, and arrests, or transporting prisoners to court or detention facilities.

Process documentation associated with the release of offenders being paroled, in residential confinement, in drug court supervision, and residing in a state other than Nevada; review files received from the court/parole board for required signatures, pre-release plan, criminal history, parole eligibility dates, and the terms and conditions of parole/probation.

Research the criminal and personal history of the offender including the facts surrounding the current offense, special conditions of release involving restitution, drug and alcohol treatment and testing, counseling and/or community service; obtain reporting instructions and transfer offender files to the appropriate location; notify victims prior to release of offenders or of special circumstances as requested; contact law enforcement agencies that have placed a hold on the offender and arrange for parole to the agency's custody; contact service providers such as residential and inpatient programs and arrange for program participation upon release from custody.

Monitor offenders through written correspondence and the telephone; contact family, friends, neighbors, employers, treatment counselors and other law enforcement agencies to ensure the parolee or probationer is in compliance with stipulated agreements; establish and monitor compliance with payment plans and renegotiate payments if offender falls in arrears; track actions taken by the court/parole board; prepare various reports regarding violations of probation or parole, progress or discharge, and monthly caseload status; advise and direct offenders to comply with the terms of parole and/or probation.

Develop and maintain case files for each offender containing legal documents regarding criminal history, probation and parole agreements, monthly reports, correspondence and records which chronologically list contacts with the offender; develop and execute case plans; compile information, present recommendations, and submit various reports and documents to the court/parole board for review and action after obtaining supervisory approval; audit case files in compliance with agency standards; prepare statistical reports detailing case activity to conform with agency requirements.

Monitor and track hearing dates; provide documentation for hearings; make appearances at hearings and provide testimony as necessary; obtain hearing results and follow up on court/parole board directives, actions, and recommendations.

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SERIES CONCEPT (cont'd)

Perform related duties as assigned.

CLASS CONCEPTS

Parole & Probation Supervisor: Under general direction, incumbents plan, organize, coordinate, and supervise the day-to-day activities of a staff of Parole & Probation Specialists. Incumbents may be required to write pre-sentence investigation, ~~and/or~~ pardon investigation reports, *and/or post-conviction reports*, but the primary focus at this level is to supervise the work of lower-level Parole & Probation Specialists to include conducting performance evaluations, developing work performance standards, work assignment and review, scheduling, timekeeping, training, and discipline.

Assist higher-level management staff with the preparation of reports and statistical analyses and participate in the development of the work unit's budget.

Implement federal, State and agency regulations, policies, procedures, and guidelines related to program operations; recommend changes to established policies, procedures, and guidelines; provide assigned staff with explanations, clarifications and interpretations of policies and procedures.

This class is distinguished from the Parole & Probation Specialist IV class by full supervisory responsibility for a staff of at least five Parole & Probation Specialists.

Parole & Probation Specialist IV: Incumbents at this level, in addition to being able to perform the full range of duties outlined in the series concept, *either*:

- 1) *Work in the Pardons Unit as a Pardons Investigator. Incumbents are responsible for the completion of a comprehensive investigation on requests for pardons to include, but not limited to, a review of pardon applications, conducting interviews with the applicant, contacting the victims of the crime, conducting a full criminal history and social media investigation, and preparing and submitting a comprehensive investigative summary report to include a recommendation as to whether the division should support or oppose the pardon request. These reports, upon review and approval of the Division Chief, are submitted to the Board of Pardon Commissioners to use in their determination to grant or deny a request for pardon. Incumbents may be required to personally brief the Governor, or their staff, on the pardon applications appearing on the Commission agenda.*
- 2) ~~function~~ *Work* as a lead worker over an assigned staff of lower-level Parole & Probations Specialists located in the Court Services Unit, Offender Supervision Unit, or Re-Entry Unit. Incumbents spend the preponderance of time *assigning*, reviewing, and approving work; training and providing guidance; monitoring and evaluating the progress of lower-level staff and providing input to the supervisor regarding performance. In addition, incumbents may be assigned the most complex and high-profile cases and reports which are defined by the agency as those involving severe or heinous crimes, extensive media coverage, cases with a large number of victims, and/or large restitution cases. ~~[or pardons investigations.]~~ Incumbents are expected to manage a small caseload as workload dictates.

Parole & Probation Specialist III: Incumbents at this level perform duties as described in the series concept *at the advanced journey level* and either:

- 1) Work in the Court Services Unit and assist offenders in completing the pre-sentence interview questionnaire, check offender's criminal history, complete a risk assessment to determine criminogenic risks and needs; provide resources to offenders based on their needs, write comprehensive pre-sentence

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CLASS CONCEPTS (cont'd)

Parole & Probation Specialist III: (cont'd)

- 1) (cont'd)
investigation reports to the court and post-conviction reports to the parole board regarding the offender's crime and provide aggravating and mitigating factors regarding the offender for the Court's consideration. Incumbents may represent the agency in court, provide testimony regarding the recommendation, and respond to questions from the judge; or
- 2) Work in the Offender Supervision Unit, under the direct guidance of a sworn officer, and assist them in carrying out investigations and supervision duties to include performing administrative supervision functions for the lowest risk offenders that do not require peace officer certification such as receiving information from the offender, gathering additional information regarding the offender's activities, determining compliance with administrative conditions of supervision, preparing reports, drafting correspondence, performing risk and needs assessments and documenting information within the records management system for assigned cases; or
- 3) Work in the Re-Entry Unit, where incumbents are physically located within a correctional facility and/or jail. In addition to being able to perform the duties described in the series concept, incumbents meet personally with inmates to assist in formulating viable release plans; review reports to identify which parole-eligible inmates are lacking parole plans and then formulate same; coordinate with Department of Corrections staff to schedule inmates for re-entry meetings; participate in program analysis and provide feedback to supervisor for improvement and added efficiency; respond to and initiate contact with public and private service providers, community organizations and groups to assist Division in maintenance of a list of programs and services available to parolees; provide documented feedback and status to supervisor relating to programs, referrals, interagency cooperation and relationships to ensure and improve program development; develop and maintain case files; and provide analytical, narrative and statistical reports regarding activities as required. In addition, incumbents coordinate with local Courts, Parole & Probation Officers, and the Parole Board regarding the dispositions of offenders incarcerated in local jail; or
- 4) Work as a lead worker in the Pre-Release Unit, Interstate Compact Unit, Warrants and Extradition Unit, or similar work unit staffed with a large number of Parole & Probation Specialists. Incumbents spend the preponderance of time on complex cases; train and provide guidance to lower-level specialists; prepare statistical reports; and *assign*, review, and approve the work of others during peak workload periods and in the absence of the supervisor.

Parole & Probation Specialist II: Incumbents at this level perform duties as described in the series concept and either:

- 1) Work in the Pre-Release Unit and track and monitor a caseload of parolees/probationers who are currently incarcerated; process all documentation associated with the release of offenders being paroled and for inmates allowed to reside in Nevada communities under residential confinement or drug court supervision; assist investigating officers by conducting preliminary pre-parole investigations of sponsors and proposed residences; may have face-to-face contact with offenders. *This is the journey level in the series for the Pre-Release Unit;* or
- 2) Work in the Interstate Compact Unit and track and monitor offenders; process all documentation associated with offenders who have requested permission to reside in a state other than Nevada during their term of parole/probation; investigate inmate indigent claims and process confirmed cases in accordance with established policies and procedures; may have telephone and/or face-to-face contact with offenders. *This is the journey level in the series for the Interstate Compact Unit;* or

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| PAROLE & PROBATION SPECIALIST III | 33 | B | 12.616 |
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CLASS CONCEPTS (cont'd)

Parole & Probation Specialist II: (cont'd)

- 3) Work in the Warrants and Extraditions Unit and review, process, and transfer warrant and extradition files; prepare and submit accurate reports and computer entries; conduct service of preliminary inquiry hearing paperwork; liaison for fugitive team and other law enforcement entities; will have telephone and/or face-to-face contact with offenders. *This is the journey level for the Warrants and Extraditions Unit*; or
- 4) Continue to work as a trainee and acquire additional skills and experience in performing duties in the Court Services Unit, Offender Supervision Unit, or Re-Entry Unit. This is the continuing trainee level for these units and incumbents may progress to the next level in the series upon satisfactory performance, meeting the minimum qualifications, and with the recommendation of the appointing authority.

Parole & Probation Specialist I: Under close supervision, incumbents ~~[acquire skills and experience]~~ *receive training* in performing *the* duties outlined in the series concept. This is the trainee level in the series and incumbents may progress to the next level in the series upon satisfactory performance, meeting the minimum qualifications, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. These positions will be identified at the time of recruitment.

PAROLE & PROBATION SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university and two years of ~~[advanced level or lead]~~ professional experience performing pre-sentence investigations, interviewing offenders in order to write comprehensive reports to the court regarding the offenders' crime, preparing pre-release and re-entry case plans, supervising caseloads, and preparing and presenting reports for a court of law; OR graduation from high school or equivalent education and four years of professional experience as described above; OR one year of experience as a Parole & Probation Specialist IV in Nevada State service; OR *two years of experience as a Parole & Probation Specialist III in Nevada State service; OR three years of experience as a Parole & Probation Specialist II in either the Pre-Release, Interstate Compact or Warrants and Extradition Unit in Nevada State service;* OR an equivalent combination of education and experience as described above. (See Special Requirements)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: applicable laws, rules, regulations, policies, and procedures relating to parole and probation; principles, methods, techniques and trends in parole and probation casework; purpose, format and content of pre-sentence investigation, pre-release, and re-entry reports. **General knowledge of:** basic methods and techniques of supervision and training; supervising caseloads such as Deportee, Interstate Compact, Pre-Release and/or Warrants and Extraditions. **Ability to:** plan, organize and direct the work of others; use technology, computer systems and applications; secure the cooperation of individuals and agencies; assist in preparing statistical and analytical reports; *and all knowledge, skills, and abilities at the lower levels.*

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| PAROLE & PROBATION SUPERVISOR | 36 | B | 12.619 |
| PAROLE & PROBATION SPECIALIST IV | 35 | B | 12.618 |
| PAROLE & PROBATION SPECIALIST III | 33 | B | 12.616 |
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MINIMUM QUALIFICATIONS (cont'd)

PAROLE & PROBATION SUPERVISOR (cont'd)

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

Detailed knowledge of: State of Nevada laws, rules, regulations, policies, and procedures relating to parole, probation, and other related institutions. **Working knowledge of:** functions and procedures of courts involved with the work of the agency. **Ability to:** train, supervise and evaluate the performance of assigned staff; work collaboratively within and across organizational boundaries to achieve common goals; identify customer expectations and respond appropriately to their needs.

PAROLE & PROBATION SPECIALIST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university and ~~two~~ **one year** of professional experience performing pre-sentence investigations, interviewing offenders in order to write comprehensive reports to the court regarding the offenders' crime, and preparing and presenting reports for a court of law; **OR** graduation from high school or equivalent education and ~~four~~ **three** years of professional experience as described above; **OR** one year of experience as a Parole & Probation Specialist III in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

Detailed knowledge of: criminal and administrative law and criminal procedures; caseload management techniques; methods and techniques of interviewing. **Working knowledge of:** goals and objectives of the unit to which assigned; professional courtroom demeanor and etiquette. **Ability to:** 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;* provide necessary guidance and training to lower-level staff; review required reports and forms to detect discrepancies and ensure compliance with established policy and procedures and State statutes; assist the supervisor in reviewing and approving comprehensive reports prepared by others; *and all knowledge, skills, and abilities at the lower levels.*

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

Detailed knowledge of: proper handling of complex and high-profile cases; training techniques. **Working knowledge of:** division mission, goals, and objectives. **Ability to:** effectively direct activities of lower-level staff; coordinate staff case assignments and prioritize tasks; articulate to the supervisor the abilities of staff being trained; detect problems or issues during training; act as the liaison between the supervisor and staff member being trained; work with the supervisor in reviewing, analyzing, and providing input regarding lower-level staff.

PAROLE & PROBATION SPECIALIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university and one year of paraprofessional and/or technical experience researching and verifying information, maintaining case records, interviewing clients, and writing correspondence or reports in a law enforcement, social or behavioral services environment; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** one year of experience as a Parole & Probation Specialist II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

Working knowledge of: techniques used to conduct extensive research into client or offender criminal, employment and/or income history; English composition skills sufficient to prepare comprehensive reports and recommendations; correct English usage, grammar, spelling, and punctuation. **General knowledge of:**

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| PAROLE & PROBATION SPECIALIST IV | 35 | B | 12.618 |
| PAROLE & PROBATION SPECIALIST III | 33 | B | 12.616 |
| PAROLE & PROBATION SPECIALIST II | 31 | E B | 12.614 |
| PAROLE & PROBATION SPECIALIST I | 29 | E | 12.615 |

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MINIMUM QUALIFICATIONS (cont'd)

PAROLE & PROBATION SPECIALIST III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 appropriate courtroom behavior. **Ability to:** 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; provide guidance and train new and lower-level staff; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: division policies and procedures as applied to the assignment; interstate compact process. **Ability to:** understand, interpret and apply policies and procedures required of the program assignment; objectively investigate and review information in accordance with federal regulations and State laws; make appropriate recommendations within established policies and procedures; independently 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 & PROBATION SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university; **OR** graduation from high school or equivalent education and two years of paraprofessional and/or technical experience interviewing, providing guidance, and explaining rules, regulations, policies, procedures, and/or program criteria; **OR** one year of experience as a Parole & Probation Specialist I in Nevada State service; **OR** one year of experience as an Administrative Assistant IV in Nevada State service performing duties as described above; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: techniques used to maintain detailed information concerning cases; methods and techniques of interviewing, advising, and providing guidance to others; confidentiality rules and regulations; functions and purpose of the parole and probation system. **General knowledge of:** criminal and administrative law and criminal procedure; legal procedures sufficient to prepare relevant documentation and testimony for a court; functions and jurisdiction of law enforcement agencies, related criminal justice agencies, and service entities; English composition skills sufficient to prepare comprehensive reports and recommendations to include correct grammar, spelling, and punctuation. **Ability to:** apply casework principles and practices; read, interpret and evaluate client history from records and information system files; act decisively on administrative actions by recording and transmitting information in an authoritative and professional manner; read, interpret and evaluate various criminal statutes; evaluate financial information and make appropriate recommendations as required; calculate payments, arrearages, compile statistical data; read and understand violations of parole and probation agreements, directives, court and parole board orders, and act in accordance with prescribed policies and procedures; provide testimony before hearing boards, effectively communicate court and/or Parole Board orders, and division policies and procedures; prepare a variety of forms and reports according to established policies and procedures; operate computer equipment sufficient to enter, retrieve, and/or access information; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: department and division policy, procedure, and directives related to the assignment; Nevada criminal justice system including court processes and systems; computer systems and programs used

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| PAROLE & PROBATION SUPERVISOR | 36 | B | 12.619 |
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MINIMUM QUALIFICATIONS (cont'd)

PAROLE & PROBATION SPECIALIST II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): (cont'd) by the division. **Ability to:** effectively manage assigned workload with minimal supervision; carry out multiple tasks and assignments in a timely manner; make appropriate casework decisions.

PAROLE & PROBATION SPECIALIST I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of paraprofessional and/or technical experience interviewing, providing guidance, and explaining rules, regulations, policies, procedures, and/or program criteria; **OR** one year of experience as an Administrative Assistant III in Nevada State service performing duties as described above; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

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

Working knowledge of: 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. **General knowledge of:** criminal justice system; confidentiality rules and regulations. **Ability to:** write and prepare concise, logical, and grammatically correct reports and written materials; read, interpret, apply, and explain rules and regulations to others; communicate effectively both verbally and in writing; interview individuals to obtain and verify information; secure facts by personal contacts and researching/verifying records; establish and maintain effective working relationships; maintain records and files including recording and retaining information in chronological order; use modern office equipment including computers and applicable software; make decisions within established limits of authority; evaluate historical data and current information in order to reach logical conclusions.

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

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

| | <u>12.619</u> | <u>12.618</u> | <u>12.616</u> | <u>12.614</u> | <u>12.615</u> |
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| ESTABLISHED: | 5/5/09UC | 5/6/02UC | 5/6/02UC | 7/1/01P 4/27/01PC | 7/1/01P 4/27/01PC |
| REVISED: | | | | 5/6/02UC | 5/6/02UC |
| REVISED: | | 7/5/02UC | 7/5/02UC | 7/5/02UC | 7/5/02UC |
| REVISED: | | 6/20/06UC | 6/20/06UC | 6/20/06UC | 6/20/06UC |
| REVISED: | | 5/5/09UC | 5/5/09UC | 5/5/09UC | 5/5/09UC |
| REVISED: | 10/21/15RNC | 10/21/15RNC | 10/21/15RNC | 10/21/15UC | 10/21/15RNC |
| REVISED: | 9/15/17UC | 9/15/17UC | 9/15/17UC | 9/15/17UC | 9/15/17UC |
| REVISED: | 9/29/17PC | 9/29/17PC | 9/29/17PC | 9/29/17PC | 9/29/17PC |
| REVISED: | 7/16/21UC | 7/16/21UC | 7/16/21UC | 7/16/21UC | 7/16/21UC |
| REVISED: | XXXXUC | XXXXUC | XXXXUC | XXXXUC | |



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|---|------------------|-----------------|---------------------|
| CHIEF BUILDING INSPECTOR | 41* | A | 6.753 |
| BUILDING CONSTRUCTION INSPECTOR IV – SUPERVISOR | 39* | C | 6.755 |
| <i>BUILDING CONSTRUCTION INSPECTOR IV – PLANS EXAMINER</i> | <i>39</i> | <i>C</i> | <i>6.757</i> |
| BUILDING CONSTRUCTION INSPECTOR III | 37* | C | 6.754 |
| BUILDING CONSTRUCTION INSPECTOR II | 35* | C | 6.756 |
| BUILDING CONSTRUCTION INSPECTOR I | 33* | C | 6.759 |

SERIES CONCEPT

Building Construction Inspectors perform a variety of building construction inspection and contract administration work requiring a broad knowledge of construction principles and practices involving all phases of building construction including plumbing, heating and electrical systems, structural design, air conditioning systems, site work, and landscaping. The work also requires review and interpretation of construction contracts and plan specifications; resolution of discrepancies; and providing direction to contractors when needed involving change orders, clarification of building codes, pay requests, architectural drawings, and specifications to ensure completed construction complies with plan design, specifications, contract agreements, and the general conditions of the contract.

Review and interpret construction contracts and plan specifications for each phase of the construction process; attend preconstruction conferences and construction meetings with contractors, architects, and engineers regularly to verify compliance and obtain interpretation of code requirements, specifications, and building design.

Perform field inspections of construction sites to ensure each phase of construction complies with plan design, specifications, construction contract, building codes, State standards, and OSHA requirements by comparison of completed construction work to contract specifications and industry standards; note discrepancies and take corrective action by issuing written notice and/or oral instruction to the general contractor; inspect existing structures regarding various construction, maintenance, and physical concerns.

Complete inspection reports, memoranda, and other correspondence to ensure proper documentation is maintained for payment purposes; note discrepancies and completion dates as a chronological record of each phase of *the* construction project; review and provide initial approval on contractor pay requests ensuring information is correct by comparing request to project schedule and negotiated percentages.

~~[Perform material tests and/or schedule testing performed by outside contractors and observe, document, and]~~
~~[F]~~ Review ~~[the]~~ *material* test results as outlined in the construction contract; maintain records of testing expenditures ~~[5]~~; *and may* process invoices and request additional funding as needed.

Confer with architects, design teams, and other professional staff concerning change orders, clarification of building codes, pay requests, architectural drawings, specifications, shop drawings, and submittals.

~~[Schedule and]~~ ~~[i]~~ Inspect outside service connections with utility companies for gas, power, water, sewer, and telephone service; coordinate inspection with other State agencies, enforce State safety and labor laws, and refer complaints to appropriate State agencies.

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

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| BUILDING CONSTRUCTION INSPECTOR III | 37* | C | 6.754 |
| BUILDING CONSTRUCTION INSPECTOR II | 35* | C | 6.756 |
| BUILDING CONSTRUCTION INSPECTOR I | 33* | C | 6.759 |

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SERIES CONCEPT (cont'd)

Examine plans for code compliance including preliminary and final working drawings of new and remodeled buildings using State regulations and adopted codes; identify corrective action needed and write report to inform applicant, other State agencies, and officials in relevant jurisdictions; discuss findings with applicants as needed.

Perform related duties as assigned.

CLASS CONCEPTS

Chief Building Inspector: Under *general* direction of ~~[a Project Manager IV,]~~ *the Deputy Administrator for Code Compliance and Enforcement/Building Official*, the incumbent is responsible for planning, organizing, and coordinating the inspection *and/or plans examination* function ~~[for]~~ *of* the ~~[Public Works Board]~~ *State Public Works Division*. *In addition, incumbents [and supervising] supervise* Building Construction Inspector[s] *IV positions* to include ~~[training and direction and evaluating performance.]~~ *performance evaluations, work performance standards, assigning and reviewing work, scheduling, training, and discipline and may supervise other lower-level Building Construction Inspectors and/or other professional, technical and/or administrative staff as assigned*. ~~[The]~~ *[I]* Incumbents also travel[s] to construction projects throughout the State to oversee *staff and construction* activities; ensure[s] compliance with contracts for architectural, engineering and construction services; review[s] construction plans, specifications, and progress reports; and review[s] and prepare[s] change orders as needed.

Building Construction Inspector IV- Supervisor: Under general direction *of the Chief Building Inspector*, incumbents perform the full range of duties *described* in the series concept and in addition, supervise a staff of Building Construction Inspectors in an assigned region ~~[by assigning and reviewing work, providing training and direction, and evaluating performance.]~~ *to include performance evaluations, work performance standards, work assignment and review, scheduling, training, and discipline*. *The* Building Construction Inspector IV[s] - *Supervisors* are responsible for all building construction inspections within an assigned region and ensure inspections are performed properly; review daily construction logs, weekly status reports and pay requests for accuracy; and ensure construction plans and contract specifications are met.

Building Construction Inspector IV – Plans Examiner: *Under general direction of the Chief Building Inspector, incumbents function as a Plans Examiner and examine plans for code compliance including preliminary and final construction documents of new and remodeled buildings using State regulations and adopted codes; identify corrective action where needed and prepare concise Plan Review Comment forms to inform the applicant, other State agencies, and officials in relevant jurisdictions of required corrections; discuss findings with applicants as needed; review and approve change orders as required; attend preconstruction conferences as needed. While incumbents are expected to be able to perform the full range of duties described in the series concept, their preponderant responsibility is as a Plans Examiner.*

Building Construction Inspector III: Under limited supervision at the journey level, incumbents perform the full range of duties in the series concept involving all phases of building construction inspection including plumbing, heating and electrical systems, structural design, air conditioning systems and landscaping to ensure compliance with construction contract and plan specifications. Inspectors at this level are assigned to major, multi-million-dollar construction projects of buildings, facilities, and structures intended for the use of State personnel, the general public and others. Examples of such structures include State correctional facilities, university dormitories and classrooms, and National Guard facilities.

Building Construction Inspector II: Under general supervision, incumbents either:

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| <i>BUILDING CONSTRUCTION INSPECTOR IV – PLANS EXAMINER</i> | <i>39</i> | <i>C</i> | <i>6.757</i> |
| BUILDING CONSTRUCTION INSPECTOR III | 37* | C | 6.754 |
| BUILDING CONSTRUCTION INSPECTOR II | 35* | C | 6.756 |
| BUILDING CONSTRUCTION INSPECTOR I | 33* | C | 6.759 |

CLASS CONCEPTS (cont'd)

Building Construction Inspector II: (cont'd)

- 1) perform some or all of the duties described in the series concept and work on projects of lesser complexity which do not require inspection of all phases of building construction. Examples of projects inspected at this level include office renovations, construction or modification of storage facilities, installation/removal of storage tanks, air conditioning units and other fixtures, and a variety of retrofit projects. Positions may be permanently allocated to this class; or
- 2) function in a continuing trainee capacity and are assigned to assist in major, multi-million-dollar construction projects. Incumbents may progress to Building Construction Inspector III upon ~~[satisfactory completion of the probationary period,]~~ meeting the minimum qualifications, *satisfactory performance*, and with the approval of the appointing authority.

Building Construction Inspector I: Under close supervision, incumbents receive training in the performance of *some or all* ~~[or part]~~ of the duties ~~[outlined]~~ *described* in the series concept. This is the *trainee level in the series and progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory performance, and with the approval of the appointing authority.* ~~[entry level in the series and provides for progression to Building Construction Inspector II upon satisfactory completion of the probationary period, meeting the minimum requirements and with the recommendation of the appointing authority.]~~

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require certification as a Plans Examiner, *in accordance with NRS 278.570*, at the time of ~~[appointment]~~ *application and as a condition of continuing employment.* These positions ~~[and]~~ will be designated at the time of recruitment.
- * Pursuant to NRS 284.4066, ~~[some]~~ positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.
- * *A valid driver's license is required at the time of appointment and as a condition of continuing employment.*
- * *Current certification as a Commercial Combination Inspector is required at the time of application and as a condition of continuing employment for the Chief Building Inspector and Building Construction Inspector IV - Supervisor.*
- * *Current certification as a Commercial Plans Examiner is required at the time of application and as a condition of continuing employment for the Building Construction Inspector IV - Plans Examiner position.*
- * *Current certification as a Commercial Building Inspector and additional certification in at least one other construction trade (e.g., plumbing, electrical, mechanical, or accessibility) is required at the time of application and as a condition of continuing employment for the Building Construction Inspector III.*

CHIEF BUILDING INSPECTOR

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education~~[, current certification as a Commercial Combination Inspector,]~~ and four years of building construction inspection experience that included plumbing, electrical, building, ~~[and]~~ mechanical, *and accessibility* areas *and*

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| <i>BUILDING CONSTRUCTION INSPECTOR IV – PLANS EXAMINER</i> | <i>39</i> | <i>C</i> | <i>6.757</i> |
| BUILDING CONSTRUCTION INSPECTOR III | 37* | C | 6.754 |
| BUILDING CONSTRUCTION INSPECTOR II | 35* | C | 6.756 |
| BUILDING CONSTRUCTION INSPECTOR I | 33* | C | 6.759 |

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MINIMUM QUALIFICATIONS (cont'd)

CHIEF BUILDING INSPECTOR (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

required the review and interpretation of building codes, architectural drawings, and specifications to ensure compliance with contract documents and adopted codes, [and] one year [of] which was in a supervisory [experience;] capacity; OR one year of experience as a Building Construction Inspector IV in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements)

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

Detailed knowledge of: purpose and application of building codes; operations, services, and activities of a building inspection program; application of engineering principles to a variety of construction projects; modern construction methods and related inspection requirements and techniques. **Ability to:** supervise the work of subordinates; coordinate work assignments, supplies, equipment, and personnel; prepare and present a variety of oral and written reports; manage inspection services for the satisfactory completion of projects; interpret laws, rules and regulations and apply such interpretations to work situations; *and all knowledge skills, and abilities required at the lower levels.*

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

Working knowledge of: State Personnel rules, regulations, and principles applicable to hiring, training, evaluation, and discipline of subordinate staff; contractual relations, including specifications and special provisions; labor and equipment costs; agency policies, procedures and standards related to the construction and inspection of State facilities. **Ability to:** plan, organize, coordinate, and manage inspection activities.

BUILDING CONSTRUCTION INSPECTOR IV - BOTH OPTIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education [~~current certification as a Commercial Building Inspector in three building construction trades (e.g., plumbing, electrical, building and mechanical)~~] and three years of building construction inspection experience which included plumbing, electrical, building, [and] mechanical, *and accessibility* areas and required the review and interpretation of building codes, architectural drawings and specifications to ensure compliance with contract documents; **OR** one year of experience as a Building Construction Inspector III in Nevada State service; **OR** an equivalent combination of education and experience *as described above. (See Special Requirements)*

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

Detailed knowledge of: construction inspection techniques. **Working knowledge of:** [~~modern and complex~~] principles and practices of code interpretation and enforcement. **Ability to:** assess staff development needs; apply technical knowledge and inspection methods to examine the quality of materials and work performed and detect deviations from plans, regulations and standard construction practices; train and provide work direction to lower level staff; assign and review the work of others; represent the agency and provide information to the public, contractors and officials as required; resolve problems diplomatically within the agency; instruct others in the use of a variety of inspection tools; write reports and research issues related to projects and code compliance; *and all knowledge, skills, and abilities required at the lower levels.*

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

Working knowledge of: State Personnel rules, regulations, and principles applicable to hiring, training, evaluation, and discipline of subordinate staff; NRS and NAC as they relate to construction projects and capital improvement contracts; supervisory techniques. **Ability to:** assign, direct and evaluate the work of assigned staff; interview, select and hire personnel; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; identify training

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| <i>BUILDING CONSTRUCTION INSPECTOR IV – PLANS EXAMINER</i> | 39 | C | 6.757 |
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| BUILDING CONSTRUCTION INSPECTOR I | 33* | C | 6.759 |

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MINIMUM QUALIFICATIONS (cont'd)

BUILDING CONSTRUCTION INSPECTOR IV (cont'd)

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

needs and provide for appropriate training opportunities based on organizational requirements and within budget constraints; supervise a variety of complex building construction inspection projects.

BUILDING CONSTRUCTION INSPECTOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education [~~current certification as a Commercial Building Inspector in at least one building construction trade (e.g., plumbing, electrical, building and mechanical)~~] and two years of building construction inspection experience which included plumbing, electrical, building [~~and~~] mechanical, *and accessibility* areas and required the review and interpretation of building codes, architectural drawings, and specifications to ensure compliance with contract documents; **OR** one year of experience as a Building Construction Inspector II in Nevada State; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements*)

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

Detailed knowledge of: application of building codes. **Working knowledge of:** engineering drafting methods, conventional symbols, and sources of information; materials testing procedures and equipment; general building principles and practices; construction language and technical building terminology to communicate with contractors, inspectors, and agency representatives. **Ability to:** perform thorough and accurate inspections of the construction, alteration or repair of buildings; inspect foundations, concrete, steel, masonry, woodwork, framing, plastering, plumbing, heating and electrical installations and a variety of other complex building system elements; perform thorough plan examination services for code compliance; write technically correct inspection reports and correspondence; check pay requests for small projects; perform plan examination services for code compliance; analyze information, problems, situations, practices and procedures to define problem areas and formulate logical and objective solutions; *and all knowledge, skills, and abilities required at the lower levels*.

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

Working knowledge of: agency policies and procedures applicable to the inspection of major, multi-million-dollar construction projects. **General knowledge of:** NRS chapters related to construction and capital construction projects.

BUILDING CONSTRUCTION INSPECTOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, three years of journey level building construction experience, [~~and~~] one year [~~of~~] *which included* building construction inspection experience in one or more of the construction trades; **OR** one year of experience as a Building Construction Inspector I in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements*)

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

Working knowledge of: application of building codes and construction inspection techniques. **General knowledge of:** materials testing procedures and equipment; construction inspection techniques; engineering drafting methods, conventional symbols, and sources of information; materials testing procedures and equipment; general building principles and practices; construction language and technical building terminology to communicate with contractors, inspectors, and agency representatives. **Ability to:** perform inspections of the construction, alteration or repair of structures and facilities; identify discrepancies found in

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| <i>BUILDING CONSTRUCTION INSPECTOR IV – PLANS EXAMINER</i> | <i>39</i> | <i>C</i> | <i>6.757</i> |
| BUILDING CONSTRUCTION INSPECTOR III | 37* | C | 6.754 |
| BUILDING CONSTRUCTION INSPECTOR II | 35* | C | 6.756 |
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MINIMUM QUALIFICATIONS (cont'd)

BUILDING CONSTRUCTION INSPECTOR II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 building construction methods and techniques, plans, specifications and building codes; read and interpret contract document specifications, policy, procedures and legal documents; perform a variety of tests regarding building construction utilizing pressure gauges, light meters, slump cores, and other equipment; confer with agency representatives, contractors, property owners, public officials and other State agencies; use a personal computer and related equipment and software; detect substandard maintenance, repair and construction materials or methods; use field instruments for testing and inspection purposes; write technically correct inspection reports; adapt to changes in workload and adjust priorities quickly as circumstances dictate; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: functions of the different sections of the agency to obtain needed information and/or where to direct questions; agency policies and procedures related to building construction inspection, plans examination, architecture, and engineering design; federal, State, county, and city offices to coordinate and research projects; applicable federal, State, and local building code requirements.

BUILDING CONSTRUCTION INSPECTOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of journey level building construction experience, one year [ef] which included work in a relevant building, plumbing, mechanical or electrical trade and required the review and interpretation of building codes, architectural drawings, and specifications; **OR** an equivalent combination of education and experience *as described above.* (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
General knowledge of: basic application of building and fire codes and construction inspection techniques; safety procedures and OSHA requirements when working on a construction project. **Ability to:** read and interpret site drawings, construction plans and specifications, federal and State regulations and guidelines relating to building construction and inspection; add, subtract, multiply, and divide whole numbers, fractions, and decimals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities for Building Construction Inspector II.)

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

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|-----------------|--------------|----------------------|-----------------|-----------------------|----------------------|----------------------|
| ESTABLISHED: | 8/1/63 | 7/1/93P 8/31/92PC | X/X/XXUC | 7/1/01LG 6/29/01UC | 12/1/65 | 3/1/64 |
| REVISED: | 12/19/85-12 | | | | 2/26/76 | 12/1/65 |
| REVISED: | | | | | 7/1/93P 8/31/92PC | 7/1/93P 8/31/92PC |
| ABOLISHED: | 7/1/93 | | | | | |
| RE-ESTABLISHED: | 8/11/95UC | | | | | |

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| | <u>6.753</u> | <u>6.755</u> | <u>6.757</u> | <u>6.754</u> | <u>6.756</u> | <u>6.759</u> |
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| REVISED: | 7/1/01LG 6/29/01UC | 7/1/01LG 6/29/01UC | | | 7/1/01P 6/29/01UC | 7/1/01P 6/29/01UC |
| REVISED: | 12/19/03PC | 12/19/03PC | | 12/19/03PC | 12/19/03PC | 12/19/03PC |
| REVISED: | 7/1/07LG | 7/1/07LG | | 7/1/07LG | 7/1/07LG | 7/1/07LG |
| <i>REVISED:</i> | <i>XX/XXPC</i> | <i>XX/XXPC</i> | | <i>XX/XXPC</i> | <i>XX/XXPC</i> | <i>XX/XXPC</i> |



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|-------------------------------------|--------------|--------------|---------------|
| PUBLIC SAFETY DISPATCHER VI | 37* | D | 11.117 |
| PUBLIC SAFETY DISPATCHER V | 34* | D | 11.118 |
| PUBLIC SAFETY DISPATCHER IV | 33* | D | 11.120 |
| PUBLIC SAFETY DISPATCHER III | 31* | D | 11.122 |
| PUBLIC SAFETY DISPATCHER II | 29* | D | 11.124 |
| PUBLIC SAFETY DISPATCHER I | 27* | D | 11.126 |

SERIES CONCEPT

Public Safety Dispatchers perform technical communications work in the operation of a district, central, or statewide communications center including but not limited to: providing assistance to law enforcement units in both routine and emergency situations; dispatching enforcement units and other emergency mobile units from a computerized dispatch center; researching various criminal justice records systems and transmitting the required information; placing telephone calls for officials and registered vehicle owners at accident scenes; providing assistance to other law enforcement agencies as requested; maintaining a variety of logs and records; and preparing statistical summaries on center activities.

Operate computerized dispatch consoles and determine which information resource to access for expediency and situational relevance; interpret information received and transmitted; enter, retrieve, and edit data; and ensure accurate storage of the system's activities.

Provide dispatch support to State and federal law enforcement entities and/or peace officers outside of the agency, following each entity's procedural guidelines; ensure adherence to the regulations, policies, and procedures of various criminal justice records systems by the entities; interpret information received and transmitted; access appropriate information resources or data bases; and dispatch specialized emergency support units for the entities.

Respond to routine and emergency telephone calls from citizens and law enforcement/criminal justice entities; take control of the conversation and extract pertinent information; determine whether the caller is authorized to receive the requested information; assess appropriate information resources; answer off-hour calls for other entities as assigned.

Enter, modify, confirm, and delete warrants by accessing the Nevada Criminal Justice Information System (NCJIS) and the National Crime Information Center (NCIC); produce warrant abstracts upon requests by law enforcement/criminal justice agencies as assigned.

Provide daily and routine equipment maintenance by troubleshooting problems and correcting/adjusting if possible; consult manuals and vendor contracts; contact vendor or repair service for service call; and prepare written documentation of equipment problem and resolution.

Assist in training new employees and provide orientation to communications center policies and procedures; observe and coach dispatch work at the computerized consoles; and provide instruction in the authorized use, screen formatting and confidentiality standards of the various criminal justice records systems.

Perform related duties as assigned.

*** Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.**

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| PUBLIC SAFETY DISPATCHER VI | 37* | D | 11.117 |
| PUBLIC SAFETY DISPATCHER V | 34* | D | 11.118 |
| PUBLIC SAFETY DISPATCHER IV | 33* | D | 11.120 |
| PUBLIC SAFETY DISPATCHER III | 31* | D | 11.122 |
| PUBLIC SAFETY DISPATCHER II | 29* | D | 11.124 |
| PUBLIC SAFETY DISPATCHER I | 27* | D | 11.126 |

CLASS CONCEPTS

Public Safety Dispatcher VI: Under general administrative direction, the Public Safety Dispatcher VI oversees the activities of the *two* ~~[three]~~ dispatch centers in the Communications Bureau *and directly supervises a staff of Public Safety Dispatcher V positions to include performance evaluations, work performance standards, work assignment and review, scheduling, training, and discipline; may supervise other professional, technical, and/or administrative staff as required.* In addition to ~~[performing]~~ *having working knowledge of the duties [outlined] described* in the series concept, incumbents plan, organize, coordinate, and oversee a variety of functions related to the management of the Department of Public Safety's dispatch operations and serves as the department's representative in coordinating access to dispatch services by various department and other authorized federal, State, local, and civil entities.

Provide guidance to staff in the development and implementation of policies, procedures, and quality standards; authorize equipment purchases; administer mandated training and certification standards and effecting audits to ensure compliance; analyze, draft, and submit new and proposed legislation, amendments, and regulations; testify before legislative committees and report on legislation in other states and at the federal level; analyze reports, resolve issues, and ensure compliance with all laws, regulations, and policies; participate in the development of requests for proposals and communicate multiple system needs; evaluate and determine successful bids for service and equipment contracts; participate in and oversee the planning, development, and administration of the budget and revenue sources; review and approve expenditures for staffing, operations, system enhancements and projected legislation.

Present and defend the budget before the Budget Division and the legislature; research and solicit potential external funding sources for Dispatch functions as appropriate; develop grant proposals and ensure compliance with established requirements; ~~[train, supervise and evaluate the performance of subordinate supervisors and staff;]~~ establish goals and objectives; develop, implement, and revise policies and procedures; plan and develop justifications for work programs; meet and consult with officials at all levels of the criminal justice community, and private industry to address needs, resolve problems, and provide research and support; may testify in court and at administrative hearings as an expert witness as appropriate.

Public Safety Dispatcher V: Under administrative direction, ~~[positions allocated to this class;]~~ *and* in addition to performing the full range of duties *described* in the series concept, *incumbents manage the activities of, and are responsible for, the 24-hour operation of a specific Department of Public Safety Communications Center. Incumbents [manage and supervise the activities of shift supervisors and their subordinates;] directly supervise a staff of Public Safety Dispatcher IV positions to include performance appraisals, work performance standards, work assignment and review, scheduling, training, and discipline; may supervise other professional, technical, and/or administrative staff as assigned. Incumbents* participate in the design, development, implementation, and maintenance of computer aided dispatch consoles and various automated records management and reporting systems; assist in the development and monitoring of budgets for assigned center operations; assist in the development of goals, objectives, and work programs for assigned center operations and staff; implement training for staff and administer examinations to demonstrate proficiency required by various criminal information systems standards; provide law enforcement communications training to department personnel; represent the assigned center at various department staff meetings and other meetings as assigned; and are responsible for coordinating department communications center activities with other law enforcement agencies.

Public Safety Dispatcher IV: Under general direction, incumbents perform the full range of duties *described* in the series concept and ~~[, in addition, supervise subordinate dispatchers during a specific shift. Public Safety Dispatcher IV's delegate and review work assignments; provide training and complete performance evaluations;]~~ *function as a shift supervisor over lower-level Public Safety Dispatcher positions to include performance evaluations, work performance standards, work assignment and review, scheduling training, and discipline.*

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|------------------------------|-----|---|--------|
| PUBLIC SAFETY DISPATCHER VI | 37* | D | 11.117 |
| PUBLIC SAFETY DISPATCHER V | 34* | D | 11.118 |
| PUBLIC SAFETY DISPATCHER IV | 33* | D | 11.120 |
| PUBLIC SAFETY DISPATCHER III | 31* | D | 11.122 |
| PUBLIC SAFETY DISPATCHER II | 29* | D | 11.124 |
| PUBLIC SAFETY DISPATCHER I | 27* | D | 11.126 |

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CLASS CONCEPTS (cont'd)

Public Safety Dispatcher IV: (cont'd)

Incumbents assess staffing needs and develop the work schedules of subordinate dispatchers to ensure the communications center is appropriately staffed 24 hours a day, 7 days a week.

Develop, implement, and update center procedures to ensure compliance with department policy, NCIC, NCJIS and NLETS (The International Justice and Public Safety Network) rules, regulations, and policies; *ensure compliance* ~~and~~ with applicable laws and regulations for various federal, State, and local agencies.

Assist the Public Safety Dispatcher V, with implementing training for staff and administer examinations to demonstrate proficiency required by various criminal information systems standards and providing law enforcement communications training to department personnel.

Assess equipment, training, travel, and staffing needs; prepare cost projections; and submit information to management as input to the overall communications center budget.

Collect, organize, and maintain materials from entities serviced such as policies, procedures, functions, and updates; prepare statistical reports for submission to management; conduct audits and quality control checks regarding the entry, modification, deletion, confirmation, and validation of law enforcement records (i.e., warrants, criminal history); perform audits of criminal history requests; coordinate with other law enforcement communications centers; respond to information requests from the media according to department policy; and testify at court and administrative proceedings regarding evidentiary communications records.

Public Safety Dispatcher III: Under ~~direction~~ *limited supervision*, ~~at the journey level,~~ incumbents perform the full range of duties *described* in the series concept and, in addition, ~~may~~ act as a lead worker over lower-level *Public Safety Dispatchers* ~~dispatchers~~ *to include work review and assignment, training, and providing input regarding performance evaluations and discipline as needed. This is the journey level in the series.*

Public Safety Dispatcher II: Under *general* supervision, ~~in an advanced trainee capacity,~~ incumbents *continue to receive training in performing* the full range of duties *described* in the series concept and may progress to ~~Public Safety Dispatcher III under the provisions of NAC 284.190.~~ *the next level in the series upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority. This is the continuing trainee level in the series.*

Public Safety Dispatcher I: Under close supervision, ~~in a trainee capacity,~~ incumbents receive training in ~~the performing the~~ duties described in the series concept and may progress to ~~Public Safety Dispatcher II under the provisions of NAC 284.190.~~ *the next level in the series upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority. This is the trainee level in the series.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * Positions require work on evenings, weekends, and/or holidays.
- * *Positions require a State of Nevada/FBI background check.*
- * *Positions require a pre-employment criminal history check and fingerprinting.*

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| PUBLIC SAFETY DISPATCHER VI | 37* | D | 11.117 |
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| PUBLIC SAFETY DISPATCHER IV | 33* | D | 11.120 |
| PUBLIC SAFETY DISPATCHER III | 31* | D | 11.122 |
| PUBLIC SAFETY DISPATCHER II | 29* | D | 11.124 |
| PUBLIC SAFETY DISPATCHER I | 27* | D | 11.126 |

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MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES:

- * Incumbents must pass the NCIC certification examination within six months of appointment and every two years thereafter as a condition of continuing employment.
- * Applicants must meet the minimum typing speed established by the agency at the time of recruitment.
- * *At the Public Safety Dispatcher I, applicants may be required to attach copies of their successful completion of the Emergency Telecommunications Program of Study and current certification from the International Academies of Emergency Dispatch at the time of application.*

PUBLIC SAFETY DISPATCHER VI

EDUCATION AND EXPERIENCE: ~~[Seven]~~ *Six* years of law enforcement communications experience, ~~[three]~~ *two* years ~~[of]~~ which included supervising the personnel and operations of a public safety dispatch center; budget preparation and management; report preparation and data analysis; and program development and implementation; **OR** two years of experience as a Public Safety Dispatcher V in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Notes*)

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

Detailed knowledge of: theories, principals, techniques, and practices of public safety dispatch and communications. **Working knowledge of:** principals of other public safety agencies' operations as they pertain to law enforcement communications; laws, rules, and guidelines specific to assigned areas of responsibility. **Skill in:** mathematical calculations sufficient to prepare reports and analyze data; designing, researching, and interpreting study results; recommending courses of action based upon study outcomes and results; organizing, developing, and making oral presentations; coordinating and implementing diverse work plans. **Ability to:** collaborate with municipal and state officials; plan, manage others, analyze, carry out projects, consult and offer advice; make presentations specific to the Communications Bureau to management, staff and legislative bodies; write clear and concise policies, procedures, reports and justifications using correct English grammar, vocabulary, spelling and punctuation; read, interpret and apply rules, regulations and statutes to determine and ensure compliance and provide direction to management and staff; communicate orally to instruct, advise or persuade management, staff and others regarding budget requests, policy interpretation and business operations; research, organize and analyze data related to business operations; identify and resolve operating problems; analyze data and formulate logical conclusions and recommendations; read and interpret technical reports, governmental publications and federal directives; *and all knowledge, skills, and abilities required at **the** lower levels.*

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

Working knowledge of: Nevada State budgeting principles and practices sufficient to develop a request and administer a budget; legislative process relating to budgeting; principles of sound business management. **Skill in:** planning, organizing, coordinating, and directing the overall program of emergency dispatch communications; establishing and maintaining public confidence in all public safety dispatch centers. **Ability to:** develop Statewide dispatch-related training programs for the Communications Bureau; establish short-range or long-range plans and objectives within scope of policies and goals; keep abreast of changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to division operations and activities.

PUBLIC SAFETY DISPATCHER V

EDUCATION AND EXPERIENCE: ~~[Five]~~ *Four* years of experience in law enforcement communications including control of ten or more units and the use of State and national criminal justice information systems, ~~[and, in addition, two years]~~ *two years which were* in a lead *worker* or shift supervisor capacity; **OR** ~~[two]~~

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| PUBLIC SAFETY DISPATCHER VI | 37* | D | 11.117 |
| PUBLIC SAFETY DISPATCHER V | 34* | D | 11.118 |
| PUBLIC SAFETY DISPATCHER IV | 33* | D | 11.120 |
| PUBLIC SAFETY DISPATCHER III | 31* | D | 11.122 |
| PUBLIC SAFETY DISPATCHER II | 29* | D | 11.124 |
| PUBLIC SAFETY DISPATCHER I | 27* | D | 11.126 |

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MINIMUM QUALIFICATIONS (cont'd)

PUBLIC SAFETY DISPATCHER V (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

one year[s] of experience as a Public Safety Dispatcher IV in Nevada State service. *(See Special Requirements and Informational Notes)*

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

Detailed knowledge of: regulations, policies and procedures governing the operations and activities of a law enforcement communication center as applied to directing, advising, and coordinating operations. **Working knowledge of:** organizational structure and programs administered by the agency; monitoring and tracking dispatch center operating and supply budgets; supervisory techniques including disciplinary processes, employee evaluation, and the development of work performance standards. **General knowledge of:** State budgeting process. **Ability to:** develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties; motivate others and encourage effective action; evaluate activities and applied practices using various techniques and principles to determine operations and performance compliance with system requirements; plan, organize and oversee the work and performance of a specific dispatch center; identify specific non-compliance areas or problems and initiate and prepare individual training courses on a variety of topics; read, interpret and apply new regulations, policies and procedures with limited assistance; supervise subordinate supervisors and staff including organizing work flow to accomplish established objectives, delegating responsibility, training, evaluating work effectiveness and proficiency, and administering necessary discipline; *and all knowledge, skills, and abilities required [ef] at the lower levels.*

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Public Safety Dispatcher VI.)

PUBLIC SAFETY DISPATCHER IV

EDUCATION AND EXPERIENCE: [~~Five~~] **Three** years of experience in law enforcement communications including control of ten or more units and the use of State and national criminal justice information systems; **OR** [~~two years~~] **one year** of experience as a Public Safety Dispatcher III in Nevada State service. *(See Special Requirements and Informational Notes)*

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

Working knowledge of: the agency's operating policies and procedures; various types and jurisdictions of law enforcement and criminal justice agencies; types of available public safety organizations that support law enforcement activities; effective training or coaching techniques used in training lower level dispatchers; warrant system procedures for entering, deleting, editing, validating and confirming information; public relations principles and practices; personnel rules and regulations. **General knowledge of:** supervisory techniques and practices which involved coordinating, directing, and scheduling dispatchers. **Ability to:** compose and maintain a variety of correspondence and reports using correct English grammar, vocabulary, spelling and punctuation; interact with supervisors, peers and subordinates tactfully and effectively; adjust priorities quickly as circumstances dictate; assist in drafting communication center procedures; assess situations and make comparisons to judge whether they are similar to or different from prescribed standards; make presentations in front of large groups of people; *and all knowledge, skills, and abilities required [ef] at the lower levels.*

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| PUBLIC SAFETY DISPATCHER IV | 33* | D | 11.120 |
| PUBLIC SAFETY DISPATCHER III | 31* | D | 11.122 |
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MINIMUM QUALIFICATIONS (cont'd)

PUBLIC SAFETY DISPATCHER IV (cont'd)

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

PUBLIC SAFETY DISPATCHER III

EDUCATION AND EXPERIENCE: [~~Three~~] **Two** years of experience in law enforcement communications including control of ten or more units and the use of State and national criminal justice information systems; **OR** one year of experience as a Public Safety Dispatcher II in Nevada State service. *(See Special Requirements and Informational Notes)*

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

Detailed knowledge of: capabilities and screen formats of criminal justice information systems such as, but not limited to, NCIC, NLETS, California Law Enforcement Telecommunications Systems (CLETS), NCJIS, and Shared Computerized Operations for Protection and Enforcement (SCOPE); communications center functions and capabilities [~~in-order~~] to train lower-level dispatchers. **Working knowledge of:** security, confidentiality and privacy regulations; maintenance contracts for resolution of equipment malfunctions; location of DPS Officers and other law enforcement units assigned geographically throughout the responsible area of the assigned Communications Center; agency procedures, policies and programs; functions and communications procedures of other entities serviced by the communications center; law enforcement terminology as applied to operating a computerized dispatch console; geography of Nevada and its major highways. **Ability to:** handle a large volume of radio, telephone and telecommunication traffic; work independently and follow through on assignments with minimal direction; law enforcement terminology as applied to operating a computerized law enforcement dispatch console; efficiently and accurately respond to requests for information using criminal justice information systems such as, but not limited to, NCIC, NLETS, CLETS, NCJIS and SCOPE; recognize [~~an~~] emergency situations and take appropriate action; *and all knowledge, skills, and abilities required [~~of~~] at the lower levels.*

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

PUBLIC SAFETY DISPATCHER II

EDUCATION AND EXPERIENCE: [~~Two-years~~] **One year** of experience in law enforcement communications or dispatch work; **OR** one year of experience as a Public Safety Dispatcher I in Nevada State service. *(See Special Requirements and Informational Notes)*

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

General knowledge of: the capabilities of criminal justice information systems; common office procedures for reports and records; the organizational work unit where employed; other entities serviced by communication center. **Working knowledge of:** the Department's Computer Aided Dispatch (CAD) system; geography of Nevada and its highways within the responsible area of the assigned Communications Center. **Ability to:** perform complex dispatch work including fatalities, pursuits, and officer-involved shootings; *and all knowledge, skills, and abilities required at the lower level.*

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| PUBLIC SAFETY DISPATCHER III | 31* | D | 11.122 |
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MINIMUM QUALIFICATIONS (cont'd)

PUBLIC SAFETY DISPATCHER II (cont'd)

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

PUBLIC SAFETY DISPATCHER I

EDUCATION AND EXPERIENCE: Graduation from high school or ~~[the]~~ equivalent **education** and ~~[two years]~~ **one year of general work** experience; ~~[in clerical, data entry, telephone switchboard or radio telephone work;]~~ **OR graduation from high school to include successful completion of the Emergency Telecommunications Program of Study and current certification from the International Academies of Emergency Dispatch; OR** an equivalent combination of education and experience **as described above.** ~~[Additional experience can be substituted for high school education.]~~ *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
General knowledge of: standard office practices and procedures; arithmetic necessary to produce accurate information. **Ability to:** perform routine dispatch work; interact efficiently and tactfully with the public and various law enforcement officers; work as part of a team; read and interpret maps; respond to a variety of information requests; speak clearly and distinctly using correct English; maintain alpha/numeric files and records; establish and maintain effective working relationships with employees, other agencies and the general public; understand and carry out oral and written instructions; communicate clearly and effectively both orally and in writing; work under frequent interruptions and distractions; prioritize work; operate keyboard equipment; and memorize information.

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

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

| | <u>11.117</u> | <u>11.118</u> | <u>11.120</u> | <u>11.122</u> | <u>11.124</u> | <u>11.126</u> |
|--------------|----------------------|------------------------|------------------------|----------------------|----------------------|----------------------|
| ESTABLISHED: | 7/1/13R 3/27/14UC | 6/12/95R 11/26/96UC | 8/2/91R 4/3/92UC | 8/2/91R 4/3/92UC | 8/2/91R 4/3/92UC | 8/2/91R 4/3/92UC |
| REVISED: | | | 7/1/93P 8/31/92PC | 7/1/93P 8/31/92PC | 7/1/93P 8/31/92PC | 7/1/93P 8/31/92PC |
| REVISED: | | | 9/24/93PC | 9/24/93PC | 9/24/93PC | 9/24/93PC |
| REVISED: | | | 6/12/95R 11/26/96UC | | | |
| REVISED: | | 10/1/97UC | 10/1/97UC | 10/1/97UC | 10/1/97UC | 10/1/97UC |
| REVISED: | | 12/18/00UC | | | | |
| REVISED: | | 6/29/01UC | 6/29/01UC | 6/29/01UC | 6/29/01UC | 6/29/01UC |
| REVISED: | | 7/1/05LG | 7/1/05LG | 7/1/05LG | 7/1/05LG | 7/1/05LG |
| REVISED: | | 7/1/13R | 7/1/13R | 7/1/13R | 7/1/13R | 7/1/13R |



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|-------------------------------|--------------|--------------|--------------|
| EQUIPMENT MECHANIC IV | 33 | G | 9.322 |
| EQUIPMENT MECHANIC III | 32 | G | 9.323 |
| EQUIPMENT MECHANIC II | 31 | G | 9.331 |
| EQUIPMENT MECHANIC I | 29 | G | 9.333 |

SERIES CONCEPT

Equipment Mechanics maintain, repair, and modify fleet equipment comprised of a variety of light, medium, and heavy automotive and maintenance equipment as well as specialized mechanical equipment and machinery including landscape equipment, computerized testing equipment, and diesel-fueled electric power generators.

Determine the cause and extent of component or system failure through test drives, pressure and temperature checks, visual inspection, use of diagnostic equipment, and reference to technical service manuals, service information bulletins, blueprints, and schematic manuals; diagnose malfunction and order parts required for repairs by researching parts manual to locate proper parts, contact vendors if necessary, and complete purchase requisitions.

Repair and/or rebuild brake systems including disc, drum, and air brakes; replace brake shoes and pads; turn drums and rotors on a brake lathe; rebuild master cylinder and wheel cylinders and replace brake lines; repair or replace defective air brake components such as air valves, compressors, air tanks, air dryers, air lines, and air chambers.

Repair and/or replace steering and suspension system components such as manual or power-assist steering boxes, power steering pumps and lines, tie rod ends, steering columns, bushings, king pins, springs, ball joints, torsion bars, and shock absorbers.

Repair and/or replace differential and drive line components; remove and disassemble differentials; replace faulty parts, bearings, and seals; reassemble and reinstall differentials; remove drive shafts; replace universal joints; check alignment and balance and reinstall drive shafts.

Repair and service automatic and manual transmissions; replace transmission fluid and filters; replace seals; and repair or replace clutch assemblies.

Maintain and repair electrical and wiring systems; repair or replace generators and alternators; test and replace batteries; locate and replace faulty fuses and wiring in electrical circuitry; replace ignition system components; service and repair starters; and replace or install wiring, connectors, switches, motors, and lamps.

Fabricate and install parts, components, and special use items; measure and draw plans; calculate material requirements; cut and assemble the item by either welding or bolting together; and install the finished product.

Perform related duties as assigned.

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| EQUIPMENT MECHANIC IV | 33 | G | 9.322 |
| EQUIPMENT MECHANIC III | 32 | G | 9.323 |
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| EQUIPMENT MECHANIC I | 29 | G | 9.333 |

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CLASS CONCEPTS

Equipment Mechanic IV: Under general supervision, incumbents organize, oversee, and direct an agency equipment shop [~~; supervise equipment shop personnel; and may perform the full range of duties described in the series concept including~~] *and are expected to perform the full range of duties described in the series concept to include* complex diagnosis and rebuilding work and performing specialized design and fabrication.

Schedule and oversee equipment repair and maintenance for the agency's fleet by inspecting equipment or consulting with agency personnel; determine type and complexity of work; write work orders; determine priority of repairs and either assign work to agency personnel or arrange for an outside vendor to complete; ensure repairs are completed correctly and in a safe and timely manner; charge labor, parts, and material to the appropriate cost center.

Supervise [~~a crew of~~] subordinate *Equipment Mechanic position(s) and* [~~; typically three or more, and in addition, supervise other equipment shop personnel such as Fleet Service Workers as assigned;~~] *may supervise other shop personnel as assigned. Supervision includes, but is not limited to, performance evaluations, work performance standards, work assignment and review, scheduling, training, and disciplinary actions as required.* [~~hire staff and provide training and technical assistance; assign and review work; initiate disciplinary action and evaluate performance; ensure personnel comply with federal and State laws and regulations and State, agency, and division policies and procedures.~~]

[~~Provide training and~~] *Ensure compliance with federal and State statutes and regulations; agency and division policy and procedures;* [~~ensure compliance with~~] *and* procedures established for the use and disposal of hazardous materials.

Purchase or request authorization to purchase equipment, tools, supplies, and materials including agency fuel required for equipment shop operations, facilities, and vehicle maintenance and operation; monitor inventory, estimate future needs, and locate vendors; locate and examine used equipment suitable for agency needs and make recommendations for purchase to agency management as needed.

Maintain records and prepare reports regarding work orders, purchases, vehicle usage, and fuel usage to be used by agency management for future planning, budget development, and budget monitoring.

Equipment Mechanic III: Under general supervision, incumbents perform the full range of duties described in the series concept at the advanced journey level, and in addition, either:

- 1) Function as a lead worker for lower-level skilled Equipment Mechanics on a regular basis by providing training and technical assistance, [~~assigning and reviewing~~] work *assignment and review*, and providing input to performance evaluations. Positions at this level are distinguished from the lower level of the series by the lead worker responsibilities for skilled Equipment Mechanic II's and journey level skilled trades workers; or
- 2) In a correctional environment, function as a lead worker for an inmate crew on a regular basis and document inmate performance through completion of periodic performance reports. Incumbents are also responsible for implementing security procedures which include securing the work area from unauthorized inmates and accountability for assigned inmates, staff, tools, and equipment. Supervision of a crew of inmates must be within the institution and must be a regular and recurring duty of a position to warrant allocation to this class.

Equipment Mechanic II: Under general supervision, incumbents perform the full range of duties described in the series concept to include journey level duties such as extensive electrical and fuel system diagnosis and repair work, rebuilding complete transmissions, converting surplus military vehicles to fire apparatus, and performing mechanical inspections of vehicles involved in accidents.

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| EQUIPMENT MECHANIC IV | 33 | G | 9.322 |
| EQUIPMENT MECHANIC III | 32 | G | 9.323 |
| EQUIPMENT MECHANIC II | 31 | G | 9.331 |
| EQUIPMENT MECHANIC I | 29 | G | 9.333 |

CLASS CONCEPTS (cont'd)

Equipment Mechanic II: (cont'd)

Incumbents may provide training, work direction and review to semi-skilled equipment shop staff such as Equipment Mechanic I's, Fleet Service Workers, students, and inmate workers. This is the journey level in the series.

Equipment Mechanic I: Under close supervision, incumbents receive training in the more complex or specialized duties in preparation for advancement to the next level in the series and perform standard equipment maintenance and repair duties such as air conditioning repairs, repair and rebuilding brakes, disassembling engines, replacing components, and reassembling engines. This is the entry level in the series and progression to Equipment Mechanic II may occur upon meeting minimum qualifications and with approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require incumbents to furnish their own mechanic's tools.
- * In order to meet the needs of each agency, some positions may require specialized background, consistent with the parameters of the class specification.
- * A valid driver's license is required at the time of appointment and as a condition for continuing employment.
- * Some positions require a valid Class A or B commercial driver's license at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.
- * Positions in the Division of Forestry must pass a physical agility test, medical examinations, and background investigations provided by the agency.

INFORMATIONAL NOTE:

- * *Applicants must attach verification of successful completion of an apprenticeship program and/or experienced gained through an apprenticeship program at the time of application.*

EQUIPMENT MECHANIC IV

EDUCATION AND EXPERIENCE: Completion of a recognized automotive/equipment repair apprenticeship program followed by two years of journey level experience *equivalent to the Equipment Mechanic II*; **OR** completion of Equipment-Mechanic-In-Training in Nevada State service followed by two years of journey level experience *equivalent to the Equipment Mechanic II*; **OR** one year of experience as an Equipment Mechanic III in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Detailed knowledge: methods, materials, tools, and equipment used in the assembly, overhaul, repair, and adjustment of automotive maintenance equipment; electrical and mechanical theories and design applicable to the repair and maintenance of equipment; equipment safety, safe work methods and the proper use, storage, and disposal of hazardous materials. *General knowledge of: State administrative regulations, policies, and procedures regarding personnel and purchasing.* **Ability to:** communicate effectively both orally and in writing to provide training, obtain and provide information and explain and interpret policies and procedures;

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| EQUIPMENT MECHANIC IV | 33 | G | 9.322 |
| EQUIPMENT MECHANIC III | 32 | G | 9.323 |
| EQUIPMENT MECHANIC II | 31 | G | 9.331 |
| EQUIPMENT MECHANIC I | 29 | G | 9.333 |

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MINIMUM QUALIFICATIONS (cont'd)

EQUIPMENT MECHANIC IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 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; train personnel in new methods and procedures; *determine what equipment changes and modifications are required and write specifications for equipment and parts which reflect those requirements; and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: the principles and practices of supervision. **Ability to:** supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline and evaluating performance; set priorities which reflect the relative importance of the needs of the agency and the capacity of the shop to meet those needs within established policies and guidelines; modify and/or adapt designs, procedures, or methods in order to design new systems, modify existing systems, or accomplish tasks more efficiently; diagnose and determine what repairs are necessary to repair a system to proper working condition, estimate the cost of the repairs, and determine the cost effectiveness and feasibility.

EQUIPMENT MECHANIC III

EDUCATION AND EXPERIENCE: Completion of a recognized automotive/equipment repair apprenticeship program followed by one year of journey level experience *equivalent to the Equipment Mechanic II*; **OR** one year of experience as Equipment Mechanic II in Nevada State Service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: equipment systems and operating characteristics of equipment; methods, materials, tools, and equipment used in the assembly, overhaul, repair, and adjustment of automotive and maintenance equipment; equipment safety, safe work methods, and the proper use, storage, and disposal of hazardous materials. **Ability to:** read and understand service manuals, operating systems manuals, hydraulic and electrical schematics, and policy and procedure manuals; set priorities which reflect the relative importance of job assignments; establish and maintain effective working relationships with vendors and other sources of technical information; *Skill in: improvising as necessary to perform repairs in the field; and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
~~**General knowledge of:** State administrative regulations, policies and procedures regarding personnel and purchasing. **Ability to:** determine what equipment changes and modifications are required and write specifications for equipment and parts which reflect those requirements; establish and maintain records and files and prepare reports pertaining to shop operations, equipment, materials and supplies; Assign and review the work of others.~~ (These are identical to the Entry Level Knowledge, Skills, and Abilities required for Equipment Mechanic IV.)

EQUIPMENT MECHANIC II

EDUCATION AND EXPERIENCE: Completion of a recognized automotive/equipment repair apprenticeship program; **OR** completion of the Equipment Mechanic-In-Training program in Nevada State service; *OR one year as an Equipment Mechanic I in Nevada State service*; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Note*)

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| EQUIPMENT MECHANIC II | 31 | G | 9.331 |
| EQUIPMENT MECHANIC I | 29 | G | 9.333 |

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MINIMUM QUALIFICATIONS (cont'd)

EQUIPMENT MECHANIC II (cont'd)

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

Working knowledge of: equipment systems and operating characteristics of equipment; methods, materials, tools, and equipment used in the assembly, overhaul, repair, and adjustment of automotive equipment. **Ability to:** read and understand repair orders, service manuals, operating systems manuals, and hydraulic and electrical schematics; diagnose and determine repairs necessary to restore a system to proper working condition; use various diagnostic and testing equipment and precision measuring devices; work independently and follow through on assignments with minimal direction. **Skill in:** repairing, rebuilding, and modifying all components of vehicles/equipment including rebuilding transmissions and performing extensive electrical and fuel system diagnosis and repair; *and all knowledge, skills and abilities required at the lower level.*

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

~~**Working knowledge of:** agency and division rules, policies, and procedures; the equipment operating systems and operating characteristics of the specialized equipment maintained by the agency to which assigned. **Skill in:** improvising as necessary to perform repairs in the field.~~ *(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Equipment Mechanic III.)*

EQUIPMENT MECHANIC I

EDUCATION AND EXPERIENCE: Three years of supervised experience in an automotive/equipment repair apprenticeship program; **OR** three years of training as an Equipment Mechanic-In-Training in Nevada State service; **OR** equivalent combination of education and experience *as described above.* (See *Special Requirements and Informational Note*)

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

Working knowledge of: automatic and manual transmissions and power trains; automotive emission control; automotive ignition system diagnosis and repair. **General knowledge of:** basic principles of diesel mechanics. **Ability to:** write to prepare work orders, requisition supplies, and document conditions of equipment; read and understand repair orders, service manuals, operating system manuals, and hydraulic and electrical schematics; use various diagnostic and testing equipment and precision measuring devices. **Skill in:** performing maintenance and repair work on air conditioning and hydraulic systems; performing repairs on automatic and manual transmissions and power trains, automotive emission controls, and ignition systems; the use of tools, gauges, and special test equipment used in automotive equipment diagnosis and repair the 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; applying basic arc and acetylene welding and cutting and basic machining; rebuilding and repair work on vehicle engines, brakes, suspensions, and steering; fuel, lubrication, and cooling systems; ignition and emission systems; transmission work and hydraulic repairs.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Equipment Mechanic II.)

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

| | <u>9.322</u> | <u>9.323</u> | <u>9.331</u> | <u>9.333</u> |
|--------------|-----------------------|-----------------------|-----------------------|-----------------------|
| ESTABLISHED: | 7/1/91P 11/29/90PC | 7/1/91P 11/29/90PC | 7/1/91P 11/29/90PC | 7/1/91P 11/29/90PC |

EQUIPMENT MECHANIC IV
EQUIPMENT MECHANIC III
EQUIPMENT MECHANIC II
EQUIPMENT MECHANIC I

| | | |
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| 33 | G | 9.322 |
| 32 | G | 9.323 |
| 31 | G | 9.331 |
| 29 | G | 9.333 |

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REVISED:

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REVISED:

10/8/99UC

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REVISED:

6/25/04PC

6/25/04PC

6/25/04PC

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REVISED:

2/10/06PC

2/10/06PC

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

ok/bg
11/04/2022

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--|--------------|--------------|--------------|
| FORESTRY PROGRAM MANAGER OPTIONS A. RESOURCE MANAGEMENT B. FIRE MANAGEMENT C. CONSERVATION CAMP MANAGEMENT D. SUPPORT SERVICES MANAGEMENT E. SAFETY & TRAINING MANAGEMENT | 39 | A | 1.805 |

SERIES CONCEPT

Forestry Program Managers plan, coordinate and oversee activities, services, and staff in major program areas such as resource management, fire management, conservation camp management, support services management, or safety and training management.

- A. Resource Management - program includes management of State nurseries and seed banks, urban and community forestry, forest stewardship, threatened and endangered plant species, rural forestry assistance, and enforcement and education programs.
- B. Fire Management - program includes wildland fire suppression, fire prevention, mitigation, and rehabilitation to include fuel (vegetation) management, and dispatch center operations.
- C. Conservation Camp Management - program is a revenue-generating enterprise in which **[inmates] crew members [of honor camps] at conservation camps and/or other facilities** are trained and employed in a variety of resource management, emergency response, and fire suppression projects.
- D. Support Services Management - program includes fleet management; facility management; communication management; shared oversight of information technology; contract management to include writing, reviewing, monitoring and approving contracts; and ensuring cost effective and efficient services and operations to meet State, Department, and Division goals and objectives.
- E. Safety & Training Management - program includes management and implementation of the Division's statewide safety and training program by developing, monitoring, and coordinating safety and training programs for the Division; conducting surveys, training needs assessments, and organizational assessments and interpreting and reporting results. In addition, serves as the local cooperator representative and local division spokesperson.

Plan, organize, coordinate, and evaluate assigned statewide programs and activities; confer with regional and subordinate staff to determine program effectiveness and ensure consistent application of division policies, State law and program guidelines.

Develop and implement program goals and objectives in accordance with the division mission; establish and monitor performance indicators to measure results and progress toward desired outcomes.

Develop and manage program and grant budgets; receive input from program specialists and regional staff; review program budget requests; project future program budget needs by coordinating use of federal, State and county funds and by reviewing and evaluating past and current spending patterns; recommend and justify spending adjustments as needed.

SERIES CONCEPT (cont'd)

Investigate and pursue external funding sources; prepare and submit grant proposals to federal agencies for approval; notify regions of budget allocated; consolidate, review and submit federal reporting documents; ensure that program expenditures and activities are in compliance with established grant criteria; negotiate agreements and contracts related to funding, reimbursement or exchange of services.

Develop, review, and analyze legislative proposals related to the assigned program area; draft amendments and recommendations; testify before legislative committees as requested; track and monitor bills through the legislative process.

Supervise and evaluate the performance of subordinate supervisors, program specialists and other personnel as assigned; interview and select applicants; assign and review work; develop work performance standards.

Develop and implement policies to carry out division mandates; design and review programs; interpret laws and regulations; coordinate regional assignments to meet provisions of statutes; and review program reports in order to ensure division goals and objectives are met.

Coordinate operations with federal, State, and local authorities and other stakeholders in the assigned program area to accomplish common goals.

Represent the division at meetings with representatives of city councils, county commissions, State agencies, national groups, and civic organizations.

Develop, prepare, and submit analytical, narrative, and statistical reports regarding program activities as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

OPTION A: RESOURCE MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forestry, natural resources management or closely related field and four years of professional experience in natural resource management, two years which included supervisory experience; **OR** graduation from high school or equivalent education and six years of experience as described above, two years which included supervisory experience; **OR** one year of experience as a Conservation Camp Area Supervisor, Fire Management Officer II, or Helitack Supervisor in Nevada State service; **OR** two years of experience as a Battalion Chief, Conservation Camp Supervisor, or Fire Management Officer I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: coordination of statewide programs related to resource management; management practices of forestry, range management and watershed management including forest silviculture, forest insect and disease, vegetation management, riparian enhancement, wildlife management and revegetation; supervisory techniques and practices; environmental assessments and resource project plans; laws, regulations and policies related to forest harvest practices and the protection of threatened and endangered plant species; forest insect and disease abatement; oral and written communication skills. **Ability to:** plan, organize and coordinate statewide resource management programs and projects; establish and maintain cooperative and

MINIMUM QUALIFICATIONS (cont'd)

OPTION A: RESOURCE MANAGEMENT (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
effective working relationships with representatives of federal, State, local and private agencies; negotiate and administer contracts; identify and pursue external funding sources for resource management programs; train, supervise and evaluate the performance of assigned personnel; effectively communicate both verbally and in writing with various groups and entities; develop, prepare and submit analytical, narrative and statistical reports regarding program activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Detailed knowledge of: coordination of statewide resource management programs and projects; best practices in forest, range, and watershed management; federal, State, and local laws and regulations related to forest and wildland management; resource conservation principles and practices. **Working knowledge of:** State Rules for Personnel Administration; division budget policies and procedures; State purchasing regulations and practices.

OPTION B: FIRE MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forestry, natural resources management or closely related field and four years of firefighting experience which included experience in coordinating fire management programs, two years which included supervisory experience; **OR** graduation from high school or equivalent education and six years of experience as described above, two years which included supervisory experience; **OR** one year of experience as a Conservation Camp Area Supervisor, Fire Management Officer II, or Helitack Supervisor in Nevada State service; **OR** two years of experience as a Battalion Chief, Conservation Camp Supervisor, or Fire Management Officer I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: coordination of statewide programs related to fire management; wildland fire suppression and prevention methods; fire and arson investigation; development of interagency mutual aid agreements; building and fire codes management practices including ordinances; division policies and procedures related to fire suppression operations, personnel and equipment; supervisory techniques and practices; oral and written communication skills. **Ability to:** plan, organize and coordinate statewide fire management programs and projects; establish and maintain cooperative and effective working relationships with representatives of federal, State and local agencies; negotiate and administer contracts; identify and pursue external funding sources for fire management programs; train, supervise and evaluate the performance of assigned personnel; effectively communicate both verbally and in writing with various groups and entities; develop, prepare and submit analytical, narrative and statistical reports regarding program activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Detailed knowledge of: coordination of statewide fire management programs and projects; federal, State, and local laws, regulations, policies, and procedures as applied to forest and wildland fires; contract and grant administration. **Working knowledge of:** State Rules for Personnel Administration; division budget policies and procedures; State purchasing regulations and practices.

OPTION C: CONSERVATION CAMP MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, forestry, natural resource management or related field and four years of professional ~~[conservation camp]~~ *experience in conservation, firefighting, natural resource management, and/or oversight of other broad scale, labor intensive field-based operations such as vegetation management, logging, land or resource surveys/inventories, agriculture, mining, oil/gas production, military/defense operations, and/or construction/maintenance of trails, remote campgrounds, utilities or infrastructure which included* ~~[experience which included conservation and natural resource management activities, fire~~

MINIMUM QUALIFICATIONS (cont'd)

OPTION C: CONSERVATION CAMP MANAGEMENT (cont'd)

EDUCATION AND EXPERIENCE:(cont'd)

~~suppression and~~ budget preparation *and* two years which included supervisory experience; **OR** graduation from high school or equivalent education and six years of experience as described above, two years which included supervisory experience; **OR** one year of experience as a Conservation Camp Area Supervisor, Fire Management Officer II, or Helitack Supervisor in Nevada State service; **OR** two years of experience as a Battalion Chief, Conservation Camp Supervisor, or Fire Management Officer I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement*)

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

Working knowledge of: goals, objectives and purposes of the conservation camp program and its relationship to the Department of Corrections; State budget and purchasing policies and procedures; strategic planning and program development processes; marketing and community relations techniques; resource management and development of interagency agreements. **Ability to:** analyze inmate population projections, legislatively mandated financial goals, and vehicle and equipment needs in relation to overall operation and profitability of the conservation camp program; coordinate statewide conservation camp activities and programs; plan, develop and manage program budgets; provide direction, consistency and oversight regarding conservation camp operations, staff, fiscal administration, purchasing, safety and training; establish and maintain positive and effective working relationships with Department of Corrections management to ensure program success; testify before the Legislature regarding conservation camp revenues, needs and expenses; effectively communicate both verbally and in writing with various groups and entities; develop, prepare and submit analytical, narrative and statistical reports regarding program activities.

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

Working knowledge of: State Administrative Manual sections related to purchasing; State Rules for Personnel Administration; mission, functions, and activities of the Division of Forestry; department and division policies, administrative guidelines, and directives; development and administration of a statewide program budget. **Ability to:** negotiate and administer contracts; coordinate statewide programs related to fire management.

OPTION D: SUPPORT SERVICES MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, construction management, engineering, architecture or related field and four years of professional experience in facilities management, commercial property management, fleet management or related field which included budget development and administration, and contract management; two years which included supervisory experience; **OR** graduation from high school or equivalent education and six years of experience as described above, two years which included supervisory experience; **OR** one year of experience as an Administrative Services Officer I, Conservation Camp Area Supervisor, Fire Management Officer II, or Helitack Supervisor in Nevada State service; **OR** two years of experience as a Battalion Chief, Conservation Camp Supervisor, or Fire Management Officer I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement*)

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

Working knowledge of: methods and practices used in the development, justification, maintenance and administration of budgets for programs and projects; fiscal analysis; principles and practices of management and supervision; principles and practices of contract administration and management; methods and practices of facility maintenance and fleet management; strategic planning; purchasing principles and practices. **Ability to:** train, supervise and evaluate assigned personnel; develop, prepare, justify, monitor and control agency budgets, contracts, vehicles, equipment, maintenance, supplies, services and projects; develop and implement policies, procedures, processes, systems and programs; interpret and ensure compliance with federal, State, department and division laws, rules, regulations, policies and procedures; coordinate with a variety of management, staff, and stakeholders to provide technical assistance, guidance and training; effectively

MINIMUM QUALIFICATIONS (cont'd)

OPTION D: SUPPORT SERVICES MANAGEMENT (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): communicate both verbally and in writing with various groups and entities; develop, prepare, and submit analytical, narrative, and statistical reports regarding program activities; develop and implement statewide support services policies and procedures; review and evaluate program operations. **Working knowledge of:** State purchasing policies and procedures to include determination of needs, selection of items and stores management; State Administrative Manual sections related to purchasing; State Rules for Personnel Administration; mission, functions and activities of the Division of Forestry; goals, objectives and purposes of the support services program; department and division policies, administrative guidelines and directives related to support services; development and administration of statewide program budgets. **Ability to:** coordinate, organize and direct statewide support services programs including fleet management, information systems, training, facilities including buildings and infrastructure, communication systems, and emergency dispatch centers; negotiate and administer contracts.

OPTION E: SAFETY & TRAINING MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, natural resource management, fire management or related field and four years of experience in the adult training process which included planning, coordinating and conducting adult training, two years which included supervisory experience; **OR** one year of experience as a Fire Management Officer II, Conservation Camp Area Supervisor, Employee Development Manager or Helitack Supervisor in Nevada State service; **OR** two years of experience as a Battalion Chief, Conservation Camp Supervisor, or Fire Management Officer I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): **Working knowledge of:** adult learning theory and methods of presentation; principles and methods of program planning related to reviewing, analyzing and prioritizing training activities; principles of conducting surveys, training needs assessments, and organizational assessments and interpreting their results; strategic planning and program development; supervisory principles and practices. **Ability to:** train, supervise and evaluate assigned personnel; develop, justify, maintain and administer budgets; implement and ensure compliance with safety, emergency management, staff training, and certification requirements; effectively communicate both verbally and in writing with various groups and entities; develop, prepare and submit analytical, narrative and statistical reports regarding program activities; develop and implement statewide safety and training policies and procedures; review and evaluate program operations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): **Detailed knowledge of:** principles and practices of training plan development. **Working knowledge of:** State Rules for Personnel Administration; mission, functions, and activities of the Division of Forestry; department and division policies, administrative guidelines and directives related to safety and training management. **Ability to:** coordinate, organize and direct statewide safety and training functions.

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

1.805

ESTABLISHED: 10/1/97UC
REVISED: 4/6/06R
6/20/06UC
REVISED: 2/2/07PC
REVISED: 2/18/11PC
REVISED: 1/21/20UC

**FORESTRY PROGRAM MANAGER
WITH OPTIONS**

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REVISED: X/X/XXUC



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|---------------------------------------|--------------|--------------|--------------|
| COMMUNICATIONS SYSTEMS MANAGER | 37 | A | 6.959 |

Communications Systems Managers manage the 24-hour communications system of a State agency including supervision of the communications staff *to include Communication System Specialists and lower level technical and support positions and/or contract employees*; provide administrative support involving the development of policy and procedure and the system's budget; coordinate system maintenance, repair, and development; perform system engineering and design work ensuring federal and State guidelines are followed; and coordinate the agency's telecommunications functions for interoperability with various local, federal, and State agencies to ensure compliance and maintain the integrity of the system. The Communications Systems Manager is distinguished from the Communications Systems ~~[Supervisor]~~ *Specialist III* by greater administrative responsibility for budget development and maintenance; development of long-range plans, goals, and objectives; and preparation of communications policies and procedures required in managing the agency's communications system. In addition, incumbents perform work of a technical nature.

Manage a staff of lower level technical, support, and/or contract employees and perform engineering, fabrication, installation, maintenance, repair, and modification work involving the operation of the agency's communication system; ensure completed work conforms to federal and State regulations and the integrity of the system is maintained; provide technical direction to staff and review completed work involving the planning, organizing, engineering, and modification of the system.

Plan and develop the agency's communications budget and provide necessary justification to ensure the communication needs of the agency are met; monitor budget expenditures and develop fiscal reporting forms and guidelines; train subordinate and regional staff in budget preparation and processes; establish standards used to determine equipment and facilities needed and approve the acquisition of communications equipment for the agency; control the allocation and utilization of resources involving new construction, engineering design, district operations, and maintenance projects.

Develop State and regional goals, objectives, long-range plans, and programs to ensure the continual operation of the agency's communications system; conduct research and anticipate projected growth to identify communications problems and/or concerns and ensure consistency with the agency's overall communications needs; determine ways to improve the quality of service and/or modify the existing system including integration of new equipment.

Develop policies and procedures and equipment specifications to maintain the integrity of the communications system including a statewide system operations plan to identify the needs of the agency and evaluate the capabilities of the system; incorporate policies and procedures applicable to federal and State regulations and national standards; ensure compliance with federal rules and regulations and advise agency management of legal and regulatory issues on a federal and State level; prepare FCC license applications for the agency and ensure licenses are renewed and properly posted in a timely manner.

Provide assistance to agency staff, State and local agencies, and rural communities regarding various aspects of managing and operating a communications system; provide direction on the most cost effective and economical communications systems and recommend modification, replacement, installation, or repair of new and existing communications equipment.

Coordinate with federal and State communications officials and State agencies regarding radio site problem resolution, establishment of standards for jointly operated radio sites and development and implementation of interagency agreements regarding emergency frequency, right-of-way applications and maintenance service agreements.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor’s degree in electrical engineering or electronics technology and two years of experience installing, repairing and maintaining communications and ancillary equipment; **OR** an Associate’s degree in electronics technology or closely related field and three years of technical electronics experience, two years of which are as described above; **OR** one year of experience as a Communications Systems Specialist II in Nevada State service; **OR** an equivalent combination of education and experience as described above.

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

Working knowledge of: electronics applicable to the engineering of communications systems; FCC licensing procedures including frequency coordination; principles, practices and trends in communications engineering and design. **General knowledge of:** budget preparation and maintenance; correct English usage, grammar, spelling, and punctuation. **Ability to:** plan and set project priorities; communicate both orally and in writing to effectively manage assigned communication systems; train, supervise and evaluate the performance of assigned staff; design modified prototype and production circuits to satisfy the needs of the system; choose proper connection techniques, packaging and retrofit types for new circuits; install, repair and maintain communications and ancillary equipment; instruct others regarding the agency's statewide communications system; maintain effective channels of communication with department management, State and local government officials, and other State agencies; manage space, equipment and material resources including developing utilization plans and justifying acquisitions; interpret data using standard calculations for path and coverage analysis; operate a personal computer and associated software; perform project management functions involving site development.

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

Detailed knowledge of: agency communications sites and equipment. **Working knowledge of:** functions and communications needs of the assigned agency; State and agency policy and procedure to effectively manage and develop system programs and requirements. **Ability to:** forecast future agency communications system requirements and formulate a comprehensive long-range, statewide communication plan; manage and direct a variety of communications projects on a statewide basis; plan and administer the agency's communications budget.

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

6.959

ESTABLISHED: 7/1/93P
8/31/92PC
REVISED: 9/19/03PC
REVISED: **XXXXXXUC**



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--|--------------|------------------|-------------|
| COMMUNICATIONS SYSTEMS [SUPERVISOR] <i>SPECIALIST III</i> | 37 | [A] C | 6.976 |
| COMMUNICATIONS SYSTEMS SPECIALIST II | 35 | C | 6.977 |
| COMMUNICATIONS SYSTEMS SPECIALIST I | 33 | C | 6.973 |

SERIES CONCEPT

Communications Systems Specialists perform specialized electronic technician work involving the fabrication, installation, maintenance, repair, and modification of 24-hour communications systems in a geographical area or ~~[on a]~~ statewide basis. ~~[This]~~ *Equipment* may include two-way radio and microwave equipment, mountaintop base stations, power systems, towers, antennas, multiple ~~[station/operator]~~ radio ~~[control]~~ console systems, ~~[data,]~~ voice, ~~[and]~~ data terminals, *and end-user equipment*.

Repair, align, and troubleshoot radio frequency (RF) components, units, ~~[and]~~ systems, microwave, radios, and other ancillary equipment making frequency, modulation, distortion, noise, and power measurements. ~~[; use and m]~~

Maintain test equipment such as oscilloscopes, voltmeters, *land mobile radio communications system analyzers*, microwave link analyzers, spectrum analyzers, baseband analyzers, radio frequency transmission reflectrometer test sets, sweep generators, ~~[—and]~~ deviation calibrators, tuning and adjusting tools, microcomputers, and microprocessor-controlled test/status/alarm equipment.

Maintain RF systems at peak efficiency using advanced troubleshooting skills and electronics theory at a system's engineering level.

Implement and monitor an integrated geographically dispersed radio communications processing network comprised of multiple hardware platforms, information resources, communications protocols, and physical network topologies for an agency's district or statewide trunked radio communications system.

Install, align, and troubleshoot other communications equipment such as frequency and digital multiplex equipment, digital encoding equipment, analog and digital video systems, radio control, *transponders*, switching equipment, multiple ~~[station/operator]~~ radio ~~[control]~~ console systems, multiple channel information logging recorders, *mobile* data terminals and printing systems, scanning monitor receivers, receiver voting systems, grounding system, and surge protection equipment using test equipment and understanding of schematics.

Install, repair, and maintain agency mountaintop base station radios, microwave, and radio systems, power distribution systems, antenna systems, towers, lighting systems, and primary and back-up power generation systems to create remote communication sites to cover a geographical area and radio communications network.

Install copper and fiber optic cabling and cable distribution systems in division facilities enabling radio, telephone, and data systems to be inter-connected and distributed as required.

Perform electrical and mechanical installation, maintenance, and repairs on emergency vehicle equipment and maintenance vehicles including electronic siren and public address amplifiers, emergency lights and light control systems, antenna systems, data terminals, printers, data multiplexers, radio ~~[control]~~ consoles, logging recorders, radar sets, mobile and portable radios to ensure reliability of public safety and maintenance vehicles, communications equipment, and networks.

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| COMMUNICATIONS SYSTEMS [SUPERVISOR] <i>SPECIALIST III</i> | 37 | [A] C | 6.976 |
| COMMUNICATIONS SYSTEMS SPECIALIST II | 35 | C | 6.977 |
| COMMUNICATIONS SYSTEMS SPECIALIST I | 33 | C | 6.973 |

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SERIES CONCEPT (cont'd)

Conduct research and develop custom circuit boards and sub-systems to provide necessary system components which are unavailable from commercial sources, or which require modification for use with existing components and communications system.

Compose and revise schematics and other working and technical drawings to manufacture and assemble components, mounting brackets, radio consoles, panels, cabinets, and electronic subsystems used in the installation of two-way mobile radio communications, mobile data, mobile video, and emergency lighting systems, and microprocessor-controlled sirens.

Align, test, program, and troubleshoot two-way radio communication systems, antennas, coaxial cables, mobile data, mobile video, emergency lighting systems, and microprocessor-controlled siren using electronic test and programming equipment to include portable and desktop personal computers and digital multi-meters; ensure outfitted vehicles follow Federal Communication Commission (FCC) regulations and Nevada State Police standards.

Install, maintain, troubleshoot, and repair dispatch communication consoles, audio recorders, and associated communications equipment; respond to transmission issues; conduct tests to validate field radio operations; notify radio system personnel of validated problems.

Provide on-site direction and assistance to lower-level Communication Systems Specialists to facilitate reliable, efficient, cost-effective service to the agency.

Coordinate with other communications entities including federal, State, and private agencies in the repair, maintenance, and modification of the agency's communications system.

Review and analyze system utilization statistics, user training needs, hardware, software, and environmental needs.

Maintain shop inventory of parts and equipment and maintain replacement and repair stock by researching part numbers, descriptions, and prices.

Prepare and maintain documentation of work completed, files for the system, and vendor information for the assigned work area.

Train equipment operators in the use of communications equipment.

Perform related duties as assigned.

CLASS CONCEPTS

Communications Systems ~~[Supervisor]~~ *Specialist III*: Under general direction, incumbents *in addition to performing* the full range of duties in the series concept, ~~[supervise]~~ *oversee* a statewide~~[-staff of Communications Systems Specialists]~~, *24-hour communications system for a State agency; plan, develop, and monitor an agency's radio equipment budget; prepare FCC license applications for the agency and ensure licenses are renewed and properly posted in a timely manner;* and provide systems engineering design, research, and development of an agency's statewide communications system. *Serve as lead worker for lower-level specialists and other technical staff to include work assignment and review, training, and providing input regarding performance evaluations and work performance standards.*

Incumbents ~~[E]~~ conduct communications systems engineering including frequency availability, path analysis, coverage area charts, site layout, installation, and interconnection methods, and site power source and sizing~~[5]~~.

| | | | |
|--|----|------------------|-------|
| COMMUNICATIONS SYSTEMS [SUPERVISOR] <i>SPECIALIST III</i> | 37 | [A] C | 6.976 |
| COMMUNICATIONS SYSTEMS SPECIALIST II | 35 | C | 6.977 |
| COMMUNICATIONS SYSTEMS SPECIALIST I | 33 | C | 6.973 |

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CLASS CONCEPTS (cont'd)

Communications Systems ~~[Supervisor]~~ *Specialist III*: (cont'd)

~~[d]~~ Develop and implement technical parameters and standard practices for the installation, maintenance, and repair of communication equipment; and ensure the integrity of the communications system is maintained. Perform needs analysis ~~[concerning a statewide communications system;]~~ *and* write detailed plans ~~[and other documentation to meet identified needs]~~ including annual work plans ~~[and]~~ *focused on* broad system improvements and strategy~~;~~. ~~[a]~~ Analyze existing system configuration and proposed ~~[improvements]~~ *revisions* to ensure compatibility, reliability, efficiency, and cost-effectiveness. *This is the advanced journey level in the series.*

~~[Assign, direct and evaluate the work of assigned staff; interview, select and hire personnel; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; identify training needs and provide for appropriate training opportunities based on organizational requirements and within budget constraints.]~~

Communications Systems Specialist II: Under direction, ~~[, at the journey level]~~ incumbents perform the full range of duties in the series concept and ~~[in addition,]~~ may act as a lead worker for lower-level Communications Systems Specialists and other technical staff. *Incumbents* ~~[A]~~ assist ~~[the Communications Systems Supervisor]~~ in performing systems engineering and design, research, and development including frequency availability, path analysis, coverage area charts, site layout, installation methods, interconnection methods, site power sizing, and determination of power source types for each additional site or site to be modified as well as the repair and maintenance of a statewide communications system. *This is the journey level in the series.*

Communications Systems Specialist I: ~~[Under general supervision of a higher-level Communications Systems Specialist or Supervisor, i]~~ Incumbents either:

- 1) *under general supervision of a higher-level Communications Systems Specialist*, perform routine installation, repair, and maintenance of the agency's communications equipment ~~[below the journey level]~~ *at the sub-journey level*. Progression to the ~~[journey]~~ *next level in the series* is not automatic, and positions may be permanently allocated to this level; or
- 2) ~~[function in a]~~ *under close supervision of a higher-level Communications Systems Specialist, receive* training ~~[capacity and learn to]~~ *in performing* the duties described in the series concept. *This is the trainee level in the series and* ~~[P]~~ progression to the next level *in the series* may occur upon meeting the minimum qualifications, *satisfactory performance*, and with the ~~[approval]~~ *recommendation* of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to a pre-employment screening for controlled substances.
- * Some positions require extensive travel.
- * Some positions require on-call availability and emergency response during non-working hours including holidays.
- * Work is performed during inclement weather conditions and includes climbing towers and hiking into remote site areas as required.
- * Applicants must submit proof of certification of competency issued by one of the following: National Association of Radio Telecommunication Engineers (NARTE), Association of Public Safety Communications Officers (APCO), or National Association of Business and Educational Radio (NABER); or possess a ~~[Federal Communication Commission (FCC)]~~ radio-telephone license.

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|--|----|-------------------------|-------|
| COMMUNICATIONS SYSTEMS [SUPERVISOR] SPECIALIST III | 37 | [A] C | 6.976 |
| COMMUNICATIONS SYSTEMS SPECIALIST II | 35 | C | 6.977 |
| COMMUNICATIONS SYSTEMS SPECIALIST I | 33 | C | 6.973 |

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MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

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

INFORMATIONAL NOTE:

- * Communications Systems Specialist I applicants must submit proof of certification ~~[of competency]~~ as specified above within six months of employment.

COMMUNICATIONS SYSTEMS SUPERVISOR SPECIALIST III

EDUCATION AND EXPERIENCE: ~~[Bachelor's degree in electrical engineering, electronics technology, or closely related field and three years of technical electronics experience, two years of which included installing, maintaining, and repairing communications and ancillary equipment; OR an a]~~ Associate's degree *from an accredited college or university* in electronics technology and four years of technical electronics experience, two years of which included experience installing, maintaining, and repairing communications and ancillary equipment; **OR** one year of experience as a Communications Systems Specialist II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Note*)

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

Detailed knowledge of: theory of communications technology as applied to specialized communications networks. **Working knowledge of:** FCC licensing procedures including frequency coordination; communications system design; systems engineering to include needs analysis, system requirements, and the development and implementation of solutions; correct English grammar, usage, punctuation, and spelling. **Ability to:** establish and maintain effective working relationships with other State agencies, equipment suppliers, employees, and the public; plan and set project priorities; motivate and direct subordinates; organize and coordinate the work of others. **Skill in:** oral and written communications; *and all knowledge, skills, and abilities required at the lower levels.*

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

Working knowledge of: ~~[State Rules for Personnel Administration;]~~ State regulatory requirements applicable to communications ~~[; principles and practices of supervision and training]~~. **Ability to:** manage projects such as site development, system upgrades, and modifications; ~~[train, supervise and evaluate the performance of assigned staff]~~ represent the agency regarding its communications system; purchase parts and supplies according to established policies and regulations. **Skill in:** assessing technical and administrative issues, analyzing potential solutions and reaching sound decisions in a timely manner.

COMMUNICATION SYSTEMS SPECIALIST II

EDUCATION AND EXPERIENCE: Associate's degree *from an accredited college or university* in electronics technology or equivalent with course work in algebra, trigonometry, schematics, electronics laboratories, corrective maintenance procedures, and technical writing courses and three years of technical electronics experience, one year of which included installing, maintaining, and repairing communications and ancillary equipment; **OR** completion of trade school, military or college training to the certificate level in electronics technology which included *the* theory of communication technology and three years of technical electronics experience, one year of which included installing, maintaining, and repairing communications and ancillary equipment; **OR** one year of experience as a Communications Systems Specialist I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Note*)

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|--|----|------------------|-------|
| COMMUNICATIONS SYSTEMS [SUPERVISOR] <i>SPECIALIST III</i> | 37 | [A] C | 6.976 |
| COMMUNICATIONS SYSTEMS SPECIALIST II | 35 | C | 6.977 |
| COMMUNICATIONS SYSTEMS SPECIALIST I | 33 | C | 6.973 |

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MINIMUM QUALIFICATIONS (cont'd)

COMMUNICATION SYSTEMS SPECIALIST II (cont'd)

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

Detailed knowledge of: math including algebra and trigonometry; microwave, radio, and antenna systems (transmitters, receivers, repeater stations, transceivers, mobile and portable radios, and base station dispatch consoles); telephone systems; standby power including generators, uninterruptible power supplies, and solar electric systems; processes and procedures used in circuit analysis and corrective diagnosis for repair and troubleshooting communications equipment. **Working knowledge of:** calibration principles and techniques; federal communications rules and regulations; *electronics technology as applied to specialized communications networks; voice and data communications servers; analog and digital video; copper and fiber optic data and voice cabling distribution systems.* **General knowledge of:** *federal communications rules and regulations.* **Ability to:** coordinate and implement communications site development and improvement projects; provide training and direction to lower-level technical staff; supervise the work of outside contractors; prepare technical and analytical reports; analyze communications protocols; *use word processing, spreadsheet, and database management software;* and all knowledge, skills, and abilities required at the lower level.

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

~~[Detailed knowledge of: theory of communications technology as applied to specialized communications networks. Ability to: use word processing, spreadsheet, and database management software.]~~ *(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Communications Systems Specialist III.)*

COMMUNICATIONS SYSTEMS SPECIALIST I

EDUCATION AND EXPERIENCE: Associate's degree *from an accredited college or university* or equivalent with course work in algebra, trigonometry, schematics, and electronics laboratories and two years of technical experience in the installation, maintenance, and repair of electronic equipment; **OR** completion of trade school, military, or college training to the certificate level in electronics technology which included *the* theory of communication technology and two years of technical electronics experience as described above; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Note)*

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

Detailed knowledge of: electronics including AC/DC principles, pulse circuits, solid-state integrated circuit devices, and microprocessors; microwave and multiplex principles and theories; analog and digital electronics. **Working knowledge of:** math including algebra and trigonometry; public address systems; processes and procedures used in circuit analysis and corrective diagnosis for the repair and troubleshooting of communications equipment. **General knowledge of:** basic calibration principles and techniques. **Ability to:** operate a variety of electronic test equipment that measures time, frequency, phase, amplitude, and power; install, repair, and maintain communications and ancillary equipment; operate a variety of hand and power tools; read and understand complex schematics and understand the operations of components, units, and systems; work independently and as a team member; write reports and documentation in a clear and concise manner.

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

~~[Working knowledge of: electronics technology as applied to specialized communications networks; microwave, radio and antenna systems including transmitters, receivers, repeater stations, transceivers, mobile and portable radios, and base station dispatch consoles; voice and data communications servers; standby power including generator, uninterruptible power supply and solar electric systems; analog and digital video; copper and fiber optic data and voice cabling distribution systems. General knowledge of: federal communications rules and regulations.]~~ *(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Communications Systems Specialist II.)*

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| COMMUNICATIONS SYSTEMS [SUPERVISOR] <i>SPECIALIST III</i> | 37 | [A] C | 6.976 |
| COMMUNICATIONS SYSTEMS SPECIALIST II | 35 | C | 6.977 |
| COMMUNICATIONS SYSTEMS SPECIALIST I | 33 | C | 6.973 |

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

| | <u>6.976</u> | <u>6.977</u> | <u>6.973</u> |
|-----------------|-------------------------|-------------------------|----------------------|
| ESTABLISHED: | 12/13/88R 10/91/90PC | 12/13/88R 10/19/90PC | 7/1/93P 8/31/92PC |
| REVISED: | 7/1/93P 8/31/92PC | 7/1/93P 8/31/92PC | |
| REVISED: | 9/19/03PC | 9/19/03PC | 9/19/03PC |
| REVISED: | 5/12/06PC | 5/12/06PC | 5/12/06PC |
| REVISED: | 5/9/12UC | 5/9/12UC | 5/9/12UC |
| <i>REVISED:</i> | <i>XXXXXXUC</i> | <i>XXXXXXUC</i> | <i>XXXXXXUC</i> |