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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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PERSONNEL COMMISSION

Meeting Notice

DATE: Friday, March 25, 2022

TIME: 9:00 a.m.

LOCATION:	State Library and Archives Building	Grant Sawyer Building
	100 N. Stewart Street	555 E. Washington Avenue
	Room 110	Room 1400
	Carson City, Nevada 89701	Las Vegas, NV 89101

Effective June 1, 2021, the Governor’s Emergency Directive expired, and Open Meeting Law procedures were reinstated.

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 might 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 comments 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 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 (NRS 241.020).

FOR POSSIBLE ACTION

- III. Approval of Minutes of Previous Meetings:**
 - A. Held September 24, 2021.....4-13

FOR POSSIBLE ACTION **IV. Prohibitions and Penalties: Discussion and Approval of Specific Activities Considered Inconsistent, Incompatible, or in Conflict with Employee’s Duties and the Process of Progressive Discipline.....14-28**

A. Tourism and Cultural Affairs

FOR POSSIBLE ACTION **V. Discussion and Approval or Denial of Proposed Emergency Regulation Changes to Nevada Administrative Code, Chapter 284.....29-31**

Sec. 1. NEW Succession plan; appointments.

Sec. 2. NEW Certification of employees who prepare succession plans.

Sec. 3. NAC 284.058 “Eligible person” defined.

Sec. 4. NAC 284.313 Limitation of competition in recruitment; applications.

FOR POSSIBLE ACTION **VI. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions.....32-57**

A. Fiscal Management & Staff Services

1. Subgroup: Business Management

a. 7.219 Business Enterprise Officer Series

2. Subgroup: Public Information

a. 7.846 Museum Attendant Series

B. Mechanical & Construction Trades

1. Subgroup: Skilled Trades & Allied

a. 9.434 Events Center Technician Series

b. 9.475 Water System Manager/Operator Series

2. Subgroup: Semi-Skilled General Labor

a. 9.485 Maintenance Repair Worker Series

INFORMATIONAL ITEM **VII. Report of Uncontested Classification Plan Changes Not Requiring Personnel Commission Approval per NRS 284.160.....58-64**

The following items were posted for at least 20 working days. No written objections were received by the Administrator before the end of the posting period; therefore, the changes automatically went into effect.

Posting: #01-22

7.700 State Education Funding Manager/Specialist Series

Posting: #02-22

13.101 Agricultural Enforcement Officer Series

Posting: #03-22

7.208 Organizational Change Manager, OPM***

Posting: #04-22

11.600 Deputy Administrator, Emergency Management***

VIII. Discussion and Announcement of Dates for Upcoming Meetings.

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 (NRS 241.020).

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/. To obtain a copy of the supporting material, you may contact Michelle Garton at (775) 684-013 or mgarton@admin.nv.gov.

Inquiries regarding the items scheduled for this Commission meeting may be made to Michelle Garton at (775) 684-0136 or mgarton@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 Michelle Garton at (775) 684-013 or mgarton@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

Las Vegas

Grant Sawyer Building, 555 East Washington Avenue

Online

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

**STATE OF NEVADA
PERSONNEL COMMISSION**

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

**MEETING MINUTES
September 24, 2021
(Subject to Commission Approval)**

**COMMISSIONERS PRESENT
IN CARSON CITY:**

Ms. Patricia Hurley, Commissioner

**COMMISSIONERS PRESENT
IN LAS VEGAS:**

Ms. Katherine Fox, Chairperson
Mr. Mark Olson, Commissioner
Mr. Andreas Spurlock, Commissioner

**COMMISSIONER PRESENT
ON TELEPHONE:**

Ms. Priscilla Maloney, Commissioner

**STAFF PRESENT
IN CARSON CITY:**

Ms. Michelle Garton, Deputy Administrator, DHRM
Ms. Beverly Ghan, Deputy Administrator, DHRM
Ms. Denise Woo-Seymour, Supervisory Personnel Analyst, DHRM
Ms. Keisha Harris, Personnel Analyst, DHRM
Mr. Gregory Ott, Chief Deputy Attorney General, Office of the Attorney General

STAFF PRESENT IN LAS VEGAS:

Ms. Heather Dapice, Supervisory Personnel Analyst, DHRM

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

Chairperson Fox: Called the meeting to order on Friday, June 25, 2021, at approximately 9:00 a.m. She welcomed everyone.

II. PUBLIC COMMENT

Chairperson Fox: Noted due to the Covid restrictions when one is speaking, the protocol will be to pull your mask down to speak and then pull it back up for the ease of being able to hear one another. Unless there was an objection from someone that is how we will proceed.

Michelle Garton: Stated that Commissioner Maloney was joining the meeting for the session in the Carson City office telephonically.

Chairperson Fox: Commissioner Malony will be telephonically in the North, Commissioner Hurley, Michelle Garton, Beverly Ghan, and Greg Ott in the North.

Chairperson Fox: We will begin by doing the role beginning in the South, starting with Katherine Fox, Chairperson.

Commissioner Olson: Mark Olson Commissioner.

Commissioner Spurlock: Andy Spurlock Commissioner.

Heather Dapice: Heather Dapice, Supervisory Analyst, for the Division of Human Resource Management.

Chairperson Fox: We do have some alternates here in the South and I would like to recognize Alternate, Susanna McCurdy who is in the audience, and two new Commission Members, thank you both for your service. Angela Scurry and Christine Santiago, we welcome you. Christine has a background in Human Resources with Clark County specifically with UMC and McCarran International Airport in Human Resources, a Division of Clark County. Angela if you can please briefly articulate to the group a little about your background.

Commissioner Scurry: Yes, Thank you. I am the Senior Director currently in Human Resources Department. Currently, I am employed with Intermountain Healthcare where I have been for the last 18 years.

Chairperson Fox: We welcome you both, continuing in the North.

Commissioner Hurley: Patricia Hurley, Commissioner.

Commissioner Maloney: Pricilla Maloney, Commissioner.

Michelle Garton: Deputy Administrator for the Division of Human Resource Management, and sitting in for Mr. Frank Richardson, the Administrator of DHRM who is out today.

Beverly Ghan: Beverly Ghan, Deputy Administrator for the Division of Human Resource Management.

Gregory Ott: Greg Ott, Chief Deputy Attorney General, Office of the Attorney General.

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

Chairperson Fox: Asked if there were any public comments; there were none.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING DATED June 25, 2021 – Action Item

Chairperson Fox: The first item on the agenda is the approval of the minutes previously held, we will approve item 3a for the Personnel Commission meeting held June 25, 2021. Commissioners are there any additions or revisions to post minutes.

Commissioner Olson: Moved to approve the Personnel Commission minutes from June 25, 2021 meeting as presented.

Chairperson Fox: Seconded motion.

Chairperson Fox: It's been moved and seconded, any questions, discussion, or any public comment. Seeing and hearing none, I will call for a vote.

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

The motion passes unanimously.

MOTION: Moved to approve minutes of June 25, 2021, as submitted
BY: Commissioner Maloney
SECOND: Commissioner Olson
VOTE: The vote was unanimous in favor of the motion.

Chairperson Fox: Moving to the next item 3B Emergency Regulations, Commissioners any discussion, adjustments, or revisions to the minutes as presented.

Chairperson Fox: Seeing and hearing none, is there any public comment; hearing none. I will entertain a motion.

Commissioner Spurlock: Motion to approve item 3b, the Emergency Regulations meeting of June 25, 2021, as submitted.

Commissioner Olson: Seconded motion.

Chairperson Fox: Any discussion none heard. All those in favor please signify by stating aye.

The motion passes unanimously.

MOTION: Moved to approve minutes of June 25, 2021, Emergency Regulations as submitted
BY: Commissioner Spurlock
SECOND: Commissioner Olson
VOTE: The vote was unanimous in favor of the motion.

IV. Prohibitions and Penalties: Discussion and Approval of Specific Activities Considered Inconsistent, Incompatible, or in Conflict with Employee's Duties and the Process of Progressive Discipline.

- A. Cannabis Compliance Board
- B. Department of Education

Chairperson Fox: The next item for possible action is item 4A and 4B, Prohibitions and Penalties: discussion and approval of specific activities considered inconsistent, incompatible, or in conflict with Employee's Duties and the Process of Progressive Discipline.

Chairperson Fox: We will first hear item 4A. for the Cannabis Compliance Board.

Denise Woo-Seymour: Good morning Madame Chair and Members of the Commission. My name is, Denise Woo-Seymour, Supervisory Personnel Analyst for the Division of Human Resource Management, Consultation, and Accountability Unit. The State of Nevada Cannabis Compliance Board is a new Agency, therefore the Prohibitions and Penalties before you for approval are newly created. The input was requested from the department employees and any applicable unions. These new Prohibitions and Penalties have been reviewed by the Division and are consistent with those already approved by the Commission. Michael Miles, Deputy Director of the Cannabis Compliance Board, and Gennie Hudson from Agency HR Services are available to answer any questions. Thank you.

Chairperson Fox: Thank you Ms. Woo-Seymour and noted to the Commissioner's item #I-5 is a higher level than any other Agency due to the violation of this type for Cannabis Compliance board would compromise the Agency's operations.

Chairperson Fox: Asked if there were any questions for the Cannabis Compliance Board or the Division of Human Resource Management related to this item.

Chairperson Fox: Any discussion; none heard, I will entertain a motion.

Commissioner Olson: Move to approve item 4A as it pertains to the Cannabis Compliance Board as listed Prohibitions and Penalties.

Commissioner Spurlock: Seconded motion.

Chairperson Fox: It has been so moved and seconded, any public comment, discussion.

Chairperson Fox: All those in favor please signify by stating aye.

The motion passes unanimously.

MOTION: Moved to approve item 4A. for the Cannabis Compliance Board.
BY: Commissioner Olson
SECOND: Commissioner Spurlock
VOTE: The vote was unanimous in favor of the motion.

Chairperson Fox: Continuing to item 4B for the Department of Education.

Denise Woo-Seymour: The Department of Education has updated its Prohibitions and Penalties previously approved by the Personnel Commission and has been in effect since May 10, 2013. Prior to the submitted revised version, Department Employees and any applicable Employee Unions were requested to submit comments and suggestions.

Denise Woo-Seymour: Please note; Prohibitions #B-17, #D-5, and #G-16, the penalty ranges are elevated higher than other agencies due to violations of these types could compromise the Agency's operations.

Denise Woo-Seymour: Prohibition #B-28, compared to all other agencies which list termination for a 1st offense, a lower penalty range is proposed to consider a misunderstanding or miscommunication of the approval process. Otherwise, the items submitted for approval have been reviewed by the Division and are consistent with those already approved by the Commission. Revisions have been tracked with the new matter in blue font and deletions as red strikethroughs. Prohibitions that were relocated from a section to a more appropriate section were not noted since language had already been previously approved by the Commission. Jessica Todtman for the Department of Education is in Las Vegas, and Amelia Thibault also from the Department of Education, and Gennie Hudson of Agency HR Services are here in Carson City are available to answer any questions. Thank you.

Commissioner Spurlock: Thank you, I have a question for the Department, on the front description language that was just read when it says Prohibition #B-28 compared to all other Agencies which list termination for the 1st offense, a lower penalty range is proposed to consider a misunderstanding or miscommunication of the approval process. I would like to understand why that is unique to this Division or Department as opposed to any other Division of the State. Couldn't there be a misundestand or miscommunication in other areas. I would like clarification as to why that is being considered this way.

Chairperson Fox: It appears in the south there is a Member from the Department of Education to speak about that, I am going to ask her to come forward. If you could please state your name, and job title for the record.

Jessica Todtman: Chief Strategy Officer, with the Department of Education. In this event, we were noting that we have e-signatures for many of our senior staff and in our experience, we have emails going back and forth that imply approval and someone said, "I sent this to them, and I need to process it". Then someone may apply an e-signature without intending to make anything fraudulent.

Chairperson Fox: Thank you for that clarification Ms. Todtman.

Commissioner Spurlock: My question would now go back to the people at the State Offices, to explain why this would be unique to the Department of Education. I want to make sure we are staying consistent with all Departments with the State.

Denise Woo-Seymour: As mentioned in my testimony other agencies do have the first offense listed as a termination but because of the explanation provided by the Department of Education, they still do have that option to make that first offense a termination. That range covers that termination with a wide range.

Commissioner Spurlock: That helps, thank you Ms. Woo-Seymour.

Chairperson Fox: Asked if the Commissioners had any other questions.

Chairperson Fox: Is there anyone wishing to come forward with a public comment. None heard nor seen.

Commissioner Hurley: Moved to approve item 4B Prohibitions and Penalties for the Department of Education.

Chairperson Fox: Seconded the motion.

Chairperson Fox: Discussion; it has been moved and set that the Commission approved the Department of Education Prohibitions and Penalties as presented to the Commission, all those in favor signify by saying aye.

The motion passes unanimously.

MOTION: Moved to approve item 4B. for the Department of Education Prohibitions and Penalties.
BY: Commissioner Hurley
SECOND: Chairperson Fox
VOTE: The vote was unanimous in favor of the motion.

V. **Discussion and Approval of Policy Authorizing the Appointment of Persons to a Position or Class of Positions pursuant to NAC 284.375.**
A. Division of Forestry

Chairperson Fox: The next item for possible action is item 5. Discussion and approval of policy authorizing the appointment of persons to a position or class of positions pursuant to NAC 284.375. The Division of Forestry as submitted and requests consideration from the Commission.

Denise Woo-Seymour: Supervisory Personnel Analyst, for the Division of Human Resource Management, Consultation, and Accountability Unit. Pursuant to NAC 284.375, an appointing authority shall not appoint a person to a position in the classified service, if the appointed person will be in the direct line of authority of A spouse, child, parent, or sibling; Direct line of authority of the spouse of a child, parent, or sibling; Direct line of authority of an aunt, uncle, niece, nephew, grandparent, grandchild, or first cousin. or, will be in the direct line of authority of a person with whom he or she is in a dating relationship. If the appointing authority determines the enforcement of this prohibition would be impracticable and cause an undue hardship, such as difficulty in recruiting applicants, the appointing authority may adopt a written policy authorizing the appointment of such persons that would otherwise be prohibited. This written policy would be effective upon approval by the Commission. In accordance with NAC 284.375 (2)(3), the Division of Forestry is proposing the following Policy on Nepotism for the division, that would otherwise be prohibited by the provisions of subsection 1.

Denise Woo-Seymour: The Division of Human Resource Management has no objection or concerns with the proposed policy. Kacey KC, the Division of Forestry Administrator, is present to answer any questions. Thank you.

Commissioner Olson: I have some questions for the Division.

Chairperson Fox: It appears we would like a representative from the Division of Forestry to come forward and state your name, and title for the record because I know, at least for the Commissioners in the South have some questions.

Kacey KC: Kacey KC, State Forester for the Fire Warden for the Nevada Division of Forestry.

Commissioner Olson: During our briefing, I commented on concern about the oversight and follow-up, once this is approved, assuming it is approved and acted on when someone is hired. Is there someone there that would keep tabs on that person or that relationship issue.

Commissioner Olson: Secondly, I understand there is a proposed policy that exists, and that DHRM did approve it. My only concern would be the oversight of the person with the relationship issue. That there would be follow-up done, to ensure the policy is being followed.

Kacey KC: Thank you, Commissioner, I would be happy to answer that for you. What is precipitating is the request to hire for a position in one of our rural camps we have a first cousin situation. We were only able to find three applicants, upon the interviews only two were viable candidates. We offered it to a different candidate to avoid this conflict, but unfortunately, they declined the position so we were in the position then to offer it to a first cousin. Strangely enough, these two candidates did not know they were first cousins until very recently. Per the policy, our Personnel Person in the Division, Terry Hack will be monitoring this and so will I, the State Forester.

Kacey KC: The Department of Conservation and Natural Resources was also in this last biennial awarded a Personnel Position, so they will also be overseeing it. If this policy is approved, and we can hire, we have not so yet, awaiting this policy implementation. We would then have a form that would list how this policy will be implemented, what this relationship would be, and how we will monitor it, how the timesheets will be handled, how the direct supervision will be handled, and who would be in charge of those things.

Commissioner Olson: Thank you, I appreciate that having been a Human Resource Practitioner for more than a couple of years, nepotism is probably one of the biggest issues, so that's my concern as well. I appreciate that. Thank you.

Commissioner Spurlock: Ms. KC, I understand this is for a specific situation and I just want to be clear on something, and even though long term, it shouldn't affect any kind of decisions. I want to make sure, so you said "rural camp". Does that mean actual firefighters, or full-time firefighters, or seasonal hourlies?

Kasey KC: Thank you for the questions, this camp is a conservation camp in Tonapah. The positions can be firefighter positions or they can be in a class A position which means they are a natural resource manager position for the crew supervisors. The position we are looking to hire for is a direct-line first cousin to one of the crew supervisors who is the camp supervisor. That position has been vacant for over a year now.

Commissioner Spurlock: Ok thank you, my understanding is because it is not direct fire fighting in a forest environment, it's not as if you have to have the flexibility to hire someone in the next 24 hours to go fight a fire.

Kasey KC: that is correct, the position we are wanting to hire is a Camp Supervisor position, it is necessary. It would be the Supervisor to all the workers in Tonapah. Seven in total, and currently only four are filled.

Commissioner Spurlock: For better or worse the board members down here are all former human resource people, that is why we are asking the questions we are. I agree with Commissioner Olson, you have to be sensitive on this stuff, I don't want to cross boundaries as to how things have always been done at the State, or approvals or anything like that. I would like to throw it back to human resources up there. Especially if it's not immediate hiring like I need this position filled to be in the field by the end of today because there is a fire that is raging. Would it be appropriate, to go back to the language that they wanted to add or change on page 50. The Appointing Authority shall develop a form and procedure for such a request to be submitted and approved by the State Forester-Fire Warden. Would it be more appropriate that the Fire Warden to review unless it takes 6-8 weeks to approve it, would it be appropriate for that Fire Warden to get a double check with Human Resources. They could explain here is the situation with this relationship and then ask for an exception to be made based on the situation.

Commissioner Spurlock: If I am talking out of the line of how things are done at the State or how they could be done.

Michelle Garton: The Division of Human Resource Management would be willing to participate in coming up with an oversight type of mechanism if that's something that the Agency would be willing to do.

Commissioner Spurlock: If it complicates or slows down things in any way for Ms. KC and I understand that completely, that's why I just want to make sure it's clear as it is thought out. I didn't know if my question was thought out because I don't want it to hamper, truly hamper her abilities.

Commissioner Spurlock: What I am most concerned about is, I have a fire raging, and I have a qualified person, and cannot throw somebody at that. I understand that but for everything else that would be semi administrative, because I am so sensitive with the nepotism thing, I'm just wondering if someone in HR should be the approver on that. It is a lot easier to approve and look at the appropriateness when it starts than to investigate something after it has happened. We hear the phrase easier to beg for forgiveness after the fact than to do it right and get permission upfront. When it comes to government I don't know if that is necessarily true. So I am just concerned about that, Michelle Garton is you have serious concerns about anything ever going to something like that. Or Ms. KC, I would like to hear from you, your thoughts if this would be extra due hardship to have this process be done. I have a feeling that maybe hr can have a quick look at these things before they are approved.

Kasey KC: This position remains open as an active recruitment, and we have had no applicants for quite some time since March or April. We do want to get this position hired, we have had an acting in that position for a little over a year. This is over the period we are allowed, however, we do not have a qualified person to fill that spot with. We would like to get it filled, we are not opposed to handing this over to HR and we have the form. It was my understanding that we needed the policy approved first and then we would be able to submit the form. I'm happy to submit the form to Human Resources and work through this, as I stated we have not hired for this position, and awaiting the approval on the policy from the commission and then making sure this form and how we drew it up. We did review other agencies' policies like this, not to say the policy we reviewed was right, wrong, or indifferent because we only found one which was the Department of Corrections. I believe the Department of Education had one but we couldn't find it publically available. So this was kind of mimicked after their form, but we are happy to get it approved through human resources. We wanted to make sure the commission was ok with our oversight and we would do what we need to do to get the approvals needed.

Commissioner Maloney: I had a few questions for Ms. KC if that is appropriate at this time.

Commissioner Maloney: Ms. KC, good morning, I am sorry I am appearing by telephone, I hope I am clear and you can understand. When looking at page 50, listing the challenge for the recruitment in general for the State of Nevada

Division for the appointment for the rural areas because of the population. At the bottom of the paragraph where it says the appointing authority shall develop a form and procedures, would it be helpful or useful to analytically combine the counties where the population is less than that number whatever it would be, that is how we do that in the legislature for my day job. It seems it might help resolve a lot of problems in general when we are talking about providing services to the rural areas. I just want to throw that out there, that it does help a little bit when you combine the smaller counties.

Kasey KC: Thank you, we would be happy to do that if you had a number you were thinking that would be appropriate. I am not sure what the population is in our county seems to be growing exponentially. We could potentially have this issue, we have not had this issue in the past. We do have other relatives working as equals in other camps, so this could arise again. In the rural areas, it is not as common in eastern sierra as in a county like here in Carson City. Carson City would have a larger population to choose from. So we would be happy to do that, I am not sure what that limit would be, if you guys had a suggestion I would be happy to throw that in here.

Commissioner Spurlock: Maybe I have not thought it out but I'm not quite convinced that doing a population exception would address concerns on stuff slipping through the cracks. I'm more concerned that Ms. KC has the flexibility that gets the minimum approval that she has on, sometimes quick notice. Before the candidate turns down the job and goes to another job opportunity. So again, I do not want it to be burdensome to your credit, I am just not sure that limiting it. The way I understand is the NRS is written the two counties with 400,000 or more it usually would be enough to cover Washoe and Clark, and then there is everyone else, the other 15 counties. Unless I get a better explanation I am not sure why the population of the county makes a difference. I think it is scenario-based and appropriateness-based. For example, the difficulty to recruit, the size of the pool of the applicants, the critical skill of the job, and those are all the discretionary things that Ms. KC needs to have or be able to weigh in on. With only given those basic facts, and HR would say, here is the situation, I need to act, or I'm going to lose this person, I do not have anyone else, this is critical and then HR would respond with an ok. But I just don't know if the population of the county would be relevant.

Commissioner Olson: I agree with my esteemed colleague, the population of the county when it comes to nepotism is irrelevant in my opinion and I do concur with the proposal for absolute complete transparency that DHRM is involved in the approval process so everything stays above board. Being a practitioner in Human Resources for many years nepotism can be very ugly.

Chairperson Fox: I have a question for the Division, I heard Ms. KC say she had looked at other Agencies or Departments that have an exception to the nepotism rule, I think it included the Department of Education. But I am wondering for the Division, are there many Agencies that have a similar policy as being proposed by the Division of Forestry. Has there been an Agency in the past come to you and say, we are having a hard time filing this position because it is in a rural area and the a nepotism requirement.

Beverly Ghan: I do not recall any such situation where this has been brought to our attention. This request is the first that we have received in writing. Usually, the rural areas are always difficult to fill the positions that we have, we just work around it in different ways, not in this way particularly.

Commissioner Spurlock: Following up on chair Chairperson Fox's comment, I think that is why I just wanted to make sure that it didn't spread and get out of hand. In fact, in advance of the meeting, I was thinking about someone in the Highway Patrol having its own issues right now. But I think a lot of that is salary-based, so I just want to make sure that we do not give a tight nit community the same exception that we would give in rural eastern Nevada when there are other solutions. Whether it is pay or salary, that might take some time to work out or process a transfer with someone from Elko, or Ely, someplace like that with the small communities. My concern would be, and I understand you're the Department that would be asking for the same exception from both areas. I was just thinking advance the meeting the Highway Patrol will go ramp-id with this if we were to approve it. Like Commissioner Olson said my concern would be that we keep this to a very limited basis as we have to, even if it is a courtesy approval from HR when these kinds of things come up. Again, I feel for Ms. KC and I want to make sure Ms. KC doesn't come out of this meeting thinking Mr. Commissioner Spurlock is hamstringing me, in no way whatsoever. If you had a flood situation or a fire situation or some other kind of thing that affects the citizens of Nevada, I want you to be able to act, you need to have those tools. Again, I am so sensitive to nepotism, I just think someone needs to be doing the crosscheck on that.

Kasey KC: Thank you, I do not think you are insensitive and I believe this is not ideal for any of us. I wouldn't be here today if we had a solution. For this particular instance, In 20 years working with the Division we have never

needed a policy like this, and I hope in however many more years I have, we do not have this again. We can try to continue to recruit, this is a unique situation, for our Crew Supervisor position we are down 32 across all of our camps, and we were only able to hire 13. So we are having a hard time hiring people across the board actually, this one makes it even tougher. We could continue to recruit, the longer we give the crew no supervision, the longer they can run a muck out there in Tonapah, in the middle of nowhere. Literally, the camp is in the middle of nowhere. We want to make sure they do have direct supervision, it's not an ideal situation. I am happy to send this justification form I have here today, based on some feedback, I could beef up the language it contains, and send it over for approval if this policy were to get approved, we will also approve the situation through DHRM.

Chairperson Fox: Thank you, Ms. KC, I feel you have addressed the concerns that the Commissioners had articulated regarding this policy.

Chairperson Fox: Are there any other questions from the Commissioners.

Chairperson Fox: Is there anyone who wishes to come forward for public comment. None heard or seen.

Chairperson Fox: I will entertain a motion.

Commissioner Olson: Move to approve agenda item 5A as it pertains to appointing of related persons with the provision, that there is some language added that allows DHRM, or requires DHRM to approve that policy for oversight.

Chairperson Fox: I will second that motion.

Chairperson Fox: It has been moved and seconded that the Committee approved the policy authorizing appointing persons pursuant to NAC 284.374 with the understanding that such approvals will be submitted to the Division of Human Resource Management for review.

Chairperson Fox: Committee discussion. All those in favor signify by stating aye.

The motion passes unanimously.

MOTION:	Moved to approve the policy authorizing the appointing persons pursuant to NAC 284.374, with the understanding that such approvals will be submitted to the Division of Human Resource Management.
BY:	Commissioner Olson
SECOND:	Chairperson Fox
VOTE:	The vote was unanimous in favor of the motion.

Chairperson Fox: Thank you, Ms. KC, thank you to the Division.

Chairperson Fox: The next item for possible action on the agenda, is discussion and approval of proposed class specification maintenance review of classes recommended for revisions and abolishment for Mechanical & Construction Trade.

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

A. Mechanical & Construction Trade

1. Subgroup: Skilled Trades & Allied

a. 9.430 Welder Series

b. 94.495 Wastewater Treatment Operator Series

Keisha Harris: Good morning Madam Chair and Members of the Commission. For the record, my name is Keisha Harris, Personnel Analyst with the Division of Human Resource Management Classification Unit. As part of the Biennial Class Specification maintenance review process. I am here to present for your approval this date, item 6A, 1A on the agenda, the Welder Class specifications. In consultation with subject matter experts from the Department of Corrections, Department of Transportation, Nevada System of High Education, and analysts within DHRM. It is recommended that revisions be made to the series and class concepts, and the minimum qualifications to update

occupational language clarify respective duties, reflect current methods and practices being used, and maintain consistency with verbiage formatting and structure. Supervisory Analyst Heather Dapice will now present item 6A 1B on the agenda.

Heather Dapice: Good morning Madam Chair and Members of the Commission, for the record my name is Heather Dapice, Supervisory Personnel Analyst with the Division of Human Resource Management Classification Unit. As part of the biennial class specification maintenance review process, I am here to present for your approval of this date on 6a 1b the Wastewater Treatment Operator Series. Consultation with subject matter experts from the Department of Corrections, and analysts within the Division of Human Resource Management. It was determined that the series and class concepts, met the current expectations and required no changes at this time. However, it is recommended that minor changes be made in the series and class concepts to maintain consistency with the verbiage, formatting, and structure. In addition, an informational note was added to the minimum qualifications to clarify that the required certifications are required at the time of the appointment and as a condition of continued employment. As a result of this change, the education and experience section, and the minimum qualifications at every level were amended to reflect this addition. Thank you for your time and we would be happy to answer any questions you have at this time.

Chairperson Fox: Ms. Dapice, I have a question, are the Wastewater Treatment Operators only assigned to the Department of Corrections.

Heather Dapice: Yes, that is correct there is only one employee within the State and they are employed with the Department of Corrections.

Chairperson Fox: Thank you, I didn't know that.

Commissioner Olson: I too, also wondered about that.

Commissioner Spurlock: We learn something new every day.

Chairperson Fox: Are there any Commissioner questions or comments regarding 6A, 1B item.

Chairperson Fox: Is there any public comment. Hearing none, seeing none.

Chairperson Fox: I will move that the Commission approve the proposed Class Specification changes for the Mechanical & Construction Trade group, subgroup Skilled Trades & Allied, Welder Series, and Wastewater Treatment Operator series.

Commissioner Olson: I second that motion.

Chairperson Fox: It has been moved and seconded, any discussion, all those in favor say aye.

The motion passes unanimously.

MOTION:	Moved to approve Agenda item 6
BY:	Chairperson Fox
SECOND:	Commissioner Olson
VOTE:	The vote was unanimous in favor of the motion.

Chairperson Fox: The next item is an informational item 7 on the Agenda.

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

Chairperson Fox: The following items were posted for at least 20 working days. No written objections were received by the Administrator before the end of the posting period: therefore the changes automatically went into effect.

Posting #05-21

6.766 Climate and Energy Specialist

Posting #08-21

12.619 Parole and Probation Specialist Series

Posting #09-21

7.100 Accountant Series (ACFR)

Posting #10-21

7.500 State Payroll Manager

Posting #11-21

9.477 Student Worker-Trades

VIII. Discussion and Announcement of dates for Upcoming Meetings.

Chairperson Fox: Our next scheduled meeting will be on December 10, 2021.

Chairperson Fox: Our next scheduled meeting will be on December 10, 2021. They are both Fridays I believe. I have no problem with either date.

Chairperson Fox: Thank you, I have heard no objections to either date so it is agreed for March 11, 2022.

IX. Commission Comments

Chairperson Fox: None heard or seen.

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

Chairperson Fox: None heard or seen.

XI. Adjournment

Chairperson Fox: Seeing and hearing no further discussion, we are adjourned at approximately 9:45 am.

Personnel Commission Meeting
March 25, 2022

FOR DISCUSSION AND POSSIBLE ACTION

Prohibitions and Penalties

In accordance with NAC 284.742, an agency shall identify specific activities considered inconsistent, incompatible or in conflict with employees' duties and penalties for such. These Prohibitions and Penalties are subject to the approval of the Personnel Commission.

Department of Tourism and Cultural Affairs (DTCA) - DHRM Recommendation

The Department of Tourism and Cultural Affairs has updated their Prohibitions and Penalties previously approved by the Personnel Commission and in effect since August 11, 2006. Prior to the submitted revised version, department employees and, if applicable, employee unions were requested to submit comments and suggestions.

The items submitted for approval have been reviewed by the Division and are consistent with those already approved by the Commission. Revisions have been tracked with new matter in blue font and deletions as red strikethroughs. Prohibitions that were relocated from a section to a more appropriate section were not noted since language had already been previously approved by the Commission.

STATE OF NEVADA

DEPARTMENT OF TOURISM & CULTURAL AFFAIRS



PROHIBITIONS AND PENALTIES

**A GUIDE FOR EMPLOYEES OF THE
DEPARTMENT OF TOURISM & CULTURAL AFFAIRS**

Approved by the Personnel Commission on

~~The following guide was developed to help Department of Tourism & Cultural Affairs' employees identify those activities which will be considered inconsistent, incompatible or in conflict with their duties as employees, and will be cause for disciplinary action. It will assist both the employee and the supervisor to better understand the correct disciplinary process. In compliance with the Nevada Administrative Code 284.742, these prohibitions and penalties are meant as a supplement and do not attempt to cover all possible violations of the existing rules nor do they preclude other prohibitions and penalties as contained in the Nevada Administrative Code. It is to be used to assist the supervisor in taking appropriate corrective disciplinary action. The extent of progressive discipline will be at the discretion of the Appointing Authority and should be in proportion to the seriousness of the offense.~~

CODE DESCRIPTION

- ~~1. **Warning** — may be oral or written.~~
- ~~2. **Reprimand** — oral and written, requires a Written Reprimand (NPD-52).~~
- ~~3. **Suspension** — may be for a period of one working day to 30 calendar days. Suspension may be paid leave pending an investigation or unpaid as a result of disciplinary action taken. Requires Specificity of Charges (NPD-41).~~
- ~~4. **Demotion** — reduction in the class level the employee currently occupies. — Requires an NPD-41.~~
- ~~5. **Dismissal** — Requires an NPD-41.~~

~~If a supervisor recommends disciplinary action of a permanent classified employee to codes 3, 4 or 5 above, the pre-disciplinary hearing guidelines must be followed.~~

FORWARD

You are part of a dynamic public service agency. This document provides guidance so that you can be confident that your conduct in the workplace reflects the quality of service and professionalism that our clients deserve.

Each member of your Agency team has the responsibility of understanding and following the rules of proper conduct and performance vital to carrying out the Agency's mission. Even though there are many situations you will encounter that are unfamiliar or unexpected, requiring you to rely on your own discretion and judgment, it is important to have a clear understanding of the rules that govern your actions in performing your duties.

Although it would be impossible to address every infraction or violation that could conceivably develop, this guide should prove to be sufficiently comprehensive to cover the majority of situations that could be a source of concern. Since it covers a wide range of undesirable actions and behaviors, it should provide an excellent guide for supervisors and employees on what is expected in the area of proper conduct.

This guide provides reference to personnel rules and administrative procedures in the disciplinary process. It is often stated that the best discipline is self-discipline; however, in the absence of self-discipline there are times when it must come from another source. When it does, it may come with a disagreeable or negative connotation. There is a tendency to think of discipline entirely in its most limited sense as an action taken against an employee who has committed some violation of proper conduct or a rule infraction.

Discipline should be thought of in terms of instruction and training, rather than punishment. It should be recognized that the conduct of well-disciplined employees is the result of training that motivates employees to accept and work in accordance with established standards. Well-disciplined employees develop and maintain good working habits, which goes far in preventing situations from developing that require "corrective action."

After you have thoroughly reviewed this guide please sign the "Acknowledgement Form – Department of Tourism & Cultural Affairs Prohibitions and Penalties," which is the last page of this guide and return it to Agency HR Services (AHRS) or your immediate supervisor.

AUTHORITY

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC). The "Prohibitions and Offenses" section of NAC 284 provides that each appointing authority will determine and describe standards of conduct that are prohibited as inconsistent, incompatible, or in conflict with the duties of an employee. These standards are in addition to prohibitions and penalties that are listed in statute and regulation that apply to all State employees.

This guide has been approved by the Personnel Commission and thus has the same force and effect as other statutes and regulations covering classified employees.

COACHING

Coaching normally takes place prior to beginning the disciplinary process. The Letter of Instruction, and any other means of coaching, are not part of the disciplinary process. Supervisors should work with their employees to address the development of skills, including time management or prioritization, continuing education, team building exercises, or other assistive practices to support employee success in their position.

Letter of Instruction. A Letter of Instruction to the employee is typically written by the supervisor(s) responsible for the employee's activities. The letter is intended to provide the employee with information and instruction or training and establishes documentation that the employee has been made aware of his or her responsibility concerning a particular situation or set of circumstances.

PROGRESSIVE DISCIPLINE

Progressive discipline normally follows the sequence outlined below. The penalties identified for the various infractions are merely guidelines and may be applied to a greater or lesser degree indicated depending on the circumstances.

1. Oral Warning. When instruction and training does not lead to a change in behavior or performance that is desired, an "oral warning" is usually the first step in the progressive disciplinary process. This level of discipline may be skipped when the seriousness of the employee's behavior and/or performance warrants a higher level of discipline on a first offense and typically comes from the supervisor responsible for the employee's activities. The oral warning is documented and maintained in the supervisor's file. Oral warnings are not forwarded to the employee's departmental personnel file or the Division of Human Resource Management's Central Records section.

2. **Written Reprimand.** Typically the second level in the disciplinary process, a written reprimand is used when previous corrective and disciplinary action has not produced the appropriate change in behavior or performance or when the seriousness of a first offense warrants a higher level of discipline, such as willful actions and/or threats. A copy of the Written Reprimand (form NPD-52) is maintained in the employee's permanent personnel file held by as the Division of Human Resource Management's Central Records section.
3. **Suspension.** When previous corrective and disciplinary action have not produced the appropriate change in behavior or performance or due to the seriousness of a first offense, a suspension leave without pay may be issued but not to exceed 30 calendar days. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the suspension is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a suspension as a result of an upheld or uncontested disciplinary action.
4. **Demotion.** Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious, a demotion to a lower class may be used as a form of discipline. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the demotion is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a demotion as a result of an upheld or uncontested disciplinary action.
5. **Dismissal.** Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious, dismissal from the State may be warranted. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the dismissal is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section.

NOTE: The Division Administrator of the employee's assigned Division will review pending disciplinary steps and grievances and consult with Agency HR Services and the Attorney General's Office as necessary, to ensure proper documentation, timely processing of disciplinary steps and grievances, and accuracy of employee files. Agency HR Services must consult with the Attorney General's Office prior to all disciplinary steps involving a recommendation of suspension (3), demotion (4), or dismissal (5) of a permanent employee.

The attached chart shows recommended minimum and maximum penalties for the first, second, and additional offenses for a wide range of prohibited activities. If disciplinary actions 3, 4, or 5, described at the top of each chart, are recommended for a permanent employee, the pre-disciplinary review guidelines found in NAC 284.656 must be followed.

NOTE: Appropriate disciplinary or corrective action may also be taken for any causes listed in Section 284.650 of the Nevada Administrative Code, "Causes for Disciplinary Action"
(<http://www.leg.state.nv.us/NAC/NAC-284.html#NAC284Sec650>)

Disciplinary steps resulting in an oral warning or a written reprimand can be grieved through the formal grievance process. Disciplinary steps resulting in suspension, demotion or dismissal may be appealed before a Hearing Officer provided by the Personnel Commission.

Department of Tourism & Cultural Affairs Prohibitions and Penalties

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
A. Fraud in Securing an Appointment							
1	Willful falsification of application for employment or other personal record with respect to a material point which would have adversely affected selection for appointment.	5					
2	Permitting another person to take a portion of a State Civil Service test for him/her, except when approved due to a disability such as blindness.	5					
2	Taking, for another person, or permitting another person to take for you, an examination or a portion thereof.	5					
3	Refusal upon hire, and upon revision, to sign the Acknowledgement of Receipt of Prohibitions and Penalties and/or Department and/or Division policies and procedures.	5					
4	Refusal upon hire to sign the Acknowledgment of the State Executive Branch Sexual Harassment and Discrimination Policy, or any other required document and/or the Governor's Alcohol and Drug Free Workplace Policy.	5					
B. Performance on the Job							
1	Failure of a supervisor, with supervisory authority, to take corrective disciplinary action when such action is needed.	1	2	2	3	4	5
2	Supervisory misconduct Failure to adhere to policies, regulations, laws and acceptable standards of professional conduct including prejudice, anger or other unjustifiable reasons.	1	4	2	5	4	5
3	Failure to maintain a "meets standards" on overall performance after a reasonable period of instruction.	1	3	2	3	4	5
4	Failure to maintain or properly dispose of prescribed records per the Records Retention Schedule.	1	3	2	5	5	
5	Willfully or negligently withholding or concealing information regarding their job from official records, supervisors or other persons having need for said information.	1	5	3	5	5	
6	Failure to cooperate with other employees or supervisors.	1	3	2	5	5	
7	Willful or negligent Falsification of any public record that involves misuse of State or federal funds , including timesheets, travel vouchers, or information in client or agency files: a. not for personal financial gain b. for personal gain	2	5	5			
	Willful falsification of any public record that involves misuse of State or federal funds.	2	5	5			

Commented [DW1]: Incorporated in #B-9

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
8	Failure to properly account for State or Federal funds where it is a known requirement of the position.	2	5	3	5	5	
9	Personally profiting from State transactions.	2	5	5			
10	Willful Disregard or deliberate failure to enforce or comply with Federal, State, Department, or Division laws, Statutes, Regulations, or Policies which directly relate to the employee's work activities or secondary employment activities.	2	5	3	5	4	5
11	Suspension, revocation or cancellation of a driver's license when possession of a valid driver's license is required as an essential function of the job.	5					
12	Failure to maintain a current occupational license or certification when possession of the license or certification is a requirement of the job.	5					
13	Willfully or negligently falsifying prescribed records or reports.	3	5	5			
14	Jeopardizing the security of departmental property.	1	3	2	5	3	5
15	Negligent falsification of time and attendance records including leave requests, overtime, compensatory time, or any leave record.	1	2	3	4	5	
16	Willful falsification of time and attendance records including leave requests, overtime, compensatory time, or any leave record.	3	5	5			
17	Willful concealment of material facts by omission from records.	2	3	4	5	5	
18	Unauthorized removal of secure or personal records, correspondence or documents from departmental files.	2	5	3	5	4	5
19	Theft of property belonging to Federal or State government or fellow employees.	5					
C. Neglect of, or Inexcusable Absence from the Job							
1	"Loafing" on the job; wasting time; failure to put in a full day's work.	1	3	2	5	3	5
2	Negligence in performing official duties including failure to follow instructions or regulations.	1	3	2	5	3	5
3	Carelessness, indifference, laziness or inattention to duty.	1	4	2	5	4	5
4	Leaving a work area or job without authorization or when specifically instructed not to do so .	1	4	2	5	3	5
5	Willful absence from duty without leave after having been denied permission to take leave.	3	5	5			
6	Absence from work and failure to notify supervisor and obtain permission, per Department/Division Policies/Procedures, without adequate justification.	1	3	2	5	3	5
7	Failure to notify supervisor per the Department/Division Policies and Procedures, when unable to arrive at work on time, without adequate justification.	1	3	2	5	3	5

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		Min	Max	Min	Max	Min	Max
8	Continual or frequent tardiness.	1	3	2	4	5	
9	Violations of one or more of the provisions authorizing use of leave described in NAC 284.554.	2	4	3 3	5	4	5
10	Failure to call in or report to work for three or more consecutive workdays without permission and without justification.	5					
11	Failure to report to work at specified times and in the prescribed manner.	1	3	2	5	3	5
D. Relations with Clients							
1	Willfully or negligently abridging or denying the rights of a client as specified in agency policy, NAC or NRS.	2	5	3	5	5	
2	Borrowing items from clients; selling to, or trading items with/for clients; entering into a transaction with clients involving the transfer of client's money or property for personal use or gain at the expense of the client.	2	5	3	5	5	
3	Using insulting or abusive language when dealing with clients, neglecting clients, threatening or causing bodily harm to clients.	3	5	5			
4	Having personal or business relationships with program participants for the purpose of, or which results in, any departmental program advantages, considerations or benefits to either the employee or program participants which exceed normal entitlements.	2	5	3	5	5	
5	Soliciting clients or agency contacts for the establishment or maintenance of a private, professional practice similar to their work activities.	2	5	3	5	5	
E. Relations with Supervisor, Fellow Employees, and the Public							
1	Insubordination: Refusal to comply with a supervisor's reasonable order or instruction that is within the employee's capabilities and without undue risk.	2	5	3	5	5	
2	Threatening, stalking, intimidating, attempting or doing bodily harm to a supervisor, co-worker, or the public; using insulting, intimidating or abusive language or conduct to supervisor, co-worker or the public.	1	5	2	5	5	
3	Discourteous or insulting treatment of a supervisor, co-worker or the public.	3 1	5 2	3 2	4	4	5
4	Causing discord among employees to the detriment of morale; <u>failure to seek solutions and resolve conflicts.</u>	1	3	2	3	5	
5	Deliberately making false statements to or about supervisor.	2	3	3	4	4	5
6	Improper disclosure of protected health information as identified by the Privacy Act of the Health Insurance Portability and Accountability Act (HIPAA).	1	5	2	5	3	5

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
1	Creating an atmosphere not conducive to a professional workplace, including creating discord among employees.	1	4	2	5	5	
F. Use of Alcoholic Beverages, Controlled Substances, or Narcotics, or Habit Forming Drugs							
1	Consuming alcoholic beverages while on duty, except when attending Department sanctioned receptions. Consuming or being under the influence of alcohol, drugs, or other controlled substances while on duty, to include lunch and work breaks, unless prescribed by a physician or medical provider.	3	5	4	5	5	
2	Being under the influence of alcohol, narcotics, or other controlled substances during work hours, unless prescribed by a physician.	3	5	4	5	5	Commented [DW2]: Incorporated in #F-1
3 2	Inability to perform duties of the position as a result of being under the influence of alcohol, narcotics drugs, or other controlled substances unless prescribed by a physician.	3	5	4	5	5	
4 3	Bringing alcohol, narcotics, drugs or controlled substances onto agency grounds or into any building occupied by the public or clients (except employee's locked vehicle parked in a parking lot) during working hours, unless authorized.	3	5	4	5	5	
5 4	Refusal to take or failure to pass any drug or alcohol test when mandated by federal law or when the appointing authority has a reasonable belief, based on objective facts, that the employee is under the influence of alcohol, narcotics, or a controlled substance while on duty; authority to require as provided per NRS 284.406-407.	3	5	4	5	5	
6 5	Selling or otherwise providing alcohol, narcotics drugs or any controlled substances to anyone during working hours, unless specifically authorized to do so by the Appointing Authority or designee administrative personnel.	3	5	4	5	5	
7 6	Convicted of violating any State or federal law prohibiting the sale of a controlled substance.	5					
8 7	Convicted of driving under the influence in violation of NRS 484.379 or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a State-owned vehicle, at any time, or a privately owned vehicle on State business.	3	5	4	5	5	
9 8	Convicted of the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance at work on the premises of the workplace or while on state business.	3	5	5			
10 9	Failure to complete any rehabilitation program recommended in the a mandatory employee assistance program evaluation of an employee who	5					

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
	is suspended or demoted pursuant to #5-9 above, by the employee assistance program.						
410	Failure to report a conviction of any offense pursuant to items #7 and 8 described in #5-9 above, to the appointing authority within 5 working days after it occurs.	5					
G. Misuse of Departmental or State Property							
1	Using or authorizing the use of State-owned or leased equipment for other than official business.	1	5	3	5	5	
2	Failure to report an accident involving State-owned equipment assigned to an employee.	2	5	3	5	5	
3	Removing property, equipment or documents from the workplace unless approved by the appointing authority. appropriate administrator.	1	5	3	5	5	
4	Operating State-owned vehicles or equipment without a valid and/or proper license/credentials and/or proper authorization.	2	5	3	5	5	
5	Operating a State-owned vehicle in a negligent manner resulting in damage to State equipment or other property.	1	5	2	5	5	
6	Failure to properly service State equipment used in an employee's job, resulting in damage to the equipment, persons or other property.	1	3	2	5	5	
7	Negligently leaving State equipment or machinery which results in damage to the equipment or other property.	1	5	3	5	5	
8	Making unauthorized copies of books, manuals, or software in violation of copyright laws or vendor licensing agreements.	1	5	3	5	5	
9	Negligent-w Waste or loss of material, property or equipment.	1	3	2	5	5	
10	Unauthorized, willful or negligent destruction or damage to State records or property.	1	5	2	5	5	
11	Taking or using property belonging to other employees, the State or the federal government, without authorization. a. 0 - \$25.00 b. over \$25.00	2 3	3 5	3 5	5	5	
12	Driving a state vehicle without a valid license.	3	5	5			
13	Releasing a paycheck before the appropriate time.	2	3	3	5	5	
14	Requesting, receiving or cashing a paycheck before the State's designated payday.	2	3	3	4	5	
H. Misuse of Information Technology							
1	Accessing or sharing, without authorization, confidential data not pertaining to one's official job duties.	1	4	2	5	5	
2	Revealing passwords or using another person's user identification, or password, or other PII to access confidential information for unauthorized purposes.	2	4	3	4	5	

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		Min	Max	Min	Max	Min	Max
3	Installing or using personal or unauthorized software on State IT resources without proper authorization and approval.	2	4	3	4	5	
4	Using State IT resources including, but not limited to, computers, communication equipment, services, or facilities for soliciting business, selling products or otherwise engaging in commercial activities.	2	5	3	5	5	
5	Using State IT resources to download information not pertaining to official job duties, including, but not limited to games, pornography or unauthorized software without authorization. Employees may access the Internet for personal use on personal time.	1	5	2	5	5	
6	Negligent use of information technology that results in the introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to the equipment, operating systems, software or data.	1	3	3	5	5	
7	Deliberate and w Willful sabotage of IT resources, including but not limited to the introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to equipment, operating systems, software or data.	5					
8	Use for activities that are illegal, inappropriate, or offensive to fellow employees or the public such as harassment or hate speech to include language that discriminates against others on the basis of race, religion, gender, disability, national origin, sexual orientation, genetic information or gender identity and expression, or any other State or Federal anti-discrimination laws.	1	5	2	5	5	
9	Obtaining unauthorized access to another's e-mail or data files or to confidential records maintained by the Department.	2	4	3	4	5	
10	Accessing, displaying, and/or printing material or images that are sexually explicit and serve to create a hostile environment in the workplace.	1	5	2	5	5	
11	Use that violates copyright laws, software licensing agreements, property rights, the privacy of others, or local, State, or Federal laws.	1	5	3	5	5	
12	Accessing a website that results in a fee being charged to the State.	1	2	3	4	5	
13	Personal use that could slow down, delay, or disrupt computer services such as chain letter, greeting cards, and streaming of radio or TV broadcasts or other audio or video material. Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	1	2	3	4	5	
I.	Other Acts of Misconduct or Incompatibility						

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
1	Unauthorized possession of a firearm, knife or other implement generally construed to be a weapon on State grounds or in State buildings, owned or leased, unless permitted by law to do so and appointing authority receives prior notification.	2	5	3	5	5	
2	Improper disclosure of confidential information or theft of confidential written material.	2	5	3	5	5	
3	Conviction of any criminal act related to their work activity or conviction of any criminal act involving moral turpitude when it is related to the employee's work activity.	3	5	5			
4	Accepting personal gifts from any individual, firm or organization connected with department business when the employee is responsible for decisions (or making recommendations for decisions) affecting the activities of the individual, firm or organization. Exceptions would be advertising samples, normal lunches, or sponsored training, convention, or community activities.	2	5	3	5	5	
6	Rendering of services or goods to recipients which are not in accordance with department or division policies.	2	5	3	5	5	
8	Acting in an official capacity, without authorization, or not following the proper chain of command by contacting other State administrators, officers or elected officials, without first expressing concerns and intended purpose to supervisors, excluding contacts made by employees under the provision of NRS 281.611 thru 281.671.	1	2	2	4	5	
10	Divulging official information obtained in the performance of official duties about a job order, the employer, clients or the public, except as specified by law or policy.	2	5	5			
11	Soliciting or accepting a bribe for activities related to the employee's State employment.	5					
12	Embezzlement or misappropriation of State funds or of other funds for personal gain which come into the employee's possession by reason of his official position.	5					
13	Disgraceful personal conduct which impairs job performance.	1	4	3	5	5	
14	Refusal to undergo a criminal background check when it is a requirement of the job by law, regulation, or Division policy.	5					
J. Improper Political Activity							
1	Directly or indirectly soliciting or receiving or being in any manner concerned in soliciting or receiving any assessment, subscription, monetary or non-monetary contribution for a political purpose from anyone who is in the same department and who is a subordinate of the solicitor.	2	5	3	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
2	Engage in political activity during the hours of State employment for the purpose of improving the chance of a political party of the individual seeking office.	1	5	2	5	5	
3	Engage in political activity for the purpose of securing preference for promotion, transfer or salary advancement.	1	4	2	4	5	
4	As an employee of an agency administering federally aided programs, engage in political activities at any time which are forbidden by federal law.	5					
J. Discrimination and Harassment							
1	Engaging in sexual harassment as defined in Federal and State law, the State Executive Branch Sexual Harassment & Discrimination Policy, or DOA policy, against employee, an applicant for employment, or any other another person in the workplace.	2	5	3	5	5	
2	Discrimination on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin, genetic information, gender identity and expression or other violations of the Title VI and VII of the Civil Rights Act, or any other State or Federal anti-discrimination laws.	2	5	4	5	5	
3	Creating or endorsing a hostile work environment.	2	5	3	5	5	
K. Safety and Health							
1	Endangering self, co-workers, clients or the public, through careless or willful violation of agency policy as contained in performance standards, guidelines, policies, procedures, regulations, or State or Federal laws.	2	5	3	5	5	
2	A willful or reckless act to a supervisor, co-worker, or the public; abuse or omission to act which causes physical or mental injury including, but not limited to sexual exploitation, hitting or use of excessive force towards a supervisor, co-worker, or the public.	3	5	4	5	5	
3	Willful removal or interference with a health or safety device or safeguard.	2	3	2	4	3	5
4	Participating in dangerous horseplay; inattention that may threatens the health, safety or life of any person, or negligence that may create additional health or safety concerns.	2	5	3	5	5	
5	Participating in workplace violence, threat of workplace violence, harassment, or intimidation.	2	5	3	5	5	
6	Disregard of health and safety rules and/or guidelines.	1	5	3	5	5	

ACKNOWLEDGMENT FORM

DEPARTMENT OF TOURISM & CULTURAL AFFAIRS PROHIBITIONS AND PENALTIES

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes and the *Disciplinary Procedures, Adjustment of Grievances, and Prohibitions and Offenses* sections of the State of Nevada Rules for State Personnel Administration. These regulations provide that each appointing authority shall determine and describe in writing activities that are inconsistent, incompatible, or in conflict with the duties and responsibilities of the State of Nevada Department of Tourism & Cultural Affairs (DTCA) employees.

The DTCA Prohibitions and Penalties document is a guide that intends to clarify existing statutes and regulations but does not cover all infractions and violations that could conceivably occur. It does, however, cover the majority of situations that are important to the DTCA management. As a tool, which describes behavior that is subject to discipline, the guide will serve the needs of both supervisory personnel and employees. Additions, deletions or changes to the guide as they are approved by The State Personnel Commission, will be communicated to employees in the same manner as other DTCA policies and procedures.

The State Personnel Commission approved this guide; thus, it has the same force and effect as other statutes and regulations covering classified employees.

Once signed, this acknowledgment will be placed in the employee's personnel file.

Acknowledgment of Receipt:

I acknowledge receipt of the Department of Tourism & Cultural Affairs Prohibitions and Penalties.

Print Employee Name Employee Signature Employee ID Date

Human Resources Management Representative or
Immediate Supervisor Date

**NEVADA PERSONNEL COMMISSION'S
STATEMENT OF EMERGENCY**

WHEREAS, the Nevada Personnel Commission (“Commission”) has convened this public meeting for the purpose of considering the adoption of the foregoing Emergency Regulations, which relate to the appointment of certain employees based on an approved succession plan;

WHEREAS, the Commission finds that an emergency exists insofar as:

1. The need for swift action to implement new procedures to aid State of Nevada agencies in filling vacant positions with a larger pool of applicants, as well as encourage staff to stay with the State of Nevada, due to the unprecedented change in workforce dynamics caused by the COVID pandemic; and

2. The emerging staffing challenges and the need to support the State’s mission does not leave adequate time for the Commission to use the procedures mandated by Chapter 233B of the NRS for amending a permanent regulation, therefore the following regulations are proposed as emergency amendments.

NOW THEREFORE, the Commission hereby adopts the following Emergency Regulation which shall be effective upon the endorsement by the Governor and filing with the Secretary of State.

FOR THE COMMISSION:

KATHERINE FOX, Chair
Nevada Personnel Commission

Date

GOVERNOR’S ENDORSEMENT

I, Governor Steve Sisolak, endorse the Nevada Personnel Commission’s foregoing Statement of Emergency.

STEVE SISOLAK
Governor of Nevada

Date

[Text continues on next page]

EMERGENCY REGULATIONS

Section 1. Chapter 284 of NAC is hereby amended by adding thereto a new section to read as follows:

NEW Succession plan; appointments.

1. *An appointing authority may submit a request for the approval of a succession plan to the Administrator.*

2. *The succession plan must be prepared on the form prescribed by the Division of Human Resource Management.*

3. *Except as provided in subsection 3 of NAC 284.358 and subsections 1, 2 and 3 of NAC 284.360, upon approval of a succession plan, an appointing authority may request in writing, and the Administrator may approve, the appointment of a current state employee who meets the requirements of the succession plan.*

4. *If such a request is approved, the current state employee approved for appointment is not required to meet the minimum qualifications established for the position.*

Sec. 2. Chapter 284 of NAC is hereby amended by adding thereto a new section to read as follows:

NEW Certification of employees who prepare succession plans.

1. *An employee of the State who performs the work involving the preparation of succession plans must be certified in the preparation of such plans. The certification must be obtained before the employee may prepare and submit such plans and is accomplished by the employee's attendance at the appropriate training class which is offered by the Division of Human Resource Management.*

2. *The appointing authority and the supervisor of an employee described in subsection 1 are responsible for ensuring that the employee complies with the provisions of subsection 1.*

Sec. 3. NAC 284.058 is hereby amended to read as follows:

NAC 284.058 "Eligible person" defined. (NRS 284.065) "Eligible person" means any person who ~~meets the required minimum qualifications and:~~ :

1. Applies, *meets the required minimum qualifications*, successfully passes all phases of an examination, when required, and is placed on an appropriate eligible list; ~~or~~
~~—2. Is~~ 2. *Meets the required minimum qualifications and is* eligible to be placed on a list described in paragraphs (a) to (d), inclusive, of subsection 1 of NAC 284.358 ~~H~~; *or*

3. *Is a current state employee who is approved for appointment pursuant to section 1 of this regulation.*

[Personnel Div., Rule I § D subsec. 12, eff. 8-11-73]—(NAC A by Personnel Comm'n by R163- 18, 1-30-2019)

Sec. 4. NAC 284.313 is hereby amended to read as follows:

NAC 284.313 Limitation of competition in recruitment; applications. (NRS 284.065, 284.155, 284.295)

1. Except as otherwise provided in this subsection *and section 1 of this regulation*, competition in a recruitment is limited to applicants who meet the minimum qualifications and other criteria or conditions for the class or position as specified in the publicized job announcement. The publicized job announcement may provide for the consideration of applicants who do not currently meet those minimum qualifications but who will do so by the time their names are placed on an eligible list.

2. It is the responsibility of an applicant to apply for any recruitment for which he or she is interested. Future vacancies may be filled from the results of appropriate prior recruitments.

3. Each applicant must submit an application as specified in the publicized job announcement. The application must be received not later than 5 p.m. on the closing date, as determined by the Division of Human Resource Management.

4. The incomplete or improper completion of an application that affects the ability of the Division of Human Resource Management to determine the qualifications of the applicant, including the failure to designate the locations where the applicant will work and other criteria or conditions, is cause for the rejection of the applicant.

5. If a recruitment produces a sufficient number of applicants, the Division of Human Resource Management may, as an additional phase of the process of examination, approve the obtaining of supplemental information from each applicant to assess his or her qualifications if the publicized job announcement includes notice that such supplemental information may be required. Only those applicants who are considered the most qualified, based on this assessment, may continue in the competition.

6. Except as otherwise provided in subsection 8, competition in a promotional recruitment is limited to current state employees who:

(a) Have served at least 6 months of continuous full-time equivalent service in a probationary, special disabled, emergency, provisional or permanent status, or any combination of these, in the classified service.

(b) Are working in the division, department or state service which is specified in the publicized job announcement.

7. An employee who competes in a promotional recruitment may be at a higher grade, the same grade or a lower grade than the grade of the class for which the recruitment is being conducted. Depending on the grade of the employee, an appointment resulting from a promotional recruitment may be a voluntary demotion, a lateral transfer or a promotion.

8. A former incumbent of a seasonal position who was separated from state service with the status of a permanent employee may apply for a promotional recruitment up to 1 year after the day of separation even though he or she is not currently employed. The prior appointment must have been in the division, department or state service which is specified in the publicized job announcement.

9. Applications and accompanying documents are the property of the Division of Human Resource Management.

[Personnel Div., Rule IV § F, eff. 8-11-73]—(NAC A by Dep't of Personnel, 10-26-84; 7-14-88; 8-1-91; 7-6-92; A by Personnel Comm'n by R183-03, 1-27-2004; R144-05, 12-29-2005)

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 25, 2022**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.219	Business Enterprise Officer II	36	B	<i>7.219</i>	<i>Business Enterprise Officer II</i>	<i>36</i>	<i>B</i>
7.220	Business Enterprise Officer I	32	B	<i>7.220</i>	<i>Business Enterprise Officer I</i>	<i>32</i>	<i>B</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 Business Enterprise Officer series. Incumbents in this series manage the daily business activities related to the Blind Business Enterprise of Nevada Program and assist Business Enterprise Program Operators who work in the capacity of independent business owners.

In consultation with Subject Matter Experts from the Department of Employment, Training and Rehabilitation (DETR), Rehabilitation Division, and analysts within DHRM, it was determined that the Series Concept be amended to update verbiage and clarify duties.

In addition, it is recommended that the Class Concept for Business Enterprise Officer II be revised to clarify the expectations of the level. It was determined that the Class Concept for the Business Enterprise Officer I is consistent with current expectations.

It is further recommended that the Minimum Qualifications of both levels be revised in order to enhance recruitment efforts. Further, it is recommended that the Entry Level and Full Performance Knowledge, Skills and Abilities sections within the Minimum Qualifications, at every level, be revised to reflect the above modifications and to maintain consistency with verbiage formatting and structure.

Throughout the process management and staff within DETR and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the 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>
BUSINESS ENTERPRISE OFFICER II	36	B	7.219
BUSINESS ENTERPRISE OFFICER I	32	B	7.220

SERIES CONCEPT

Business Enterprise Officers manage the daily business activities related to the Blind *Business Enterprise of Nevada* Program (*BEN*) and assist Business Enterprise Program Operators who work in the capacity of independent business owners. Incumbents provide training *and mentoring* to *blind or visually impaired* operators in ~~[fiscal, operating,]~~ *business and facility management, business permitting processes, personnel administration, bookkeeping, food and beverage service fundamentals, sanitation*, marketing, *public relations, inventory control*, and other management practices and procedures to ensure adherence to program requirements; monitor operators' performance through on-site inspections of ~~[the]~~ facilit~~[y]~~*ies*, observ~~[ing]~~*e* operations, ~~[and]~~ review~~[ing]~~ reports, and implement corrective action for non-compliance as necessary.

Develop cost estimates for facility construction, modification and expansion and participate in the planning and design of new food service facilities; monitor and approve installation of equipment to ensure conformance to specifications.

Assist in the formulation of procedures; recommend changes to existing policy and assist in the revision of the operator's manual.

Survey public properties for square footage, population, public access, traffic, services available in the area, and other factors *in need*~~[ing]~~ *of* consideration in order to identify suitable sites for the establishment of vending facilities; prepare feasibility reports on sites including recommendations for the placement of service or the establishment of new facilities.

Receive, review, and analyze fiscal reports submitted by operators to ensure accuracy, completeness, and compliance ~~[to]~~ *with* program rules and regulations; assess and notify operator of penalties if warranted~~[-]~~; *perform cost analysis, research cost discrepancies, and present findings and follow up measures to both operators and the BEN Chief Enterprise Officer.*

Monitor contract and operating agreements; ~~[including]~~ conduct~~[ing-a]~~ physical inventory of equipment, goods for sale, and operating supplies to enforce compliance; renew agreements/contracts or take control of operation if agreement/contract is terminated.

Assist operators in developing marketing strategies by researching trends and providing market information; assist in menu pricing and developing ~~[an]~~ in-house printed menus *and/or online menus.*

Perform related duties as assigned.

CLASS CONCEPTS

Business Enterprise Officer II: Under limited supervision, ~~[the]~~ Business Enterprise Officer II's perform~~[s]~~ the full range of duties ~~[as]~~ described in the series concept. ~~[and is]~~ *Incumbents are* responsible for the management of

BUSINESS ENTERPRISE OFFICER II	36	B	7.219
BUSINESS ENTERPRISE OFFICER I	32	B	7.220

Page 2 of 3

CLASS CONCEPTS (cont'd)

Business Enterprise Officer II: (cont'd)

a statewide program of food service operations run by visually impaired business owners. *In addition, incumbents [and] supervise[s] one or more Business Enterprise Officer I[2]s to include performance evaluations, work performance standards, scheduling, assigning and reviewing work, training and discipline and may supervise administrative staff as assigned. [assigned clerical staff.]* This is the supervisory level in the series.

Business Enterprise Officer I: Under general supervision, Business Enterprise Officer I[2]s perform the full range of duties described in the series concept. Incumbents are responsible for supervising the operations of vending stands, eating establishments and similar business enterprises run by visually impaired business owners. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

~~INFORMATIONAL NOTE:~~

- ~~* Equivalent education and experience may be substituted on a year-for-year basis.~~

BUSINESS ENTERPRISE OFFICER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or related field and ~~[two]~~ *three* years of *professional* experience ~~[promoting,]~~ managing or assisting in the management of a business, one year of which must have been in a food related industry; **OR** graduation from high school or equivalent education and ~~[six]~~ *five* years of *professional* experience *as described above*, ~~[promoting, managing or assisting in the management of a business]~~, one year ~~[of]~~ which ~~was [must have been]~~ in a food related industry; **OR** *two years of experience as a Business Enterprise Officer I in Nevada State service;* **OR** an equivalent combination of education and experience *as described above* ~~[-OR one year of experience as a Business Enterprise Officer I in Nevada State service]~~. (See Special Requirement ~~[and Informational Note]~~)

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

Working knowledge of: State and county health regulations; fiscal practices ~~[and budget management; accounting/bookkeeping practices and procedures]~~, *purchasing, inventory and fiscal reports*; general business, governmental and ~~[human resource]~~ management principles ~~[and practices]~~. *General knowledge of: budget management; 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: *Blind* Business Enterprise Program regulations, policies and procedures; commercial kitchen operations including preparation of entrees, portion control, purchasing, receiving, disbursing, ordering stock, and menu planning; supervisory techniques including selection, training, motivation, establishing work performance standards, employee evaluation, work assignment and review, and discipline; National Sanitation Foundation requirements for equipment construction and facility design.

BUSINESS ENTERPRISE OFFICER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or related field and one year of *professional* experience ~~[promoting,]~~ managing or assisting in

BUSINESS ENTERPRISE OFFICER II
BUSINESS ENTERPRISE OFFICER I

36 B 7.219
32 B 7.220

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MINIMUM QUALIFICATIONS (cont'd)

BUSINESS ENTERPRISE OFFICER I (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

the management of a business; **OR** graduation from high school or equivalent education and ~~[five]~~ *three* years of *professional* experience ~~[promoting, managing or assisting in the management of a business]~~ *as described above*; **OR** an equivalent combination of education and experience *as described above*. (See Special Requirement ~~[and Informational Note]~~)

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

~~[Working knowledge of: general business and human resource management principles and practices.]~~ **General knowledge of:** *general business procedures* ~~[accounting/bookkeeping practices and procedures]~~, *purchasing, inventory and fiscal reports*. **Ability to:** operate a personal computer and software; negotiate and resolve problems and conflicts; identify the training needs of others; motivate, coach or mentor others to improve their knowledge and skills; compose business correspondence and reports; compute mathematical calculations.

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

~~[Working knowledge of: State and county health regulations; National Sanitation Foundation requirements for equipment construction and facility design; commercial kitchen operations including preparation of entree, portion controls, purchasing, receiving, disbursing, ordering stock, and menu planning; Business Enterprise Program rules, regulations, policies and procedures; State fiscal practices and budget management.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Business Enterprise Officer 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.

	<u>7.219</u>	<u>7.220</u>
ESTABLISHED:	10/2/73	5/1/68
REVISED:		1/5/73
REVISED:		10/2/73
REVISED:	7/18/86-3	
REVISED:	7/1/93P	7/1/93P
	9/24/92PC	9/24/92PC
REVISED:	6/15/07PC	6/15/07PC
REVISED:	3/25/22PC	3/25/22PC

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 25, 2022**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.846	Museum Attendant II	23	E	<i>7.846</i>	<i>Museum Attendant II</i>	<i>23</i>	<i>E</i>
7.847	Museum Attendant I	21	E	<i>7.847</i>	<i>Museum Attendant I</i>	<i>21</i>	<i>E</i>

EXPLANATION OF CHANGE

As part of the Biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Museum Attendant series. Incumbents in this class assist visitors at museums and provide information and directions as requested. They also perform routine security activities to ensure the safety of visitors and protection of assets and exhibits.

In consultation with Subject Matter Experts from the Nevada Department of Tourism and Cultural Affairs/ Division of Museums and History (DM&H), the Department of Conservation and Natural Resources (DCNR)/State Historic Preservation Office (SHPO) and analysts within DHRM, it was determined that the Series Concept be amended to update and clarify duties.

It is recommended that the Class Concept for Museum Attendant II be updated and revised to include additional responsibilities related to website content, daily operation of the museum store, and management of the volunteer program. It was determined that the Class Concept for the Museum Attendant I is consistent with current expectations.

It is further recommended that the Full Performance Knowledge, Skills and Abilities within the Minimum Qualifications section of Museum Attendant II be revised to include the ability to manage basic data entry into the museum collection management database.

Lastly, it is recommended that the Full Performance Knowledge, Skills and Abilities within the Minimum Qualifications section of Museum Attendant I be moved to the Entry Level Knowledge, Skills and Abilities of Museum Attendant II to maintain consistency with verbiage, formatting, and structure.

Throughout the process management and staff within the Division of Museums and History and SHPO and analysts within DHRM participated by offering suggestions and reviewing changes and they support the 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>
MUSEUM ATTENDANT II	23	E	7.846
MUSEUM ATTENDANT I	21	E	7.847

SERIES CONCEPT

Museum Attendants assist visitors at museums and provide information and directions as requested; perform routine security activities to ensure the safety of visitors and protection *of assets and* exhibits.

Prepare museum for visitors by turning on lighting, inspecting premises for damage, assisting in clean-up, and ensuring readiness to receive visitors.

Assist visitors by providing information and directions; answer questions regarding exhibits, programs and services, history, and locations of public facilities; and help visitors with special needs.

Operate surveillance systems to ensure the protection of visitors and property within the museum; patrol museum and check exhibits for security and vandalism; refer security issues to proper authorities and secure the building at the end of the day; prepare accident reports and maintain security log.

Collect admission and other fees and make change as necessary; keep records of ~~[cash]~~ *revenue* received and prepare appropriate paperwork; assist in the museum store as cashier/sales~~[-]~~ clerk as assigned.

Perform clerical tasks such as answering phones, typing, and mailing letters and packages; *prepare and post museum content to website or social media site*; make bank deposits ~~[and pick up and prepare payroll forms as requested]~~; check out educational materials to customers; perform basic computer tasks and data entry; and perform custodial duties as needed.

Perform related duties as assigned.

CLASS CONCEPTS

Museum Attendant II: Under general supervision, incumbents perform the full range of duties outlined in the series concept. In addition, incumbents, working closely with a Curator and/or assigned supervisor, perform a variety of tasks including the composition of newsletter *and/or website* articles *and content*; assist with program and special event planning and implementation; lead school tours and set up for lectures; *manage volunteer program to include recruiting and training volunteers in general museum responsibilities*; schedule and coordinate docents and volunteers; prepare paperwork for the acquisition of artifacts and catalogs; index research material; and perform other duties as requested by a ~~the~~ Curator. Museum Attendant II's may also be assigned responsibility for the daily operation of the museum store which includes conducting sales, *reconciling sales at end-of-shift*, stocking shelves, taking inventory, preparing purchase requisitions, and creating displays. This is the advanced journey level in the series.

Museum Attendant I: Under general supervision, incumbents perform the full range of duties outlined in the series concept. This is the journey level in the series.

MUSEUM ATTENDANT II
MUSEUM ATTENDANT I

23 E 7.846
21 E 7.847

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT~~IS~~:

- * Some positions require work on weekends and/or holidays.
- * ~~[Education above the high school level may be substituted for the required experience on the basis of one year of college education is equivalent to six months of related experience.]~~

MUSEUM ATTENDANT II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of *clerical* experience *which included* working with the public ~~[both in person and on the telephone, which included operating a personal computer, providing information and preparing routine correspondence];~~ **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirement~~IS~~*)

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

Ability to: communicate information *to the public* concerning museum *exhibits*, programs and services, *other State museums' hours of operation, locations, entrance fees, and membership program and benefits* ~~[to the public]~~; coordinate and schedule volunteer staff, set up lectures and assist in special events planning; *assist in the supervision of tours and volunteers*; ~~[write]~~ *prepare* newsletter articles, *website content*, correspondence, basic reports, and forms; *operate a cash register/point-of-sale system for collection of admission fees, train ride fees and museum store sales; operate security systems*; operate a personal computer; perform basic research in order to assist in report preparation and collection identification; *work independently*; 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: *museum exhibits, programs, and services; museum policies, procedures, rules, and regulations; security practices*; Nevada and local history; museum exhibits, programs, and services; security practices and emergency response procedures; mission, policies, procedures, rules, and regulations of the museum. **Ability to:** ~~[operate the museum's cash register and security system;]~~ organize and supervise tours and volunteers; *manage basic data entry into museum collection management database*.

MUSEUM ATTENDANT I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience working with the public ~~[both in person and on the telephone]~~; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirement~~IS~~*)

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

Ability to: speak effectively with visitors in a courteous and tactful way in a high-volume public contact setting; work cooperatively with others; read and write English sufficient to understand written instructions and maintain routine records and logs; add, subtract, multiply and divide whole numbers; operate standard office machines; and maintain alpha numeric files. **Skill in:** customer service and telephone etiquette.

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

~~[Working knowledge of: museum exhibits, programs and services; museum policies, procedures, rules and regulations, security practices, and emergency response procedures. General knowledge of: Nevada history. Ability to: operate a cash register; operate security systems; communicate information to the public regarding exhibits, programs and services, other State museums' hours of operation, locations, and entrance fees; assist in the supervision of tours and volunteers; write correspondence and basic reports; and work independently.]~~
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Museum Attendant 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.

MUSEUM ATTENDANT II
MUSEUM ATTENDANT I

23 E 7.846
21 E 7.847

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7.846

7.847

ESTABLISHED: 6/30/69
REVISED: 7/1/89P
8/19/88PC
REVISED: 7/1/95P
9/16/94PC
REVISED: 7/15/05PC
REVISED: 3/25/22PC

1/1/61
7/1/89P
8/19/88PC
7/1/95P
9/16/94PC
7/15/05PC
3/25/22PC

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 25, 2022**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.434	Events Center Technician II	31	C	<i>9.434</i>	<i>Events Center Technician II</i>	<i>31</i>	<i>C</i>
9.437	Events Center Technician I	27	C	<i>9.437</i>	<i>Events Center Technician I</i>	<i>27</i>	<i>C</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 Events Center Technician series. Incumbents in this series direct and participate in the set-up and removal of fixtures and equipment used to host sporting, entertainment, academic and corporate functions.

In consultation with Subject Matter Experts from the Nevada System of Higher Education, University of Nevada, Reno (UNR), and University of Las Vegas (UNLV) and analysts within DHRM, it was determined that the Series and Class Concepts be amended to update verbiage and clarify representative job duties for each respective class.

Additionally, the Entry Level Knowledge, Skills and Abilities, at both levels, were amended to clarify the additional knowledge and abilities required to perform the additional and updated representative job duties.

Lastly, the Minimum Qualifications at both levels have been amended in order to broaden the applicant pool and to maintain consistency with verbiage, formatting, and structure. Throughout the process management and staff within UNR and UNLV and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the 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>
EVENTS CENTER TECHNICIAN II	31	C	9.434
EVENTS CENTER TECHNICIAN I	27	C	9.437

SERIES CONCEPT

Direct and participate in the setup and removal of [~~furnishings;~~] fixtures and equipment used to host *sporting and entertainment* events *as well as academic and corporate functions* [~~such as sporting events, ice shows, rodeos, and concerts~~] at an indoor arena *or outdoor stadium at the University of Nevada-Reno (UNR), University of Nevada-Las Vegas (UNLV) or other State agency.*

~~[Set up basketball floor, back board units, scoreboards, retractable bleachers, manual and computer-based lighting systems, sound, and audiovisual equipment including television monitors and satellite communication system, and flexible stages for a variety of events.]~~

Coordinate equipment set-up and teardown for a variety of events; schedule equipment delivery; oversee proper installation and operation of equipment which may include seating areas, computer-based lighting systems, audiovisual equipment such as television monitors and satellite communication systems, security cameras, tables and chairs, and portable stages.

~~[Operate and maintain truss systems and other riggings and make minor stage and equipment modifications.]~~
Connect and assemble prefabricated rigging system; attach curtains, audio, and lighting equipment to assembled rigging grid; disassemble and organize rigging sections and other equipment following an event.

Supervise, train, *schedule*, and direct the work of laborers as required by the size and nature of the event; *plan and organize work assignments; oversee submission of time and expensing of labor costs for specific events.*

Construct, repair and/or maintain grounds, facilities, and equipment; determine scope of work, diagnose malfunctions, and troubleshoot problems; perform basic plumbing, electrical, carpentry, and painting work; coordinate work performed by external contractors or internal departments by preparing, submitting, and tracking work orders; schedule and conduct inspections of finished work; process invoices.

Inspect, [M]maintain, repair, inventory, store, and ensure the security of audiovisual equipment, stage equipment, props, and tools; order supplies, parts and tools as needed.

Clean and maintain tools and equipment to preserve their usefulness and establish and/or adhere to preventive maintenance schedules for stage equipment, forklifts, electric carts, props, and tools.

Participate in planning meetings with clients in order to contribute expertise and recommendations on equipment, technical operations, facility specifications, available options, etc.

Ensure compliance with fire regulations and safety procedures.

Perform related duties as assigned.

CLASS CONCEPTS

Events Center Technician II: Under general supervision, incumbents perform skilled technical work in the setup and removal of a variety of complex staging, *entertainment and sporting equipment including lighting and audiovisual* devices used to host events at a major events *or sports* arena. They also confer with ~~[events sponsors]~~ *clients and/or coaching staff* to gather information regarding events *and/or game needs, calculate and determine* labor and technical needs; schedule and *supervise labor*; conduct training classes pertinent to safety procedures, equipment handling, maintenance, repair and techniques used in the setup and striking of events; attend rehearsals and performances to identify and solve problems and ensure adherence to fire regulations and safety procedures; and supervise permanent and temporary staff.

This class is distinguished from the lower level by additional responsibility for a greater diversity and frequency of events; greater supervisory responsibility; and higher-level knowledge, skills, and abilities.

Events Center Technician I: Under general supervision, incumbents perform semi-skilled work in the setup and removal of staging, *sporting, lighting, and audiovisual* equipment in an *events or sports* arena, set up *and tear down* meeting rooms, *locker rooms, seating, tables and other routine arena equipment; repair and maintain facilities, equipment and grounds; provide information to clients and coaching staff on event or game day details; identify necessary equipment for games or events;* and provide *lead* worker direction to temporary laborers.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.

EVENTS CENTER TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of skilled work experience in ~~[setting and striking sets]~~ *equipment set-up and teardown at an events center or sports arena [at a major events center with sophisticated sound and lighting systems. One year of this experience must have included], one year of which included* coordinating the work of others in the ~~[setting and striking of sets]~~ *set-up and teardown of related equipment; OR* two years of experience as an Events Center Technician I 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):

Detailed knowledge of: methods and techniques of setting up, operating and removing sound, lighting, props, and other stage equipment; *retractable seating,* lighting, sound, audiovisual, ~~[and]~~ stage equipment, *and operation of spotlights* associated with an ~~[major]~~ events *or sports arena; [center] installation of sporting equipment including basketball floors, baskets, nets, scoring equipment, field markers, or other equipment used in an athletic facility.* **Working knowledge of:** safety procedures associated with events *or sports arena* ~~[center]~~ equipment and machinery; *game/events* production used in setting up indoor arenas *or outdoor stadiums.* **Ability to:** direct and organize the work of lower level staff; set up and ~~[strike sets]~~ *tear down equipment* for a broad variety of events; perform effectively under demanding time schedules; train and supervise employees in the safe use of machinery and equipment used in an events ~~[center]~~ *or sports arena;* read blueprints and schematic drawings; work odd shifts and fluctuating hours; operate and maintain a variety of tools and equipment used to construct, install and remove ~~[events-center]~~ staging, rigging, seating, flooring and sound, light and audiovisual systems *and sporting and scoring equipment; troubleshoot malfunctions in electronic systems, scoring systems and computer-based lighting systems; oversee public use of events center facilities; ensure security of events center equipment; and all*

MINIMUM QUALIFICATIONS (cont'd)

EVENTS CENTER TECHNICIAN II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
knowledge, skills, and abilities required at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
General knowledge of: principles and techniques of supervision. **Ability to:** troubleshoot and repair malfunctions in electronic systems, *scoring equipment, audiovisual systems*, and computer-based lighting systems; establish effective working relationships with co-workers, university personnel and the general public.

EVENTS CENTER TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of semi-skilled experience which involved ~~[setting and striking sets]~~ *set-up and teardown of equipment, furniture, and/or fixtures* at an events center *or sports arena* ~~[of small scale]~~, one year of which included coordinating the work of others in ~~[setting and striking sets]~~ *set-up and teardown of equipment, furniture and/or fixtures*; **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: methods and techniques of setting up, operating, and removing sound, lighting, props, and other stage equipment. **Ability to:** organize and direct the work of laborers; instruct and oversee workers in the safe use of machinery and equipment used in an events center; operate and maintain a variety of tools and equipment used to construct, install, and remove events center ~~[staging,]~~ rigging~~[-seating, flooring]~~ and sound, light and audiovisual systems, *and security camera systems*; operate and maintain tools and test instruments used to install and monitor electronic equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
~~[Working knowledge of: lighting, sound, audiovisual and stage equipment associated with a major events center; safety procedures associated with events center equipment and machinery. Ability to: troubleshoot malfunctions in electronic systems and computer-based lighting systems; oversee public use of events center facilities; ensure security of events center equipment.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Events Center 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>9.434</u>	<u>9.437</u>
ESTABLISHED:	5/11/72	8/18/92R 12/21/92UC
REVISED:	8/13/86R 10/17/86-3	
REVISED:	7/1/91P 11/29/90PC	
REVISED:	8/18/92R 12/21/92UC	
REVISED:	6/27/03PC	6/27/03PC
REVISED:	4/11/14PC	4/11/14PC
REVISED:	3/25/22PC	3/25/22PC

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 25, 2022**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.475	Water System Manager	36*	G	<i>9.475</i>	<i>Water System Manager</i>	<i>36*</i>	<i>G</i>
9.498	Water System Operator II, Options	33*	G	<i>9.498</i>	<i>Water System Operator II, Options</i>	<i>33*</i>	<i>G</i>
9.478	Water System Operator I	31*	G	<i>9.478</i>	<i>Water System Operator I</i>	<i>31*</i>	<i>G</i>
9.499	Water System Worker	29*	G	<i>9.499</i>	<i>Water System Worker</i>	<i>29*</i>	<i>G</i>

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) conducted a review of the Water System Manager/Operator class. Water System Operators perform technical duties related to testing and treatment of ground and surface water, the operational duties associated with the collection and storage of ground and surface water, and the treatment and distribution of water.

In consultation with Subject Matter Experts from the State Public Works Division, Department of Conservation and Natural Resources, Division of State Parks, and analysts from DHRM, it was determined that the Series and Class Concepts met current expectations and no changes were required at this time; however, minor changes were made to the class concepts at the Water System Operator II, Water System Operator I and Water System Worker to maintain consistency with certifications required, verbiage used, formatting and structure.

In addition, it is recommended that changes be made to the Special Requirements and Informational Notes of the Minimum Qualifications to detail more clearly the certifications that are required at each level in the series. Lastly, minor changes were made to the Education and Experience sections, at every level, and the Entry Level Knowledge, Skills and Abilities at the Water System Worker to clarify experience required and to maintain consistency with verbiage, formatting, and structure.

Throughout the process management and staff within the division, and analysts within DHRM participated by offering suggestions and reviewing changes, and they support the 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>
WATER SYSTEM MANAGER	36*	G	9.475
WATER SYSTEM OPERATOR II	33*	G	9.498
OPTIONS:			
A. BUILDINGS & GROUNDS			
B. STATE PARKS			
WATER SYSTEM OPERATOR I	31*	G	9.478
WATER SYSTEM WORKER	29*	G	9.499

SERIES CONCEPT

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

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

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

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

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

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

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

Perform related duties as assigned.

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

WATER SYSTEM MANAGER	36*	G	9,475
WATER SYSTEM OPERATOR II, OPTIONS	33*	G	9,498
WATER SYSTEM OPERATOR I	31*	G	9,478
WATER SYSTEM WORKER	29*	G	9,499

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CLASS CONCEPTS

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

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

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

Water System Operator II:

Option A: Buildings & Grounds

Under general direction, incumbents serve as a first-line supervisor including ~~establishing work performance standards, assigning and reviewing work, providing work direction, evaluating performance, and providing counseling and discipline to subordinate staff.~~ *performance evaluations, work performance standards, scheduling, assigning, and reviewing work, training, and discipline.* Incumbents function at the journey level and are certified as a Water Treatment Operator, grade 1 and Water Distribution Operator, grade 2; or

Option B: State Parks

Work at the advanced journey level on a water system designated by the Nevada Division of Environmental Protection as requiring certification as a Water Treatment Operator, grade 2 or higher *or a Water Distribution Operator, grade 2.* Duties at this level require advanced knowledge of treatment technology and operation of associated equipment.

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

Depending on the needs of the agency, incumbents may be permanently assigned to this level and function below the journey level, or progress to the ~~higher~~ *next level in the series* upon ~~successful completion of the training period,~~ *meeting minimum qualifications, satisfactory performance,* and with the recommendation of the appointing authority.

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

WATER SYSTEM MANAGER	36*	G	9,475
WATER SYSTEM OPERATOR II, OPTIONS	33*	G	9,498
WATER SYSTEM OPERATOR I	31*	G	9,478
WATER SYSTEM WORKER	29*	G	9,499

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

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

INFORMATIONAL NOTES:

- * Some Water System Worker positions may be required to obtain a commercial driver's license with hazardous materials and tanker endorsements within 12 months of appointment. ~~[, and certification as Water Treatment Operator, grade 1 certification within 18 months of appointment.]~~
- * ~~[Water System Operator I's are required to obtain a Water Distribution Operator, grade 1 certification within 12 months of appointment.]~~
- * ~~Some Water System Operator II positions are required to obtain certification as a Water Treatment Operator, grade 2 within 12 months of appointment.]~~
- * All licenses, endorsements, and certifications must be issued by the State of Nevada and must be maintained as a condition of continuing employment.

WATER SYSTEM MANAGER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in the operation and maintenance activities of a water treatment or water distribution system, one year of which included supervising lower-level water treatment or distribution operators; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Notes*)

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

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

WATER SYSTEM MANAGER	36*	G	9.475
WATER SYSTEM OPERATOR II, OPTIONS	33*	G	9.498
WATER SYSTEM OPERATOR I	31*	G	9.478
WATER SYSTEM WORKER	29*	G	9.499

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MINIMUM QUALIFICATIONS (cont'd)

WATER SYSTEM MANAGER (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 facilities, distribution system operation and maintenance, disinfections, and safety; computer logging and graphing methods related to water treatment and distribution; federal statutes regarding water quality, treatment, and reporting requirements. **Ability to:** establish work performance standards, assign and review work, provide work direction, evaluate performance, and provide counseling and discipline to subordinate staff; read and interpret statutes and regulations regarding water quality, distribution, water rights, easements, and right-of-way; organize work and direct staff and inmates; prepare monthly reports from field data and maintenance logs; establish and maintain effective working relationships with staff and interested parties; *and all knowledge, skills and abilities required at the lower levels.*

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

WATER SYSTEM OPERATOR II – BOTH OPTIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in the operation and maintenance of a *water* treatment or water distribution system; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Notes*)

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

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

WATER SYSTEM OPERATOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience [~~which included maintaining a water collection, storage, treatment, and distribution system;~~] *in the operation and maintenance of a water treatment or water distribution system;* **OR** an equivalent

WATER SYSTEM MANAGER	36*	G	9.475
WATER SYSTEM OPERATOR II, OPTIONS	33*	G	9.498
WATER SYSTEM OPERATOR I	31*	G	9.478
WATER SYSTEM WORKER	29*	G	9.499

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MINIMUM QUALIFICATIONS (cont'd)

WATER SYSTEM OPERATOR I (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

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

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

General knowledge of: principles and techniques of operating and maintaining a reservoir water system including reservoir management and intake structures, coagulation and flocculation, sedimentation, filtration, disinfections, corrosion control, taste and odor control, plant operation, safety, and laboratory procedures; principles and techniques of surveying water sources and surface storage for capacity and potential contamination; federal and State rules and regulations regarding water quality, treatment, and reporting requirements; transportation of fuel using a tanker truck. **Ability to:** operate a water treatment plant according to federal and State statutes and regulations regarding water quality and treatment; analyze water samples and calculate correct chemical dosages; inspect equipment to assess maintenance and replace needs; use tools and operate heavy equipment to maintain roads, and maintain, repair or replace pipelines, culverts, valves, pumps, meters and other devices; conduct on-site inspections and maintain inspection logs of equipment, pipelines, catchments and reservoirs; record and chart data using computer graphing software; direct the work of seasonal employees and inmates; *and all knowledge, skills and abilities required at the lower level.*

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

Working knowledge of: operation of water distribution systems including storage facilities, distribution system facilities, distribution system operation and maintenance, disinfections, and safety procedures. **Ability to:** oversee assigned projects and provide work direction to seasonal employees and inmates; read plans and determine materials and equipment needs to complete a project; develop reports, cost estimates and projections related to water collection, treatment, and distribution.

WATER SYSTEM WORKER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education [~~that included vocational education and practical experience in areas such as metal shop, wood shop, small engines repair, agricultural mechanics, or similar areas utilizing hand tools and performing mathematic computations;~~] and one year of semi-skilled experience maintaining equipment, operating machinery, constructing pipelines, *and/or* other related work experience; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Notes*)

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

~~[Working knowledge of: operation and transportation of vehicles weighing 26,001 pounds or more.]~~ **General knowledge of:** algebra and geometry; the operation, repair, and maintenance of valves, meters, pipes, gages, culverts. ~~[, diesel engines.]~~ **Ability to:** operate and transport vehicles weighing 26,001 pounds or more; collect field data and prepare maintenance logs; enter and retrieve data using a computer; perform heavy physical labor; use hand tools and equipment used in maintaining roads, pipelines, culverts, valves, pumps, and meters; perform mathematic computations; read and comprehend administrative policy, regulatory laws and procedures, safety and equipment publications; read and understand water flow meters and snow depth gauges; communicate effectively both orally and in writing.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Water System Operator I.)

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

WATER SYSTEM MANAGER
WATER SYSTEM OPERATOR II, OPTIONS
WATER SYSTEM OPERATOR I
WATER SYSTEM WORKER

36* G 9.475
33* G 9.498
31* G 9.478
29* G 9.499

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	<u>9.475</u>	<u>9.498</u>	<u>9.478</u>	<u>9.499</u>
ESTABLISHED:	8/17/01R 7/5/02UC	6/22/70	12/26/91R	12/26/91R
REVISED:		1/24/84-3	11/3/92UC	11/3/92UC
REVISED:		3/3/89		
REVISED:		7/1/91P		
		11/29/90PC		
REVISED:		4/17/02R	4/17/02R	4/17/02R
		7/5/02UC	7/5/02UC	7/5/02UC
REVISED:	6/27/03PC	6/27/03PC	6/27/03PC	6/27/03PC
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	1/24/08UC	1/24/08UC	1/24/08UC	1/24/08UC
REVISED:	3/25/22PC	3/25/22PC	3/25/22PC	3/25/22PC

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 25, 2022**.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.485	Maintenance Repair Worker IV	28	H	9.485	<i>Maintenance Repair Worker IV</i>	28	H
9.486	Maintenance Repair Worker III	27	H	9.486	<i>Maintenance Repair Worker III</i>	27	H
9.487	Maintenance Repair Worker II	25	H	9.487	<i>Maintenance Repair Worker II</i>	25	H
9.488	Maintenance Repair Worker I	23	H	9.488	<i>Maintenance Repair Worker I</i>	23	H

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 Maintenance Repair Worker series. Incumbents in this series perform semi-skilled work in the building and mechanical trades to repair, construct, and/or maintain buildings, facilities, and equipment.

In consultation with Subject Matter Experts from agencies utilizing the series and analysts within DHRM, it was determined that the Series Concept be amended to update verbiage and clarify representative job duties.

It is also recommended that the Class Concept for Maintenance Repair Worker IV be revised to clarify that incumbents perform the full range of duties and, in addition, function as a leadworker. It was determined that the Class Concepts for the lower levels are consistent with current expectations and require no changes at this time.

In addition, it is recommended that the Special Requirements be revised to clarify that positions in other agencies, not only specific to the Department of Corrections, may be subject to call-back or call-out. Furthermore, the Minimum Qualifications of the Maintenance Repair Worker II and Maintenance Repair Worker IV have been amended to broaden the applicant pool.

Lastly, minor changes were made to the Minimum Qualifications, at every level, to reflect the above modifications and to maintain consistency with verbiage, formatting and structure.

Throughout the process management and staff within the agencies and analysts within DHRM participated by offering suggestions and reviewing changes; and they support the 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>
MAINTENANCE REPAIR WORKER IV	28	H	9.485
MAINTENANCE REPAIR WORKER III	27	H	9.486
MAINTENANCE REPAIR WORKER II	25	H	9.487
MAINTENANCE REPAIR WORKER I	23	H	9.488

SERIES CONCEPT

Maintenance Repair Workers perform semi-skilled work in the building and mechanical trades to repair, construct, and/or maintain buildings, facilities, and equipment. Assignments in one or more trades areas may be performed independently or under direction of skilled trades workers.

Follow a maintenance and preventive maintenance schedule; perform and document completion of maintenance and preventative maintenance; survey and inspect assigned facilities to identify maintenance and preventative maintenance needs.

Perform basic plumbing work such as cutting openings *to gain access to or* accommodate pipes; measure, cut, assemble, and join plastic and metal pipes and fittings; secure pipes to structures with clamps, brackets, and hangers; install and repair valves and fixtures such as sinks, toilets, and drinking fountains; and open clogged drains in order to maintain, repair, and modify plumbing systems and fixtures.

Perform basic carpentry work; patch roofs, remove walls, frame, and fasten sheetrock to walls; install doors, building forms and pour concrete; build shelves, repair furniture, replace damaged floor tiles, install and repair locks and make keys, and install *windows and/or* window coverings to maintain, repair, and modify facilities and fixtures.

Perform basic interior and exterior painting work; tape, *finish*, and texture sheetrock; patch sheetrock and masonry surfaces; set up ladders and scaffolding, mask surfaces, and apply paint with brushes, rollers, and airless spray equipment.

Perform basic electrical work such as measuring, cutting, and installing conduit *using clamps, connectors and other fittings as required*; pull wiring through the conduit; cut and connect wires to install fixtures such as switches, outlets, lighting fixtures and power equipment; test circuits and components; maintain and repair parking lot lights by replacing defective fuses, bulbs, wires, photoelectric timers and transformers; adjust and clean electric controls; *troubleshoot* and install new parts in defective appliances.

Perform basic mechanical repairs and maintenance on pumps, valves, fans, and other mechanical equipment.

Perform basic equipment maintenance and repair work in order to maintain building and grounds equipment and vehicles in proper working order; tune and adjust equipment/vehicles, perform preventive maintenance, and replace worn or damaged parts such as rotors, plugs, and tires.

Perform basic welding and machining work such as shaping, joining, and installing ductwork; construct racks for storage; weld gates *and fences*; repair tools and equipment; and machine special purpose equipment.

Monitor, service, and make basic repairs to boilers, oil and gas furnaces, and air conditioning systems such as cleaning boilers, testing water content, and adding water treatment; add refrigerant to air conditioning systems; and replace fuses, *compressors, filter/dryers*, air handler motors and thermostats in order to maintain systems in

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SERIES CONCEPT (cont'd)

proper working order.

Order materials and supplies required for repairs and regular facility maintenance; maintain routine records related to work performed and supplies and materials used.

Perform related duties and manual labor as assigned.

CLASS CONCEPTS

Maintenance Repair Worker IV: Under general supervision, incumbents ~~[perform the duties described in the class concept for Maintenance Repair Worker III]~~ *perform the full range of duties described in the series concept*, and in addition, function as a leadworker to a regularly assigned crew. Leadwork responsibilities include providing training and technical assistance, work assignment and work review, and providing input to performance evaluations. In a correctional setting, incumbents function as a leadworker 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.

Maintenance Repair Worker III: Under general supervision, incumbents perform the more complex semi-skilled level repair and maintenance work described in the series concept the preponderance of the time. Work situations encountered by incumbents at this level require more judgment and greater troubleshooting skills in order to diagnose malfunctions or adapt methods to accommodate unique requirements. This is the advanced journey level in the series.

Maintenance Repair Worker II: Under general supervision, incumbents perform the range of duties described in the series concept. Routine tasks are performed independently, but complex semi-skilled work is typically performed in conjunction with a journey level trades worker or Maintenance Repair Specialists. This is the journey level in the series.

Maintenance Repair Worker I: Under close supervision, incumbents receive training in performing the duties described in the series concept and may progress to the next level upon meeting minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid Class A, B, or C 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.
- * *Some [P]positions [in the Department of Corrections] are subject to call-back after work hours and call-out on weekends and holidays. These positions will be identified at the time of recruitment.*

MAINTENANCE REPAIR WORKER IV

EDUCATION AND EXPERIENCE: Three years of experience performing ~~[higher level]~~ semi-skilled work in *the [a]* relevant building and/or mechanical trades ~~[such as troubleshooting a wide variety of lighting~~

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MINIMUM QUALIFICATIONS (cont'd)

MAINTENANCE REPAIR WORKER IV (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

~~fixtures and problems; framing and sheet-rocking walls to create new office spaces and installing door jambs, windows, and necessary wiring~~; **OR** one year 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*)

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

Working knowledge of: safety hazards and safe working procedures; standard practices, methods, materials, tools, and equipment used in the building and mechanical trades as related to the maintenance and repair of buildings, grounds, and equipment. **Ability to:** set priorities which reflect the relative importance of agency needs; prepare written work orders, requisition supplies, and prepare specifications; read and understand repair orders, service manuals, *building plans* and building codes; *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: agency structures, facilities, and systems and equipment. **Ability to:** enforce safety and security measures; oversee staff including training, assigning, and reviewing work.

MAINTENANCE REPAIR WORKER III

EDUCATION AND EXPERIENCE: Two years of experience performing semi-skilled work in *the [a]* relevant building and/or mechanical trades; **OR** one year of experience as a Maintenance Repair Worker II in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements*)

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

General knowledge of: the characteristics and quality of materials used in relevant trades areas. **Ability to:** adapt standard repair and maintenance procedures or methods to accommodate unusual circumstances; determine what repairs should be referred to a journey level trades worker; perform a variety of semi-skilled work relevant to the position to which assigned in one or more of the major building or mechanical trades to include plumbing, electrical, carpentry, painting, welding, heating, refrigeration and air conditioning, or equipment mechanics; diagnose the cause and extent of common equipment, component or basic system malfunctions; *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 Maintenance Repair Worker IV.)

MAINTENANCE REPAIR WORKER II

EDUCATION AND EXPERIENCE: ~~[Two]~~ *One* year[s] of ~~[building, grounds, and equipment maintenance experience [in] performing semi-skilled work in the building [grounds and equipment maintenance work] and/or mechanical trades~~; **OR** one year of experience as a Maintenance Repair Worker I in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements*)

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

General knowledge of: the basic methods and practices used in the building and/or mechanical trades; applicable health and safety regulations. **Ability to:** perform a variety of semi-skilled work relevant to the

MAINTENANCE REPAIR WORKER IV	28	H	9.485
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MINIMUM QUALIFICATIONS (cont'd)

MAINTENANCE REPAIR WORKER II (cont'd)

position to which assigned in one or more of the major building or mechanical trades to include plumbing, electrical, carpentry, painting, welding, heating, refrigeration and air conditioning, or equipment mechanics; safely operate and maintain a variety of hand tools, power tools, and equipment; *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 Maintenance Repair Worker III.)

MAINTENANCE REPAIR WORKER I

EDUCATION AND EXPERIENCE: One year of experience [iH] performing general building, grounds, and equipment maintenance work; **OR** an equivalent combination of education and experience *as described above.* (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Ability to: read and understand repair orders, equipment service and operation manuals; document the condition of equipment and structures and required repairs; add, subtract, multiply and divide whole numbers, fractions, and decimals to calculate dimensions and material needs; follow oral and written instructions; perform manual labor and safely lift construction materials and equipment; work on ladders and scaffolding and in confined building access areas.

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

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

	<u>9.485</u>	<u>9.486</u>	<u>9.487</u>	<u>9.488</u>
ESTABLISHED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
	11/29/90PC	11/29/90PC	11/29/90PC	11/29/90PC
REVISED:	10/1/04PC	10/1/04PC	10/1/04PC	10/1/04PC
REVISED:	2/10/06PC	2/10/06PC	2/10/06PC	2/10/06PC
REVISED:	12/1/06PC	12/1/06PC	12/1/06PC	12/1/06PC
REVISED:			6/3/08-3	
REVISED:	3/25/22PC	3/25/22PC	3/25/22PC	3/25/22PC

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:

REPORT OF CLASSIFICATION CHANGES

POSTING#: 01-22

Effective: 10/15/21

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	New			7.700	<i>State Education Funding Manager</i>	41	B
	New			7.701	<i>State Education Funding Specialist</i>	39	B

BASIS FOR RECOMMENDATION

As a result of two Individual Studies (NPD-19), and in partnership with Subject Matter Experts from the Nevada Department of Education (NDE) and the Division of Human Resource Management (DHRM), it has been determined that a new series should be developed to account for the specialized nature of the responsibilities assigned to the series.

The State Education and Funding Manager and Funding Specialist are responsible for the analysis, calculation, development, implementation, and evaluation associated with new funding formulas for K-12 education within NDE as well as understanding previous funding formulas, including the Distributive School Account (DSA), and creating the tools required to implement new or revised funding formulas.

This new classification will allow the agency to further define specific education and experience related to K-12 funding model/methodology that is required of these positions. Furthermore, this new series will provide a better mechanism with which to recruit, establish work performance standards, and recognize growth from entry level to full performance.

It is recommended that the State Education Funding Manager/Specialist series be placed in the Financial Management and Staff Services Occupational Group, subgroup Actuarial, Research, and Grants and Analysis. It is proposed that the State Education Funding Manager be allocated at grade 41 to acknowledge the scope of responsibility as well as the degree of complexity and independence in performing job assignments. The State Education Funding Specialist is recommended to be allocated at grade 39 as the position is expected to perform some or all of duties as described in the series concept and will be responsible for validating methodologies and calculations prepared by the State Education Funding Manager. The Administrative Services Officer (7.215), Rates & Cost Containment Manager (7.709) and Management Analyst series (7.612) were used as comparisons in assisting with determining the appropriate grade levels. In addition, the EEO-4 job category, at the recommendation of the EEO Administrator, shall be assigned category “B – Professionals” which are occupations that required specialized and theoretical knowledge which is acquired through college training or through work experience and other training which provides comparable knowledge.

Throughout the review management staff within the Nevada Department of Education and analysts within DHRM participated by offering recommendations and reviewing changes and they support the development and implementation of this new series.

POSTING#: 02-22
Effective: 10/15/21

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.101	Agricultural Enforcement Officer III	37*	C	<i>13.101</i>	<i>Agricultural Police Officer III</i>	<i>37*</i>	<i>D</i>
13.102	Agricultural Enforcement Officer II	35*	C	<i>13.102</i>	<i>Agricultural Police Officer II</i>	<i>35*</i>	<i>D</i>
13.103	Agricultural Enforcement Officer I	33*	C	<i>13.103</i>	<i>Agricultural Police Officer I</i>	<i>33*</i>	<i>D</i>

BASIS FOR RECOMMENDATION

Senate Bill (SB) 34 approved by the 81st Legislative Session revised NRS 565.010 to define an Agricultural Police Officer; revised NRS 566.025, 565.140, and 565.150 to reflect this change; revised Nevada Revised Statute (NRS) 289.290 to clarify their powers as a peace officer and changed their Peace Officer Standards and Training certification from a Category II to a Category I; and revised NRS 289.470 and 617.135 to reflect this change. As a result of the passage of SB 34, a review of the class specifications for Agricultural Enforcement Officer was conducted. In partnership with Subject Matter Experts from the Department of Agriculture (DOA) and analysts within the Division of Human Resource Management (DHRM), it was determined that the title of this series be changed to Agricultural Police Officer to reflect the approved changes to NRS.

Agricultural Police Officers are sworn peace officers of the Department of Agriculture. Incumbents ensure compliance will all State agricultural laws and regulations in the protection of public health, safety, property, and commerce. Incumbents are trained Category I peace officers in accordance with requirements established by the Nevada Commission on Peace Officer Standards and Training (POST).

It is recommended the series concept be modified to add, clarify, modify, and expand on duties and responsibilities of the series resulting from both the passage of SB 34 and the changing environment of agricultural policing.

In addition, it is recommended that the Class Concept for the Agricultural Police Officer III be expanded to include added and clarified responsibilities. It is also recommended that the Class Concept at every level be amended to maintain consistency with verbiage, formatting, and structure.

The Special Requirements, Informational Notes and Education & Experience sections of the Minimum Qualifications were amended to reflect the changes included in SB 34. In addition, the Education and Experience sections, at every level, were amended to clarify experience required and to maintain consistency with verbiage formatting and structure. Furthermore, the Entry Level and Full Performance Knowledge, Skills, and Abilities were amended to reflect the above recommended changes.

Lastly, the EEO-4 code was changed from “C – Technicians, occupations which are a

combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training” to “D – Protective Service Workers, occupations in which workers are entrusted with public safety, security, and protection from destructive forces.”

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

POSTING#: 03-22
Effective: 10/15/21

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.208	Organizational Change Manager, OPM***	44	A	<i>7.208</i>	<i>Organizational Change Manager***</i>	<i>44</i>	<i>A</i>

BASIS FOR RECOMMENDATION

Due to an Individual Classification Study (NPD-19) and at the request of the Department of Taxation, it is recommended that the previously abolished series 7.208 Organizational Change Manager, OPM be temporarily reestablished due to the urgency of hiring staff to fill the position for the Department’s Unified Tax System modernization project (Project Modernize Your Nevada Tax).

This class had been abolished when positions previously allocated to the Department of Motor Vehicles (DMV) and the Office of Project Management were moved to the Unclassified Service during the 80th Legislative Session. The position to be classified within the Department of Taxation is comparable to these two positions.

The class title was amended to remove the designated Office of Project Management (OPM) and the series concept was modified to identify the Department of Taxation and remove the STAR Modernization Project at DMV and the Enterprise Resource Planning for the State of Nevada. No other changes were required.

The position will be moved to the Unclassified Service during the 82nd Legislative Session and the class specification will be abolished when the incumbent transitions to the Unclassified Service.

Throughout the review the management and staff from the Department of Taxation and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended reestablishment of the class.

POSTING#: 04-22

Effective: 10/15/21

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.600	Deputy Administrator, Emergency Management***	42	A	<i>11.600</i>	<i>Deputy Administrator, Emergency Management ***</i>	<i>42</i>	<i>A</i>

BASIS FOR RECOMMENDATION

Due to an Individual Classification Study (NPD-19) and at the request of the Office of the Military, it is recommended that the previously abolished series 11.600 Deputy Administrator, Emergency Management, be temporarily reestablished due to emergency management functions being transferred from the Department of Public Safety to the Office of the Military during the 82nd Legislative Session and the urgency to hire for the position.

It is proposed that the class be moved to the Unclassified Service during the 83rd Legislative Session and the class specification will be abolished when the incumbent transitions to the Unclassified Service.

Throughout the review the management and staff from the Office of the Military and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended reestablishment of the class.