



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hrm.nv.gov

PERSONNEL COMMISSION

Meeting Notice

DATE: Friday, September 26, 2014

TIME: 9:00 a.m.

LOCATION: Legislative Counsel Bureau Grant Sawyer State Building
401 S. Carson St., Room 4100 555 E. Washington Ave., Room 4412E
Carson City, Nevada 89701 Las Vegas, Nevada 89101

The sites will be connected by videoconference. The public is invited to attend at either location. As video conferencing gives the Commission, staff and others flexibility to attend meetings in either Northern or Southern Nevada, handouts to the Commission on the day of the meeting 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.

Agenda

FOR POSSIBLE ACTION

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) Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.

FOR POSSIBLE ACTION

III. Approval of Minutes of Previous Meeting dated July 11, 2014.....1-11

FOR POSSIBLE ACTION

IV. Individual Classification Appeal.....12-16

- A. Julia Bledsoe, Administrative Assistant IV
NSHE – Business Center North
- B. Siovhan Goldstein, Administrative Assistant III
Office of the State Treasurer

FOR POSSIBLE ACTION

**V. Discussion and Approval of Proposed Class Specification
Maintenance Review of Classes Recommended for
Revisions and Abolishment.....17-67**

- A. Engineering & Allied.....17-19
 - 1. Subgroup: Environmental & Land Use Services
 - a. 6.714 Chief of Planning and Development
- B. Fiscal Management & Staff Services.....20-38
 - 1. Subgroup: Prop Appraisal, Val & Acquisition
 - a. 07.406 Assistant Chief, Right-of-Way
 - b. 07.412 Right-of-Way Series
 - c. 07.428 Staff Specialist, Right-of-Way
 - 2. Subgroup: Intern Program
 - a. 07.673 Career Aid Series
 - 3. Subgroup: Public Information
 - a. 07.854 Chief Cultural Resource Manager
- C. Medical, Health & Related Services.....39-57
 - 1. Subgroup: Public Health Dental
 - a. 10.261 Dental Prosthetics Technician
 - 2. Subgroup: Environmental and Health Protection
 - a. 10.504 HIV/AIDS Program Manager
 - b. 10.514 Emergency Medical Services Rep Series
 - 3. Subgroup: Laboratory Services
 - a. 10.740 Radiological Technologist
- D. Regulatory & Public Safety.....58-67
 - 1. Subgroup: Licensing & Regulations
 - a. 11.412 Tort Claims Adjuster
 - b. 11.509 Plans Examiner Series

VI. Report of Uncontested Classification Changes.....68-70

Postings #23-14 & #24-14

**VII. Discussion and Announcement of Dates for Upcoming
Meetings – Next Meeting Scheduled for December 12, 2014;
Discuss 2015.**

VIII. 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) Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.

IX. Adjournment

If anyone has questions or wish to discuss in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0105.

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, Room 101, Carson City, Nevada 89701 no less than (5) five working days prior to the meeting.

NOTE: CARSON CITY

Blasdel Building, 209 East Musser Street

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

Division of Human Resource Management website:

www.hr.nv.gov

Nevada State Library & Archives Bldg. 100 N. Stewart Street

Nevada State Capitol Building, 101 N. Carson Street

LAS VEGAS

Grant Sawyer Building

555 E. Washington Street

**STATE OF NEVADA
PERSONNEL COMMISSION**

Carson City at the Legislative Counsel Bureau, 401 S. Carson St., Room 3138 and in Las Vegas at the Grant Sawyer State Building, Room 4401, 555 East Washington Avenue via Video Conference

**MEETING MINUTES (Subject to Commission Approval)
Friday, July 11, 2014**

**COMMISSIONERS PRESENT
IN CARSON CITY:**

Ms. Katherine Fox, Chairperson
Ms. Lee-Ann Easton, Division Administrator, DHRM
Mr. Peter Long, Deputy Administrator, DHRM
Ms. Shelley Blotter, Deputy Administrator, DHRM

**STAFF PRESENT IN
CARSON CITY:**

Tawny Polito, DHRM
Kristen Anderson, DHRM
Rachel Baker, DHRM
Denyse Bandettini, DHRM
Howard Brunje, NDOT
Howard Craig, TMCC
Alys Dobel, DMV
Robin Freeston, BCN-UNR HR
Michelle Garton, DHRM
Teri Hack, NDF
Deborah Harris, AHRM/DHRM
Bill Hoffman, NDOT
Carrie Hughes, DHRM
Jenica Keller, NDOT
Kimberley King, NDOT
Kathleen Kirkland, DHRM
Tom Knight, NDF
Eric Mager, DHRM
Kendra Martin, DHRM
Kareen Masters, DHHS
Stephanie Neill, UNR
Janine Nelson, BCN-UNR HR
Janet Traut, Senior Deputy Attorney General
Cynthia Willden, Records
Denise Woo-Seymour, DHRM

**COMMISSIONERS AND STAFF PRESENT
IN LAS VEGAS:**

Mr. David Sanchez, Commissioner
Mr. Andreas Spurlock, Commissioner
Mr. Shane Chesney, Sr. Deputy Attorney General

I. OPEN MEETING

Chairperson Katherine Fox: Opened the meeting at 9:00 a.m. She announced they do have a quorum but in order for a motion to pass on the regulations it would have to be three yeas to pass. The other items would be a majority vote.

II. PUBLIC COMMENT NOTICE: Read into record by **Chairperson Fox:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020) Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.

Chairperson Fox: Asked if there was any public comment from the north. She noted there was none from the north. She asked for any public comment from the south. There was no comment from the south.

III. ADOPTION OF THE MINUTES OF PREVIOUS MEETING Action Item

MOTION: Move to approve the Minutes of the meeting dated April 11, 2014.
BY: Chairperson Fox
SECOND: Commissioner Spurlock
VOTE: The vote was unanimous in favor of the motion

Chairperson Fox: Stated that some of the agenda items would be out of order and proceeded to Agenda Item Number VI.

VI. DISCUSSION AND APPROVAL OF ADDITION OF CLASS TO LIST OF APPROVED FOR PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES Action Item

- A. The Department of Conservation and Natural Resources requests the addition of a class to the list approved for pre-employment screening for controlled substances.
1.835 Helitak Supervisor - All PCNs

Carrie Hughes, Personnel Analyst, DHRM: Stated that NRS 284.4066 provides for the pre-employment testing for controlled substances of candidates for positions affecting public safety prior to hire. She said the State statute required the appointing authority to identify the specific positions that affect public safety subject to the approval of the Personnel Commission. She added that additionally federal courts had indicated that pre-employment testing by public entities may constitute a search within the meaning of the Fourth Amendment and if so, must be justified by a special need that outweighs a reasonable expectation of privacy. She said the Ninth Circuit Court of appeals identified special needs of: high risk safety sensitive tasks, assuming parental responsibilities, or at great danger to public. She stated that the Department of Conservation and Natural Resources, Division of Forestry, has requested the approval of class code 1.835 Helitak Supervisor because the positions in this class code will be required to obtain and maintain a

commercial driver's license with a hazardous materials endorsement. She said that the Commission has approved this requirement for several similar positions and asked for any questions.

Chairperson Fox: Asked if there were questions related to this item. Seeing none, she entertained a motion on the agenda item.

MOTION: Move for Approval of addition of class to list of approved for pre-employment screening for controlled substances Helitak Supervisor, all PCNs.
BY: Commissioner Sanchez
SECOND: Chairperson Fox
VOTE: The vote was unanimous in favor of the motion

**VIII. DISCUSSION AND APPROVAL OF PROPOSED CLASS SPECIFICATION
MAINTENANCE REVIEW OF CLASSES RECOMMENDED FOR REVISIONS AND
ABOLISHMENT Action Item**

- A. Engineering & Allied
 - 1. Subgroup: Environmental & Land Use Services
 - a. 6.717 Park and Recreation Program Manager

Rachel Baker, Personnel Analyst, DHRM: Stated that the classification was reviewed by management and only minor revisions need to be made to update it. She detailed the duties of the Park and Recreation Program Manager to be changed to: "Is responsible for planning, organizing, coordinating, and supervising the Division of State Parks' Park and Recreation Program which includes conducting complex studies and analyses, planning and managing archaeological and promotional contracts and grants. Duties include but are not limited to: Developing work programs and specific tasks necessary to prepare and update statewide recreation plans, individual park master plans, resource protection plans, feasibility studies, and other supporting studies and documentation as well as managing and planning archaeological and promotional contracts by developing the scope of work, selecting consultants, negotiating contracts, and approving and supervising work programs, administering federal grant programs and managing the division's land acquisitions and exchanges." She stated she would answer any questions.

Chairperson Fox: Asked if there were questions for Ms. Baker and if there was any public comment related to this item. Seeing/hearing none, she stated she would entertain a motion.

MOTION: Move to approve changes to the Park and Recreation Program Manager class specification.
BY: Commissioner Spurlock
SECOND: Commissioner Sanchez
VOTE: The vote was unanimous in favor of the motion

Chairperson Fox: Continued to the next item.

- B. Fiscal Management & Staff Services
 - 1. Subgroup: Administrative & Budget Analysis
 - a. 07.684 Hearings Officer
 - b. 07.690 DUI Adjudicator

2. Subgroup: Public Information
 - a. 07.807 Assistant Costumer

Heather Dapice, Personnel Analyst, DHRM: She spoke on Items VIII B, sub-item 1a and 1b on the agenda. She began with Item VIII B 1a, Hearings Officer. She stated the duties of a Hearings Officers and in consultation with the Department of Education, Training and Rehabilitation, the Division of Industrial Relations, and the Division of Welfare and Supportive Services, it was determined that the Division of Welfare and Supportive Services is the only agency utilizing the Hearing Officer series. She recommended that VIII A, Disability Adjudication and option B, Industrial Relations be removed from the series and that option C be removed and its class concept be incorporated into the representative duty statement. She stated that the minimum qualifications were amended to indicate examples of public assisted programs and equivalencies were added to account for comparable experience gained at the Quality Control Specialist I and Family Services Supervisor I levels.

She then spoke about Item VII B, sub-item 1b, DUI Adjudicator. She stated that DUI Adjudicators hear and decide contested revocations of driving privilege license or prevent resulting from arrest for driving under the influence of an alcoholic beverage or a controlled substance; hear and evaluate issues of a petitioner's case, weighing the validity of the issues and the evidence presented at the hearing; and interpreting department regulations and laws applicable to the issue. She said the specifications for DUI Adjudicator was reviewed by management and agency human resource staff at the Department of Motor Vehicles and it was determined that the concepts, minimum qualifications, and knowledge, skills, and abilities are consistent with current expectations. She recommended that no changes to the class specification are necessary.

Commissioner Spurlock: Asked for clarification on the context of the DUI Adjudicator as it pertains to the Commission's vote. **Heather Dapice:** Noted the Division of Human Resource Management reviewed the class specifications and there are no needed changes at this time. **Commissioner Spurlock:** Asked if the department was looking at the DUI Adjudicator specifications because they were looking at the Hearing Officer classification, which was similar. **Heather Dapice:** Stated the Division selected class specifications that had not been reviewed and reviewed them to make sure no changes in terminology, verbiage, minimum qualifications were required. **Commissioner Spurlock:** Asked if it was then simply systematic. **Heather Dapice:** Stated that was correct.

Chairperson Fox: Asked if there were further questions or public comment. Seeing/hearing none, she started to move for an approval and then realized Item VIII, B, sub-item 2a needed discussion. She removed the motion.

Denyse Bandettini, Personnel Analyst, DHRM: Stated since the item was placed on the agenda the division has received additional information in favor of not abolishing the classification of Assistant Costumer. They are requesting to remove the item from the agenda.

Chairperson Fox: Stated she understood the original documents asked to abolish this class and since the agenda was created there was further discussion with the agency and it was determined the position should not be abolished. **Denyse Bandettini:** Stated that was correct.

Chairperson Fox: Asked if there was any discussion or questions or public comment.

MOTION: Move to approve changes for fiscal management and staff services for Hearings Officer as well as the review of DUI Adjudicator and no changes made to the class specification and that subgroup classification for Assistant Costumer remain in force.

BY: Chairperson Fox

SECOND: Commissioner Sanchez

VOTE: The vote was unanimous in favor of the motion

Chairperson Fox: continued to the next topic.

- C. Medical, Health & Related Services
 - 1. Subgroup: Allied Therapies
 - a. 10.609 Occupational Therapist Series
 - b. 10.612 Physical Therapist
 - c. 10.617 Athletic & Recreation Specialist Series

Heather Dapice: The Division recommends the abolishment of class specifications for the Occupational Therapist and Physical Therapist as well as recommends changes to the Athletic and Recreation Specialist Series. She began with the Occupational Therapist Series and stated that this series is not being utilized by Veterans Affairs and Health and Human Services as they had in the past. She stated that instead contract employees are currently being used and would be in the future.

She moved on to the Physical Therapist Series. She stated that this series is not being utilized by Veterans Affairs and Health and Human Services as they had in the past. She stated that instead contract employees are currently being used and would be in the future.

She then moved to the Athletic and Recreation Specialist Series. She stated that experts in the Department of Corrections and Division of Human Resource Management determined that minor changes to the duty statements in this series were needed to account for the calculation of work credits and for the cleaning of equipment. Also, duty statements involving administering the physical fitness examinations required of prospective employees for the Department of Corrections and the maintenance of a counsellor recording deposits and calculating balances were removed from the Duty Statements as the series no longer performs these duties. Minor changes were also made to the Knowledge, Skills, and Abilities Required to reflect the changes. She recommended that the changes be approved and asked for questions.

Chairperson Fox: Asked for clarification on the salary requirements of the contracted workers used in the Occupational and Physical Therapist Series. She asked if the level of pay for State employees was not competitive enough. **Heather Dapice:** Stated that was correct. She reiterated that the contract employees were making \$45 to \$55 an hour through the private sector. She said that the positions were hard to fill due to the salary requirements.

Chairperson Fox: Asked if there were any questions from Commissioners or any public comment. Seeing and hearing none, she made a motion.

MOTION: Move to approve changes to class specifications for the Medical, Health and Related Services, specifically subgroup Allied Therapies, to abolish the Occupational Therapist series, and Physical Therapists series and approve the changes to the Athletic and Recreation Specialist Series.

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

IX. REPORT OF UNCONTESTED CLASSIFICATION CHANGES

Chairperson Fox: Stated the Commission accepts the report of Uncontested Classification Changes, pages 82 through 96. She stated there was no need for a motion on the item and went back to the agenda as originally listed starting with Agenda Item IV.

IV. DISCUSSION AND POSSIBLE AMENDMENTS TO THE HEARING OFFICER RULES OF PROCEDURE **Action Item**

Shelley Blotter, Deputy Administrator, DHRM: stated that at the April 2014 meeting there was public comment requesting that strike method be included in the Hearing Officer Rules of Procedure. She stated the Hearings Division was able to do that and the employee's association reviewed the procedures and all parties are in agreement. She stated all other aspects of the wording remain the same as last viewed.

Commissioner Fox: Read the proposed strike language: "For each hearing requested and claim related to a dismissal, suspension, demotion, involuntary transfer or reprise for retaliatory action, the Senior Appeals Officer of the Hearings Division shall provide to each party to the claim a list of three (3) qualified Hearings Division Appeals Officers. Each party may strike one name from the list and shall return the list with the remaining names to the Senior Appeals Officer of the Hearings Division no later than seven (7) working days after receipt of the list. Except as otherwise provided in paragraph five (5), each person whose name is struck from the list pursuant to paragraph two (2) is ineligible to serve as a Hearing Officer in that claim. Except as otherwise provided in paragraph five (5), the Senior Appeals Officer shall select a Hearings Officer for the hearing from among the persons whose names were not struck from the list pursuant to paragraph two (2)." She then asked for any questions from the Commissioners. She asked for public comment from the North. She asked for any public comment in the south. **Commissioner Sanchez:** Stated there were none in the south.

MOTION: Move to approve changes to Item Number IV with the amendments to the Hearing Officers Rules of Procedure
BY: Commissioner Sanchez
SECOND: Commissioner Spurlock
VOTE: The vote was unanimous in favor of the motion

V. DISCUSSION AND APPROVAL OF PROPOSED REGULATION CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284 **Action Item**

Peter Long, Deputy Administrator DHRM: Stated that DHRM recommended an amendment to NAC 284.172 related to the situation where an employee receives a promotion after voluntarily demoting at some point in the past. He stated this amendment would allow an employee to receive a promotional increase pursuant to subsection 1(a) of this regulation after one year has passed since the demotion. He said that the amendment would reduce errors in determining rate of pay and will ensure equitable treatment for all employees. He stated the amendment also allows for the discretion by the administrator in whether to reduce that one year limitation when appropriate.

MOTION: Move to approve regulation changes to Nevada Administrative Code, Chapter 284 LCB file No. R064-14 that provides changes to Nevada Administrative Code 284.172 rate of pay: Effective of promotion.
BY: Chairperson Fox
SECOND: Commissioner Sanchez
VOTE: The vote was unanimous in favor of the motion

VII. INDIVIDUAL CLASSIFICATION APPEAL

Action Item

A. Howard De Ning Craig, Program Officer 1, Truckee Meadows Community College

Chairperson Fox: Explained the Commission procedure to the incumbent.

Howard Craig, Program Officer I, Truckee Meadows Community College (TMCC), Testing Services: Stated his principle role is Placement Program management. He stated the program has had changes over the years and recounted his job experience from his start date of 1996 where he only performed placement testing. The department was then expanded to include academic testing due to the increase in online students. At this time he was staffed by student employees. He stated that the department then requested approval for an additional classified position which was granted and the department testing expanded once again.

He stated that TMCC started utilizing the program ACCUPLACER and developed their branching profiles and placement profiles. He stated that he works with the academic departments, with the deans and department chairs, on scoring and placement. He noted that he does quality control on the program as well and that the area has increased to 43 sites, on which he does yearly reporting of their performance levels. He stated he is also in charge of special post-testing programs of their students and keeps those sites current. He noted he coordinates all test dates, meeting with coordinators twice a year. He stated he writes reports on the testing for his director and others.

He stated that his position was reevaluated and placement testing was placed under his duties. He said this in part meant he was responsible for making sure the test scores were accurately matched to the students' records. He stated that his department has lost a staff person and he is now, in addition to his primary responsibilities, responsible for more duties. He noted that on a daily basis he receives a phone call requesting more testing, with short turnaround time to approve or deny the request and a short turnaround to put the request into action. He stated he is also in charge of the budget for the testing department. He stated that he handles any problems with students.

He noted that the job descriptions for his position at various other schools had fewer responsibilities than his own. He stated that his department does not have an IT staff member, though he himself builds the program they use for testing. He stated that the testing division at a different school did have one. He noted he must be careful with his programs and the testing results.

He stated he trains proctors twice a year, going over all requirements for testing. He also stated he makes sure the 62 proctors in the area are current which includes spot appearances to monitor them. He noted that many of his colleagues are not required to do so, having smaller testing centers. He also meets with the recruiting proctors. He noted that he developed a test ticket for the student acknowledging the school's privacy policy before they complete testing. He stated he does refresher proctor training as well with students and staff that are currently trained to make sure they are in

compliance with any changes. He stated that he is rewriting the training manual. He stated that he trains new proctors, staff members that are new to staff and new to the ACCUPLACER process. He stated that many of his colleagues are not necessarily a good comparison for his job duties due to TMCC's larger programs. He said that he constantly changes new placement scores in several outlets to keep them current and prepares new reports for academic advisors, etc.

Chairperson Fox: Asked for any questions for the incumbent.

Commissioner Sanchez: Stated he has been employed by the College of Southern Nevada for 29 years as an adjunct psychology instructor and familiar with the testing services at CSN. He stated he is also familiar with ACCUPLACER testing. He asked if Sr. Deputy Attorney General Chesney sees a conflict of interest for him. **Sr. Deputy Attorney General Shane Chesney:** Stated he does not see any conflict. **Commissioner Sanchez:** Asked Howard Craig if he is currently employed as a supervisor in Testing Services. **Howard Craig:** Stated "not directly." He stated that when the students are assigned to Testing is the day he is supervising. **Commissioner Sanchez:** Asked if the incumbent was involved in doing any academic testing. **Howard Craig:** Stated he does not do any academic testing for TMCC students, which is handled under the Proctoring Center of Webb College. He did indicate he does testing for non-TMCC students taking online courses at other schools. **Commissioner Sanchez:** Inquired if Mr. Craig considered himself to be the manager of the Testing Services. **Howard Craig:** Stated that he does. **Commissioner Sanchez:** Asked if Mr. Craig had heard the question. **Howard Craig:** Repeated the question and replied yes. **Commissioner Sanchez:** Reiterated that the incumbent does not supervise anyone. **Howard Craig:** Stated he did not because they use student employees.

Chairperson Fox: Told the representative of the school to start her presentation.

Robin Freestone, former Manager of job classification for Business Center North at University of Nevada, Reno (UNR), Human Resources: introduced Janine Nelson as the new manager in that position. She stated that she conducted the analysis of Mr. Craig's position along with Jacob Cann, Personnel Analyst, BCN, who was absent from the Commission meeting. She stated that in 2008 Mr. Craig's position was reclassified to Program Officer and that at that time Mr. Craig functioned as the manager of the TMCC Testing Center, which administered a variety of exams including the ACCUPLACER, the GED, the CAPE exam, licensure exams for external agencies, and proctored mid-term and final exams for TMCC faculty. She explained that the ACCUPLACER test is used to evaluate and place incoming students into the appropriate level of math and English classes. She stated that the incumbent's job was to manage the daily operations of the Testing Center. She indicated that the management has included planning, organizing, and coordinating new and existing exam offerings; oversight of the scheduling, proctoring, and scoring of exams; coordinating the implementation of new exams and changes to existing exam technology; managing exam security; training and supervising subordinate staff; managing the department budget and accounts; and collecting data and preparing reports.

She stated the 2008 job purpose and responsibilities were compared to the current and found the primary purpose currently is to administer the ACCUPLACER and CAPE exams. She explained that the CAPE exam was used to place students into foreign language classes, which is used less frequently than the ACCUPLACER. She stated that Mr. Craig's current responsibilities include scheduling and coordinating the administration of the ACCUPLACER and CAPE exams, data collection and reporting for the ACCUPLACER exam, managing the Testing Center budget and accounts, and providing technical support for the ACCUPLACER system. She indicated that some

time between 2008 and 2013 the job was significantly altered by eliminating administration of all but the ACCUPLACER and CAPE exams; specifically, responsibility for planning, coordinating, implementing and data reporting for all exams offered was removed as well as supervision of the Testing Center staff. She stated this in effect eliminated the managerial component of the job and removed the complexity that was generated from managing multiple exam types.

She explained the differences of the Program Officer from an Administrative Assistant, which is the responsibility for managing multiple job functions, all of which are then integrated into a whole program. She stated this was the case when Mr. Craig managed staff, budget, new programs, data reporting, etc. and that each job component required acquisition and application of a different body of knowledge, each of which were integrated into a cohesive program. She stated that, absent management of multiple job components, the job no longer meets the concept of Program Officer. She explained the duties of an Administrative Assistant IV level, which are to perform specialized duties in support of a program. She stated that in many instances they are delegated responsibility for certain aspects of a program, in the incumbent's case, administration of placement exams and corresponding data reporting as well as budget maintenance. She indicated these positions use critical thinking to determine best course of action and problem solving through research, examination, and evaluation of circumstances. She stated Mr. Craig matches this concept with the ACCUPLACER program.

She described the UNR Math Department as using the ACCUPLACER program, administered out of a 30 unit computer lab which is managed by an Administrative Assistant III position. She described a similar one at the College of Southern Nevada which two Administrative Assistant IIs administer the ACCUPLACER exam. She stated that the technology duties are performed by an IT Technician at grade 29. She compared the CSN and UNR positions in terms of ACCUPLACER administration and stated that since the scope of Mr. Craig's position extends into budget management and technical operation of the system, their scopes are not as wide as his. She recommended that the incumbent's classification be Administrative Assistant IV.

She stated that the internal audit of Mr. Craig's position was conducted by Jacob Cann telephonically with her support. She noted that Mr. Cann took over an hour to perform the audit, resulting in six pages of typewritten transcription. She stated that a second audit with Mr. Craig was conducted onsite at TMCC with Mr. Craig, his supervisor, herself, and Tim McFarlane, Associate VP of HR at UNR. She also stated that the four year retained rate rule under NAC 284.290 applies to this case if Mr. Craig's position is reclassified downward. She stated that Mr. Craig would have salary protection for four years during which department structure could change or the incumbent could pursue alternatives.

She summarized that the reduction in duties resulted in a job that is outside the scope of the Program Officer Series. She stated that the work matches the concept of the Administrative Assistant IV level and said that position comparison supported this conclusion.

Chairperson Fox: Asked if there were questions for Ms. Freestone. **Commissioner Spurlock:** Asked staff opinion regarding the role of this particular position relative to a supervisor in the budget area in terms of compiling information in preparation for a budget to be assembled versus longer-term thinking about really what the needs of the entire unit would be two to three years down the road and planning for larger-scale purchases and changes in budget. **Ms. Freestone:** Responded that Mr. Craig would draft the initial annual budget from a template and that he would have knowledge of future needs or immediate needs. She stated that the incumbent would make the initial draft and

submit it to his supervisor who would modify it. She noted that long-range planning was his supervisor's responsibility.

Commissioner Sanchez: Stated there was a letter drafted by Mr. Craig dated February 27, 2014 in Tab One of the Commissioners' booklets. He noted on the second page Mr. Craig acknowledged: "The staffing model is not the traditional model that one expects, however, the duties are clearly supervision." He asked Ms. Freestone if she agreed with the statement. **Ms. Freestone:** Did not agree. She stated that Mr. Craig does not officially supervise subordinates, which can be seen in his NPD-19 and is verified by his supervisor and his supervisor's supervisor.

Mr. Craig: Requested to make a comment on the budgeting process. **Chairperson Fox:** Agreed to the request. **Mr. Craig:** Stated the budgeting process Testing Services did include all services; he would make estimates based on history of GED testing, ACCUPLACER testing, CAPE testing, CLEPP testing, and nursing admissions. He indicated he estimated needs for testing units, including students with special needs, and costs of staff present. He stated the GED was computerized January 1 and moved to the Adult Basic Education Program where the GED was developed. He said the GED program had restrictions which would conflict with ACCUPLACER testing, costing additional equipment. He stated the budgeting still including all other testing he cited before plus staffing. He stated he supervised the proctors while the proctors were in the Testing Center. **Chairperson Fox:** Asked the incumbent to identify the title and job class that does the GED testing at TMCC. **Mr. Craig:** Noted he believed it was an Admin IV. **Chairperson Fox:** Asked Ms. Freestone to reply. She found an organization chart stating Mr. Craig was a Program Officer I, then two Administrative Assistant IIs. **Ms. Freestone:** Affirmed the person now administering the GED is an Administrative Assistant III. **Chairperson Fox:** Noted the administrator, Hallie Madole, was a III. **Ms. Freestone:** Added that as she understood it, the GED became so large it was given its own center. She stated that the federal government mandated the GED to be given electronically and so TMCC contracts with a large company, Pearson Vue.

Chairperson Fox: Asked if there were any additional questions. **Commissioner Spurlock:** Directed a question to Ms. Freestone. He stated the nature of the supervision as described by the incumbent was primarily over students. He asked that as written in the Administrative Assistant IV description or past practice if she were comfortable with anyone in the Administrative Assistant IV doing the type of supervision that oversees students, part-timers, contractors, interns, and the like, for hiring and letting go. **Ms. Freestone:** Clarified her perspective on Mr. Craig's role overseeing student proctoring. She stated that due to conflict of interest, Mr. Craig could not proctor. **Mr. Craig:** Agreed. **Robin Freestone:** Explained that TMCC had a large pool of student employees and existing staff who alternate proctoring exams. She clarified the proctoring process. **Mr. Craig:** Agreed with her explanation. **Ms. Freestone:** Stated it was the incumbent's responsibility to make sure that that occurred, spending time with this pool of proctors to ensure an understanding of the rules and their roles. She referred to Mr. Craig for a completion of this description of his training. **Mr. Craig:** Further stated that all proctors go through the training, the refresher each year, signing off on the security agreement, which he is in charge of. He noted that he makes rounds of the room during testing to ensure that no outside sources are being used by the test takers and that he has caught two offenders, terminating their tests. He stated that the student proctors refer to him and he makes the final decision on termination. **Commissioner Sanchez:** Addressed Commissioner Spurlock's question, explaining that in the State classification system, a supervisor must have responsibility for final selection of an employee, training, work assignment, work review, conducting their performance appraisal, and administering any discipline. He stated that overseeing performance of a function does not meet the supervision definition in the classification context. **Ms. Freestone:**

Answered that the type of supervision Mr. Craig provides over the proctors is appropriate to Administrative Assistant IV or below.

Chairperson Fox: Asked for any further questions from the Commissioners. She then asked for public comment. She asked Mr. Craig to make a few summary comments.

Mr. Craig: Thanked the Commission for allowing him to present his case. He stated he will be following up on this in the interest of consistency in the position itself compared to other schools. He stated that he felt currently they were not consistent and that this would be a learning opportunity for the Nevada System of Higher Education, as they move towards accurately assessing students for their success, ensuring all school processes are equal. He again thanked the Commission and Robin Freestone for their help and understanding. **Chairperson Fox:** Thanked the incumbent.

Chairperson Fox: Said she would entertain a motion from the Commission.

MOTION: Move to deny Individual Classification appeal of Mr. Howard De Ning Craig,
Program Officer I, Truckee Meadows Community College
BY: Commissioner Sanchez
SECOND: Commissioner Spurlock
VOTE: The vote was unanimous in favor of the motion

Chairperson Fox: Asked for any discussion on the item. And thanked Mr. Craig again for appearing before the Commission and his continued service to the State. She thanked Ms. Freestone as well.

X. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS

Chairperson Fox: Indicated the Commission is meeting September 26, 2014 and stated they needed to decide a date in December, potentially December 5th or December 12th to stay with the Friday schedule, as it works better for the Commissioners. It was decided to meet on December 12th.
Commissioner Spurlock and Commissioner Sanchez: Agreed.

XI. PUBLIC COMMENT Read into record by **Chairperson Fox:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020) Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow additional public comment on a specific agenda item when the item is being considered. She asked for any public comment from the North.

Peter Long, Deputy Administrator, DHRM: Pointed out that Ms. Freestone noted that she retired as the Recruitment Manager at BCN and that Janine Nelson had taken her place. He thanked Ms. Freestone for her help, assistance, and professionalism. **Chairperson Fox:** Thanked Ms. Freestone as well and wished her good luck in retirement. She then congratulated Ms. Nelson.

Commissioner Fox: Asked for comments from the South. There were none.

XII. ADJOURNMENT

Chairperson Fox: Adjourned the meeting.

PERSONNEL COMMISSION INDIVIDUAL STUDY APEAL

Julia Bledsoe, Administrative Assistant IV, grade 29

Appeal of the Nevada System of Higher Education, Business Center North's denial to reclassify the position upward to Program Officer I, grade 31

Personnel Commission September 26, 2014

Prepared by the Department of Administration
Division of Human Resource Management

APPEAL SUMMARY

Ms. Bledsoe, an employee of the University Nevada Reno, Music Department, is appealing Business Center North's denial to reclassify her position from Administrative Assistant IV, grade 29 to Program Officer I, grade 31. Business Center North (BCN) determined that there had not been significant change to justify upward reclassification to Program Officer I, grade 31. The Division of Human Resource Management, upon further review, also determined that there had not been significant change to the duties.

BASIS FOR APPEAL

Ms. Bledsoe's appeal is based on the belief her functions exceed the scope of responsibilities and level of independence of that of an Administrative Assistant IV and that her position's duties align with the concept for the Program Officer I. Additionally, she believes her role has become more complex to maintain the level of service and support to the Department Chair who is serving more faculty and a larger student body.

DIVISION OF HUMAN RESOURCE MANAGEMENT'S RECOMMENDATION

The position was studied by BCN in 2007 and reclassified from Administrative Assistant III, grade 27, to Administrative Assistant IV, grade 29 based on the position undertaking the role of office manager for the Department of Music. Tasks added to the position at that time included acting as scholarship coordinator and managing the fiscal operations of the Nightingale Concert Hall (NCH).

In conjunction with a 2013 NPD-19 reclassification request to upgrade the position from Administrative Assistant IV, grade 29 to Program Officer I, grade 31, it was determined by BCN that significant change had not occurred and that reclassification to Program Officer I, grade 31 was not appropriate.

The position acquired new duties consisting of instrument inventory management and coordinating scholarships and activities of the NCH, which includes event ticketing; however, new duties assigned to the position are still consistent with the current class specification and accurately reflect duties and responsibilities outlined in the Administrative Assistant IV classification.

Incumbents classified as Administrative Assistant IV are assigned responsibilities far in excess of those found in routine "clerical" positions. Incumbents perform specialized duties in support of a program or program function; use analytical and critical thinking to determine appropriate action; resolve problems through research, comparison and examination of detailed agency/program-specific information; and interpret complex regulations, laws and program requirements.

The Administrative Assistant IV class remains appropriate for the preponderant duties of the position.

**PERSONNEL COMMISSION
INDIVIDUAL STUDY APPEAL**

Julia Bledsoe, Administrative Assistant IV, grade 29

Appeal of the Nevada System of Higher Education, Business Center North's denial to reclassify the position upward to Program Officer I, grade 31

Personnel Commission September 26, 2014

Prepared by the Department of Administration
Division of Human Resource Management

DOCUMENT

EXHIBIT

Memorandum to Lee-Ann Easton, Administrator, Division of Human Resource Management, dated May 14, 2014, from Julia Bledsoe, appealing the Administrator's denial of the upward reclassification of position.	1
Letter to Julia Bledsoe from Lee-Ann Easton dated April 10, 2014, affirming Business Center North's (BCN) original determination in denying the upward reclassification	2
Memorandum to Lee-Ann Easton from Julia Bledsoe dated January 10, 2014, appealing BCN's denial of upward reclassification of position	3
Memorandum to Julia Bledsoe, dated December 11, 2014 from Jacob Cann denying request for upward reclassification of position	4
Position Questionnaire (NPD-19) for comparable Administrative Assistants with scheduling, event coordinating, program budget and Director support-related responsibilities within the University of Nevada, Reno.	5
Position Questionnaire (NPD-19) for comparable Program Officers with fiscal, personnel, contract/program and administrative support-related responsibilities within the University of Nevada, Reno	6
2008 Position Questionnaire (NPD-19) for Julia Bledsoe's position	7
2013 Position Questionnaire (NPD-19) for Julia Bledsoe's position	8
2014 Position Questionnaire (NPD-19) for Julia Bledsoe's position	9
Class specifications for Administrative Assistant series	10
Class specification for Program Officer series	11

PERSONNEL COMMISSION INDIVIDUAL STUDY APPEAL

Siovhan Goldstein, Administrative Assistant III, grade 27

Appeal of the Division of Human Resource Management's denial to reclassify the position to a position to be determined by the Division of Human Resource Management

Personnel Commission September 26, 2014

Prepared by the Department of Administration
Division of Human Resource Management

APPEAL SUMMARY

Ms. Goldstein, an Administrative Assistant III with the Office of the State Treasurer, Unclaimed Property Division, is appealing the Division of Human Resource Management's denial to reclassify her position. The original request was to conduct a desk audit to determine the appropriate class title or step increase and her subsequent requests were to be reclassified to the Program Officer I, grade 31 level.

BASIS FOR APPEAL

Ms. Goldstein's appeal is based on the belief her functions exceed the scope of responsibilities and expectations of that of an Administrative Assistant III and that her position's duties are mirrored in the concept for the Program Officer I.

DIVISION OF HUMAN RESOURCE MANAGEMENT'S RECOMMENDATION

The Division of Human Resource Management's analysis concluded that the appellant's duties are consistent with the Administrative Assistant III level. While there was change to the position due to the rotation of duties amongst the Administrative Assistant III positions located within the Unclaimed Property Division in 2006, the duties maintained consistency with the Administrative Assistant III class concept and the preponderant of duties have not significantly changed.

The primary function of the position is the review and approval of unclaimed property claims submitted to the Unclaimed Property Division.

Incumbents classified at Administrative Assistant III are assigned responsibilities that require problem solving and performance of specialized duties within the framework of agency/program policies, procedures, requirements and applicable regulations. Additionally, initiative and judgment are required to determine the priority of assignments and to structure tasks to accomplish program and administrative objectives within established schedules and timelines. The work is specialized and involves circumstances requiring adaption of different approaches or methods to solve problems. Errors affect the timely provision of services to the manager, program staff and clientele and may cause inconvenience and financial loss to program clientele.

The duties performed by Ms. Goldstein are consistent with other Administrative Assistant III positions whose preponderant duties are claims processing.

The Administrative Assistant III class remains appropriate for the preponderant duties of the position.

**PERSONNEL COMMISSION
INDIVIDUAL STUDY APPEAL**

Siovhan Goldstein, Administrative Assistant III, grade 27

Appeal of the Division of Human Resource Management's denial to reclassify the position to a position to be determined by the Division of Human Resource Management

Personnel Commission September 26, 2014

Prepared by the Department of Administration
Division of Human Resource Management

DOCUMENT

EXHIBIT

Letter to Personnel Commission from Siovhan Goldstein, dated July 21, 2014, appealing the Administrator's affirmation of denial to reclassify the position	1
Letter to Siovhan Goldstein from Lee-Ann Easton, dated June 9, 2014, affirming the denial to reclassify the position	2
Letter to Lee-Ann Easton, Administrator, Division of Human Resource Management, dated May 1, 2014, from Siovhan Goldstein, appealing the denial to reclassify the position	3
Letter to Siovhan Goldstein from Personnel Analyst III Heather Dapice, dated April 7, 2014, denying the request for reclassification	4
Position Questionnaire (NPD-19) submitted by Siovhan Goldstein to the Division of Human Resource Management, received March 26, 2014	5
Position Questionnaire (NPD-19) submitted by the Office of the State Treasurer, Unclaimed Property Division, received November 7, 2012 and containing subsequent correspondence	6
Work Performance Standards for Siovhan Goldstein, signed and dated September 4, 2013, as Administrative Assistant III	7
Work Performance Standards for Siovhan Goldstein, signed and dated August 25, 2008, as Administrative Assistant III	8
Work Performance Standards for prior incumbent to the position, signed and dated December 13, 2006, as Administrative Assistant III	9
Work Performance Standards for Siovhan Goldstein, signed and dated March 31, 2008, as Administrative Assistant II	10
Position Questionnaire (NPD-19) for Administrative Assistant II position, effective October 1, 2007	11

Position Description Questionnaire, Clerical Occupational Group Study, effective July 1, 2001, Administrative Assistant III, Unclaimed Property Division, PCN 0003 (appellants position)	12
Position Description Questionnaire, Clerical Occupational Group Study, effective July 1, 2001, Administrative Assistant III, Unclaimed Property Division, PCN 0004	13
Position Description Questionnaire, Clerical Occupational Group Study, effective July 1, 2001, Administrative Assistant III, Unclaimed Property Division, PCN 0004	14
Class Specifications for Administrative Assistant	15
Class Specifications for Accounting Assistant	16
Class Specifications for Program Officer	17
Class Specifications for Accountant Technician	18

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: **September 26, 2014.**

Item V-A:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
6.714	Chief of Planning and Development	42 A	6.714	Chief of Planning and Development	42 A

Basis for Recommendation

In conjunction with the biennial Class Specification Maintenance Project, and at the request of the Parks Division, the Division of Human Resource Management recommends revisions be made to the class concepts and the knowledge, skills and abilities, of the Chief of Planning and Development to update the duty statements and to remove duties which are no longer part of this particular class.

The Chief of Planning and Development assists the State Parks Administrator in the overall planning, development, and management of the agency involving the establishment of project goals and objectives, administering project budgets and directing the planning and development of the State's park system which includes a comprehensive park planning program involving a statewide system plan. The incumbent supervises professional and technical staff ensuring compliance with program policies and procedures; administers the agency planning and development budget including park improvement funds and bond projects by projecting program needs, and estimating fiscal impact and providing justification to the Administrator and the Legislature. The incumbent also manages all phases of the park construction program involving the review and approval of project requests, project development, hiring of project consultants, pre-design and project review, and administration and management of construction projects including the review and approval of contracts; and manages the State's park property acquisition program.

The Parks Division supports these changes.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF OF PLANNING AND DEVELOPMENT	42	A	6.714

Under administrative direction, the Chief of Planning and Development assists the State Parks Administrator in the overall planning, development, and management of the agency involving the establishment of project goals and objectives, administering project budgets [~~directing the master plan program for park development~~], directing construction projects for park improvements, providing supervision and technical direction to support staff, *and* directing [~~the administration of the Federal Land and Water Conservation Fund and Recreation Trails grants programs, and overseeing~~] the park property acquisition program and legislative matters. *Directs the planning and development of the State's park system which includes a comprehensive park planning program involving a statewide system plan, individual park master development plans, site feasibility studies; oversees related support studies including empirical recreation research; and acts as the Department liaison with State Public Works and as the Department coordinator for capital improvements projects (CIP).*

Supervise professional and technical staff ensuring compliance with program policies and procedures; plan, organize and assign work and provide direction on technical, administrative and policy related assignments; review and evaluate technical work for accuracy and conformance with established policies and procedures; identify training needs, appraise individual performance and provide guidance.

Administer the agency planning and development budget including park improvement funds and bond projects by projecting program needs, estimating fiscal impact and providing justification to the Administrator and the Legislature; ensure compliance with federal requirements, State objectives and legislative and agency goals.

[~~Direct the planning and development of the State's park system which includes a comprehensive park planning program involving a statewide system plan, individual park master development plans,~~] site feasibility studies, ~~oversees the Statewide Comprehensive Outdoor Recreation Plan (S.C.O.R.P.), and related support studies including empirical recreation research; d]~~ Direct the review of, and response to, environmental documents and their impact to the State's park system and review and coordinate the planning and development of adjacent lands.

Manage all phases of the park construction program involving the review and approval of project requests, project development, hiring of project consultants, pre-design and project review, and administration and management of construction projects including the review and approval of contracts; monitor project progress, provide recommendations or advice, resolve problems and provide final project approval.

[~~Direct the administration of Federal Land and Water Conservation Fund and Recreation Trails Program grants by notifying political subdivisions of available grant funds and providing technical assistance in preparing and filing for grant applications; direct pre-award project inspections and evaluations and recommend project applications to the State Park Advisory Commission. Review and/or approve plans and specifications submitted and perform periodic inspections for completed projects as required.~~]

Manage the State's park property acquisition program in conjunction with park improvements and park bond programs; determine acquisition needs, evaluate and recommend acquisitions, check for compliance with master plan recommendations, coordinate appraisal and sale, and initiate and/or review contract documents.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Any person registered as a Landscape Architect, Architect, or Professional Engineer in another state must become registered in Nevada within six months following the date of appointment.

EDUCATION AND EXPERIENCE: Licensure as a Landscape Architect by the Nevada Board of Landscape Architecture, as an Architect by the State Board of Architecture or as a Professional Engineer by the Nevada State Board of Professional Engineers and Land Surveyors and three years of post-licensure work experience which involved the planning, development and/or management of a city, county or regional park system program, including the establishment of project goals and objectives, administering project budgets, and directing the development and administration of master plans for park development and/or construction projects; **OR** one year of experience as a Landscape Architect Supervisor or a Supervisor IV, Registered Professional Engineer in Nevada State service.

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

Working knowledge of: park facility construction policies and procedures; principles and practices of site planning for a public park system; personnel management, principles and practices in the hiring, training, evaluation and discipline of subordinate staff; contract administration including cost estimating, laws, ethics, specifications, engineering, architectural and landscape architectural practices; preparation of construction drawings and detailed specifications; recreation and land use planning; financial analysis and budget administration. **Ability to:** manage park improvement projects; direct and manage a variety of activities involving the design and implementation of landscape architectural, architectural and engineering work; supervise employees and assess staff development needs; negotiate and administer consultant contracts and reconcile differences between the State, agency and the contractor; prepare feasibility studies.

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

Detailed knowledge of: park facility construction policies and procedures; principles and practices of site planning for a public park system; personnel management, principles and practices in the hiring, training, evaluation and discipline of subordinate staff; financial analysis and budget administration; legislative requirements in the development of capital improvement programs. **Working knowledge of:** State Parks' policy manual, building codes and regulatory agency requirements regarding park development. **General knowledge of:** State water rights laws for State Park development and maintenance; ~~[the Statewide Comprehensive Outdoor Recreation Plan;]~~ federal grant requirements for project eligibility and compliance. **Ability to:** analyze complex environmental documents and accurately assess probable consequences of proposed actions regarding agency administered lands; prepare federal grant project proposals; prepare site priority selection studies; interpret statistical data and develop recommendations for long-range planning for the State's park system; analyze and interpret property appraisals and acquisition procedures for the purpose of expanding or modifying the State's park system.

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

6.714

ESTABLISHED: 7/1/67
 REVISED: 7/1/87-12P
 10/17/86PC
 REVISED: 6/9/89-3
 REVISED: 7/1/93P
 8/31/92PC
 REVISED: 12/19/03PC
REVISED: 9/26/14PC

Items V-B:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
7.406	Assistant Chief, Right-of-Way	42 A	7.406	Assistant Chief, Right-of-Way	42 A

Basis for Recommendation

In conjunction with the Nevada Department of Transportation, Right-of-Way Subject Matter Expert, the Division of Human Resource Management recommends minor revisions to the class concepts of the Assistant Chief, Right-of-Way class to reflect the scope of work currently being performed. Additionally, the knowledge, skills and abilities were updated to outline requirements necessary to perform the responsibilities of the position.

Under administrative direction of the Deputy Chief, Right-of-Way, incumbents supervise the acquisition and management of land and rights-of-way or utilities and railroads required by the Nevada Department of Transportation (NDOT) on a statewide basis. Incumbents manage, supervise and evaluate the performance of subordinate supervisors, to ensure the timely and effective operations of the Right-of-Way Program Area; assess and arrange training for staff to further professional development and proficiency; exercise considerable latitude in managing and coordinating the day-to-day operations of assigned sections in performing appraisals, acquisitions and negotiations, property management, relocation assistance, permitting and utility/railroad relocation including recommending division policies and procedures and determining priorities, scheduling projects and appropriate personnel. Additionally, they provide information to local agencies and the public for assigned program areas; direct the review of property appraisals to ensure consistent analysis and procedures used to determine compensation; provide policy, procedure and technical support to division sections; monitor progress of projects; prepare budget recommendations for the division including capital expenditures, equipment and training; approve administrative settlements within established limits; direct disposal of surplus property and review and approve occupancy permits.

The Nevada Department of Transportation supports these changes.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ASSISTANT CHIEF, RIGHT-OF-WAY	42	A	7.406

Under administrative direction of the *Deputy* Chief [of], Right-of-Way, incumbents supervise the acquisition and management of land and rights-of-ways *or utilities and railroads* required by the Nevada Department of Transportation (NDOT) on a statewide basis.

~~[Exercise considerable latitude in managing assigned operational areas; supervise Right of Way Supervisors, and coordinate the acquisition activities of right of way on a statewide basis.]~~

Manage, [S] supervise and evaluate the performance of subordinate supervisors, ~~[technical staff and administrative support personnel]~~ to ensure the timely and effective operations of the Right-of-Way ~~[Division]~~ *Program Area*; assess and arrange training for staff to further professional development and proficiency.

Exercise considerable latitude in managing and ~~[Coordinate]~~ *coordinating* the *day-to-day* operations of ~~[division]~~ *assigned* sections in ~~[conducting]~~ *performing* appraisals, acquisitions and negotiations, property management, relocation assistance, ~~[engineering, administrative services]~~ *permitting* and utility/railroad relocation including ~~[establishing and]~~ recommending division policies and procedures and determining priorities, scheduling projects and appropriate personnel.

Provide information to ~~[the Transportation Board of Directors, legislative committees,]~~ local agencies and the public *for assigned program areas*.

Direct the review of property appraisals to ensure consistent analysis and procedures used to determine compensation.

Provide policy, procedure and technical support to division sections; monitor progress of projects; serve as the final determination point on sensitive cases involving disputes with initial findings, and take appropriate corrective action as necessary.

Prepare budget recommendations for the division including capital expenditures, equipment and training; approve and/or recommend approval of expenditures related to the program.

Approve administrative settlements within established limits.

Direct disposal of surplus property and review and approve occupancy permits.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, finance, economics or related field and five years of progressively responsible right-of-way experience, two years of which involved supervising or ~~[administering]~~ **managing** one or more major activities of a comprehensive right-of-way program; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

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

Working knowledge of: legislative process and the enactment of administrative code; legal procedures for condemnation; budgeting practices; contract development, negotiation and administration; technical and legal terminology, documents, and descriptions; real estate law; policies, procedures, and laws regarding the right-of-way disciplines of appraisal, appraisal review, acquisition, relocation, property management, condemnation coordination, and utility and/or railroad relocation; management of human and fiscal resources pertaining to right-of-way projects. **General knowledge of:** principles of real estate appraisal; federal regulations regarding *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and the Highway Beautification Act* ~~[relocation assistance]~~; supervisory techniques including disciplinary processes, motivation, employee evaluation and the development of work performance standards. **Ability to:** communicate effectively in English both orally and in writing; analyze problems and develop and recommend effective solutions; plan, organize, coordinate and manage professional and/or technical staff engaged in right-of-way activities; manage multiple high-profile right-of-way projects and transactions; establish and maintain positive and effective working relationships with others at all levels within and outside the agency; preside over administrative appeals and make appropriate determinations. **Skill in:** providing leadership and direction to assigned staff; coordinating activities with divisional and departmental managers, legal counsel and local public agencies ~~[- algebra, geometry and technical math]~~.

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

Working knowledge of: applicable sections of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration.

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

7.406

ESTABLISHED: 01/01/61
REVISED: 10/05/70
REVISED: 07/01/93P
REVISED: 09/24/92PC
REVISED: 7/5/02UC
REVISED: 9/26/14PC

Item V-B: (cont'd)

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
7.412	Right-of-Way Supervisor	39 A	7.412	Right-of-Way Supervisor	39 A
7.436	Right-of-Way Agent III	36 B	7.436	Right-of-Way Agent III	36 B
7.437	Right-of-Way Agent II	34 B	7.437	Right-of-Way Agent II	34 B
7.443	Right-of-Way Agent I	32 B	7.443	Right-of-Way Agent I	32 B

Basis for Recommendation

The class specification for Right-of-Way Supervisor/Agent series was reviewed by the Deputy Chief, Right-of-Way at the Department of Transportation and it was determined that the concepts, minimum qualifications and knowledge, skills and abilities are consistent with current expectations. No changes are necessary.

Right-of-Way Agents appraise, acquire, relocate, clear, and manage real property for the State and, as requested, its political subdivisions. As such, the statutory knowledge base includes State and federal laws and regulations. Incumbents prepare and publish narrative appraisal reports on properties, in both the before and after condition for determination of compensation which becomes the basis for negotiating acquisition of rights-of-way; negotiate agreements with property owners to acquire various interests in real property; continue negotiations in coordination with legal counsel and may assist counsel in reaching settlements or preparing for trial. They also provide relocation assistance to persons, businesses, farms, public agencies, and non-profit organizations which are to be displaced as a result of acquisition; conduct research in a variety of areas. Additionally, they coordinate relocation and adjustment of affected utility and railroads by agreement; review and interpret contracts and plans; manage and control outdoor advertising and junkyards along designated highways pursuant to federal, State and local laws and regulations; provide written and oral presentations as required; review proposed legislation and the potential impact on right-of-way operations; and draft and review regulations as required.

7.412 – Right-of-Way Supervisor, Grade 39: Under general direction, incumbents train, supervise and evaluate the performance of lower level Right-of-Way Agents and other personnel as assigned; assign and review projects; ensure work is performed according to established standards of accuracy and timeliness; provide technical expertise and guidance regarding sensitive issues and problems. Incumbents also request allocation of funds for relocations, manage expenditures for supplies and equipment, and request/recommend funds for training. This is the supervisory level in the series. It is distinguished from Right-of-Way Agent III by supervision of Review Appraisers, lower level Right-of-Way Agents, utility inspectors, and/or by direction of a functional specialty within the division such as condemnation or appraisal review.

7.436 – Right-of-Way Agent III, Grade 36: Under general direction, incumbents, in addition to performing the full range of duties described in the series concept, function independently in at least three of the following right-of-way disciplines: property appraisal, negotiations, relocation assistance, property management, and utility/railroad relocation. Incumbents at this level frequently and regularly serve as project managers with responsibility for project status reporting, coordination of activities with other disciplines and divisions, project timelines, and consultant contract administration. They also function as leadworkers for other right-of-way staff assigned to projects and provide guidance to local public agencies regarding right-of-way issues. This is the advanced journey level in the series.

7.437 – Right-of-Way Agent II, Grade 34: Under general direction, incumbents perform the full range of duties described in the series concept and function proficiently in at least two of the following right-of-way disciplines: property appraisal, negotiations, relocation assistance, property management, utility/railroad relocation, and may provide direction to less experienced agents, other department personnel and to other public and private entities for various projects. This is the journey level class in the series.

Item V-B: (cont'd)

7.443 – *Right-of-Way Agent I, Grade 32*: Under direct supervision, incumbents perform the full range of duties described in the series concept and function proficiently in at least one of the following right-of-way disciplines: property appraisal, negotiations, relocation assistance, property management and utility/railroad relocation. This is the entry level in the series and provides for semi-automatic progression to the Right-of-Way Agent II upon meeting the minimum qualifications, satisfactory performance and with the recommendation of the hiring authority.

The Nevada Department of Transportation supports the current specifications and confirms no changes are necessary.



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>
RIGHT-OF-WAY SUPERVISOR	39	A	7.412
RIGHT-OF-WAY AGENT III	36	B	7.436
RIGHT-OF-WAY AGENT II	34	B	7.437
RIGHT-OF-WAY AGENT I	32	B	7.443

SERIES CONCEPT

Right-of-Way Agents appraise, acquire, relocate, clear, and manage real property for the State and, as requested, its political subdivisions. As such, the statutory knowledge base includes State and federal laws and regulations.

Prepare and publish narrative appraisal reports on properties, in both the before and after condition for determination of compensation which becomes the basis for negotiating acquisition of rights-of-way; prepare appraisal reports for the disposal of surplus property and the establishment of economic rent for leases, licenses and rental properties managed by the department to meet the Uniform Standards of Professional Appraisal Practice.

Negotiate agreements with property owners to acquire various interests in real property; ensure fair and equal treatment to the public; review accuracy of all collected data; prepare appropriate documents; initiate contact with property owners and conduct discussions; solve department and/or owner problems related to projects and acquisitions; prepare closing documents and transfer funds or present account of negotiations to review board; recommend condemnations.

Continue negotiations in coordination with legal counsel and may assist counsel in reaching settlements or preparing for trial; may act as an expert witness in court; apply real estate planning and development practices, engineering and law concepts and natural resource factors related to the appraisal and acquisition of land.

Provide relocation assistance to persons, businesses, farms, public agencies, and non-profit organizations which are to be displaced as a result of acquisition; determine individual relocation needs; supervise moving crews; obtain related bids from movers and contractors, arrange schedules; analyze comparable dwellings and select proper dwelling to calculate the entitlement base and coordinate these actions with escrow officers, bankers, real estate brokers and attorneys, ensuring that all necessary payments are made in accordance with State and federal laws.

Manage acquired properties; inspect, verify inventories, compute values for owner's retention and public auctions, and arrange for maintenance and repairs; write rental agreements, commercial, multi-use, and airspace leases and licenses, and process evictions; conduct public auctions, direct sales of surplus properties, and solicit bids for contracts; prepare contract documents and inspect work prior to final payment.

Conduct research in a variety of areas; gather and compile information into reports and respond to questions from property owners, attorneys and others in person, by telephone, letter, and at public hearings.

RIGHT-OF-WAY SUPERVISOR	39	A	7.412
RIGHT-OF-WAY AGENT III	36	B	7.436
RIGHT-OF-WAY AGENT II	34	B	7.437
RIGHT-OF-WAY AGENT I	32	B	7.443

Page 2 of 6

SERIES CONCEPT (cont'd)

Coordinate relocation and adjustment of affected utility and railroads by agreement; review and interpret contracts and plans; identify the type and location of utility; ensure they are included in the design division's construction plans; make contact with public and private utility companies to coordinate relocations and verify ownership of facilities; research and determine prior rights; research and determine access rights to rights-of-way; verify cost estimates provided for the relocation of utility; coordinate relocation agreements ensuring construction plans and work are completed on schedule; verify billings; and process purchase orders for payment.

Manage and control outdoor advertising and junkyards along designated highways pursuant to federal, State and local laws and regulations; review inspection reports and issue or deny requests for sign permits.

Provide written and oral presentations as required.

Review proposed legislation and the potential impact on right-of-way operations.

Draft and review regulations as required.

Perform related duties as assigned.

CLASS CONCEPTS

Right-of-Way Supervisor: Under general direction, incumbents train, supervise and evaluate the performance of lower level Right-of-Way Agents and other personnel as assigned; assign and review projects; ensure work is performed according to established standards of accuracy and timeliness; provide technical expertise and guidance regarding sensitive issues and problems. Incumbents also request allocation of funds for relocations, manage expenditures for supplies and equipment, and request/recommend funds for training.

This is the supervisory level in the series. It is distinguished from Right-of-Way Agent III by supervision of Review Appraisers, lower level Right-of-Way Agents, utility inspectors, and/or by direction of a functional specialty within the division such as condemnation or appraisal review.

Right-of-Way Agent III: Under general direction, incumbents, in addition to performing the full range of duties described in the series concept, function independently in at least three of the following right-of-way disciplines: property appraisal, negotiations, relocation assistance, property management, and utility/railroad relocation. Incumbents at this level frequently and regularly serve as project managers with responsibility for project status reporting, coordination of activities with other disciplines and divisions, project timelines, and consultant contract administration. They also function as leadworkers for other right-of-way staff assigned to projects and provide guidance to local public agencies regarding right-of-way issues. This is the advanced journey level in the series.

Right-of-Way Agent II: Under general direction, incumbents perform the full range of duties described in the series concept and function proficiently in at least two of the following right-of-way disciplines: property appraisal, negotiations, relocation assistance, property management, utility/railroad relocation, and may provide direction to less experienced agents, other department personnel and to other public and private entities for various projects. This is the journey level class in the series.

RIGHT-OF-WAY SUPERVISOR	39	A	7.412
RIGHT-OF-WAY AGENT III	36	B	7.436
RIGHT-OF-WAY AGENT II	34	B	7.437
RIGHT-OF-WAY AGENT I	32	B	7.443

Page 3 of 6

CLASS CONCEPTS (cont'd)

Right-of-Way Agent I: Under direct supervision, incumbents perform the full range of duties described in the series concept and function proficiently in at least one of the following right-of-way disciplines: property appraisal, negotiations, relocation assistance, property management and utility/railroad relocation. This is the entry level in the series and provides for semi-automatic progression to the Right-of-Way Agent II upon meeting the minimum qualifications, satisfactory performance and with the recommendation of the hiring authority.

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.

RIGHT-OF-WAY SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, mathematics or related field and four years of progressively responsible professional experience in right-of-way operations directly applicable to the position being filled; **OR** four years of experience as a Right-of-Way Agent II and/or two years as a Right-of-Way Agent III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

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

Working knowledge of: appraisal methods, principles, practices and requirements including the Uniform Standards of Professional Appraisal Practice; railroads and utility as related to right-of-way negotiations; the impact of the Beautification Act on outdoor advertising and junkyard control; acquisition techniques, relocation procedures, property management functions and condemnation processes. **General knowledge of:** basic budgeting practices and right-of-way project management. **Ability to:** coordinate activities with division and department management, legal counsel and local public agencies; develop policies and procedures; effectively lead and direct staff in the performance of their duties; *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: federal and State laws, regulations and industry standards related to the responsibilities of the section. **Working knowledge of:** policies, procedures, and laws regarding the right-of-way disciplines of appraisal, appraisal review, acquisition, relocation, property management, condemnation coordination, and utility and/or railroad relocation; the division's budgetary process; supervisory techniques including disciplinary processes, employee evaluation and the development of work performance standards; Rules for State Personnel Administration, department and division policy and procedures; contract development, negotiation and administration; the legislative process and the enactment of administrative code. **General knowledge of:** the principles of engineering, drafting, calculating, preparing plans; and court procedures for condemnation. **Ability to:** train, supervise and evaluate the performance of assigned professional staff.

RIGHT-OF-WAY SUPERVISOR	39	A	7.412
RIGHT-OF-WAY AGENT III	36	B	7.436
RIGHT-OF-WAY AGENT II	34	B	7.437
RIGHT-OF-WAY AGENT I	32	B	7.443

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

RIGHT-OF-WAY AGENT III

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, mathematics or related field and four years of professional experience in real property appraisal, planning and zoning, escrow and title, real estate, tax assessment, real estate development, or similar area, two years of which directly included right-of-way operations in a public agency; **OR** two years of experience as a Right-of-Way Agent II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

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

Detailed knowledge of: technical and legal terminology and descriptions relating to real estate; the Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 as amended and other applicable State and federal laws, statutes, policies and procedures. **Working knowledge of:** appraisal and acquisition principles and procedures. **Ability to:** perform difficult assignments in appraisal, acquisition, relocation, property management, and utility and/or railroad relocation; make project presentations and conduct complex negotiations; *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: railroads and utility as related to departmental projects; appraisal methods, principles, practices and requirements including the Uniform Standards of Professional Appraisal Practice. **Working knowledge of:** State and federal statutes, regulations and industry standards pertinent to the appraisal, acquisition, relocation, clearance and management of land and the disposal of property acquired under the power of eminent domain for transportation purposes; the impact of the Beautification Act on outdoor advertising and junkyard control; acquisition principles as related to eminent domain and right-of-way project management. **Ability to:** work independently and lead a team to attain departmental goals; perform the more complex right-of-way assignments; gather facts and reach conclusions and resolutions.

RIGHT-OF-WAY AGENT II

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, mathematics or related field and two years of professional experience in right-of-way operations, real property appraisal, planning and zoning, escrow and title, real estate, tax assessment, real estate development, or similar area; **OR** one year of experience as a Right-of-Way Agent I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

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

Working knowledge of: property rights and real estate legal descriptions; technical and legal terminology and documents related to real estate law; algebra, geometry and technical math necessary to comprehend and explain construction plans and real property related maps and documents. **General knowledge of:** State and federal statutes pertinent to the acquisition of land and the disposal of property acquired for right-of-way; federal regulations regarding relocation assistance; technical and legal terminology and documents relating to appraisal of property, practices of appraisal, Code of Federal Regulations; Nevada Revised Statutes, and right-of-way policies and procedures. **Knowledge of:** engineering methods and practices in relation to highway surveys and basic design concepts *and* issues related to industrial relocation projects. **Ability to:** plot and locate parcels; operate a personal computer and related software in order to graph, chart and analyze data, develop correspondence and prepare reports; *and all knowledge, skills and abilities required at the lower level.*

RIGHT-OF-WAY SUPERVISOR	39	A	7.412
RIGHT-OF-WAY AGENT III	36	B	7.436
RIGHT-OF-WAY AGENT II	34	B	7.437
RIGHT-OF-WAY AGENT I	32	B	7.443

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

RIGHT-OF-WAY AGENT II (cont'd)

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

Working knowledge of: technical and legal terminology, documents, descriptions, etc., relating to real estate and real property; real estate law and title. **Ability to:** perform assignments in right-of-way program areas, including appraisal, acquisition, relocation, property management, utility and/or railroad relocation; make presentations and/or conduct negotiations with groups or individuals.

RIGHT-OF-WAY AGENT I

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, real estate, mathematics or related field and one year of professional or technical experience in real property appraisal, planning and zoning, escrow and title, real estate, property management or similar experience which included data analysis, preparation of reports, researching information, and frequent communication with others; **OR** two years of experience as an Engineering Technician III in Nevada State service relevant to right-of-way activities; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

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

General knowledge of: title search practices; basic engineering principles and practices related to right-of-way disciplines; real property negotiation techniques; land use planning and zoning; algebra, geometry and basic math calculations; terminology, documents and descriptions used in appraisals of property and highway construction techniques regarding soil conditions and terrain. **Basic knowledge of:** federal statutes pertinent to the acquisition of land and the disposal of property acquired for transportation purposes; technical and legal terminology, documents, descriptions, relating to appraisals of property and water rights laws. **Ability to:** analyze a variety of information and take/recommend appropriate action; operate a personal computer and related software in order to graph, chart and analyze data, develop correspondence and prepare reports; gather and analyze market data; compose business correspondence and reports; communicate effectively both orally and in writing; establish and maintain positive and cooperative working relationships with others; work independently and as part of a team; read and interpret plans, maps and drawings.

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

Working knowledge of: State and federal statutes pertinent to the acquisition of land and the disposal of property acquired for transportation purposes; technical and legal terminology and documents relating to appraisal of property, real estate laws, and principles and practices of appraisal. **General knowledge of:** real estate law; relocation cost estimating; appraisal and/or property management methods, principles and practices; the various types of materials used in the utilities industry; accounting principles and practices for auditing billing records for relocation projects; railroad operations and safety issues regarding signal locations and crossings; Nevada Revised Statutes, Nevada Administrative Code, department policies and procedures related to right-of-way; property rights, real estate legal descriptions and transfer of property. **Ability to:** conduct title searches; negotiate contracts and prepare documents; conduct field inspections of right-of-way; identify and locate various types of public and private utilities and railroad installations; read, interpret, and explain engineering, construction, and utility design plans, profiles, and cross sections, and other technical data.

RIGHT-OF-WAY SUPERVISOR
RIGHT-OF-WAY AGENT III
RIGHT-OF-WAY AGENT II
RIGHT-OF-WAY AGENT I

39	A	7.412
36	B	7.436
34	B	7.437
32	B	7.443

Page 6 of 6

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>7.412</u>	<u>7.436</u>	<u>7.437</u>	<u>7.443</u>
ESTABLISHED:	03/01/72	8/11/95UC	01/01/61	01/01/61
REVISED:			05/11/64	05/11/64
REVISED:			10/21/71	10/21/71
REVISED:	02/26/76		02/26/76	02/26/76
REVISED:			07/08/77	
REVISED:				08/25/77
REVISED:			06/18/81-3	06/18/81-3
REVISED:	07/01/93P		07/01/93P	07/01/93P
REVISED:	09/24/92PC		09/24/92PC	09/24/92PC
REVISED:			11/17/93UC	
REVISED:	8/11/95UC		8/11/95UC	8/11/95UC
REVISED:	5/3/96UC	5/3/96UC	5/3/96UC	5/3/96UC
REVISED:	7/5/02UC	7/5/02UC	7/5/02UC	7/5/02UC
REVISED:	9/26/14RNC	9/26/14RNC	9/26/14RNC	9/26/14RNC

Item V-B: (cont'd)

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
7.428	Staff Specialist, Right-of-Way	37 B	7.428	Staff Specialist, Right-of-Way	37 B

Basis for Recommendation

The class specification for Staff Specialist, Right-of-Way was reviewed by the Deputy Chief, Right-of-Way at the Department of Transportation and it was determined that the concepts, minimum qualifications and knowledge, skills and abilities are consistent with current expectations. No changes are necessary.

Under general direction, Staff Specialists in the Right-of-Way Division of the Department of Transportation participate in developing, formulating, and coordinating statewide programs, policies and procedures related to areas such as acquisition, relocation assistance, appraisal, property management, utilities/railroad relocation, and occupancy permits. Incumbent research, evaluate and interpret federal and State statutes related to assigned programs and develop, recommend and implement policies and procedures in order to maintain the department's compliance with them. They also update and maintain policies and procedures in program manuals in order to reflect federal and State statutes; develop and/or revise forms, legal documents and brochures in order to provide necessary resources for right-of-way staff, other agencies and the public; act as a liaison with departmental divisions and other federal, State and local public agencies on matters relating to programs. Additionally, incumbents review and audit various right-of-way transactions and work products to ensure compliance with appropriate regulations and department policies; assess consultant contract provisions, successes and the need for future modifications; review, evaluate and oversee program operations; develop, arrange and conduct training for department staff and other public agencies concerning right-of-way issues, transactions, activities, and the interpretation of new or revised laws and regulations; and participate as needed in right-of-way activities pertinent to the assignment.

The Nevada Department of Transportation supports the current specifications and confirms no changes are necessary.



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>
STAFF SPECIALIST, RIGHT-OF-WAY	37	B	7.428

Under general direction, Staff Specialists in the Right-of-Way Division of the Department of Transportation participate in developing, formulating, and coordinating statewide programs, policies and procedures related to areas such as acquisition, relocation assistance, appraisal, property management, utilities/railroad relocation, and occupancy permits.

Research, evaluate and interpret federal and State statutes related to assigned programs and develop, recommend and implement policies and procedures in order to maintain the department's compliance with them.

Update and maintain policies and procedures in program manuals in order to reflect federal and State statutes.

Develop and/or revise forms, legal documents and brochures in order to provide necessary resources for right-of-way staff, other agencies and the public.

Act as a liaison with departmental divisions and other federal, State and local public agencies on matters relating to programs.

Conduct studies, audits and research and prepare reports for use by management, federal agencies and others.

Review and recommend approval of, or amendments to, engineering and architectural plans for non-highway improvements in the right-of-way in conjunction with requests for leases and licenses prior to requesting other departmental approvals and final approval from the Federal Highway Administration.

Review and audit various right-of-way transactions and work products to ensure compliance with appropriate regulations and department policies; assess consultant contract provisions, successes and the need for future modifications.

Review, evaluate and oversee program operations; serve as program advisor to professional staff and management; provide expertise to claims staff in using newly developed or ongoing industry practices; assess program quality and results.

May serve as a member of committees and review boards to develop recommendations for action.

Develop, arrange and conduct training for department staff and other public agencies concerning right-of-way issues, transactions, activities, and the interpretation of new or revised laws and regulations.

Participate as needed in right-of-way activities pertinent to the assignment.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, real estate, mathematics or related field, and three years of progressively responsible professional experience analyzing and resolving right-of-way issues and conducting right-of-way transactions for federally funded projects; **OR** one year of experience as a Right-of-Way Agent III in Nevada State services; **OR** three years of experience as a Right-of-Way Agent II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

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

Knowledge of: State and federal statutes, regulations and industry standards pertinent to the appraisal and acquisition of real property, relocation assistance, property management, and utility/railroad relocation; technical and legal terminology, documents and descriptions related to real estate; real estate and title law; Uniform Standards of Professional Appraisal Practice; the Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 as amended; the Telecommunication Act of 1996; the Beautification Act and effects on outdoor advertising and junkyard control regulations; contract development, negotiation and oversight. **Ability to:** operate a personal computer and related software to graph, chart and analyze data, develop correspondence and prepare reports; compose written materials such as policies, procedures, recommendations and reports; develop and review draft legislation; analyze problems and develop and recommend effective solutions; coordinate and implement training programs; negotiate contracts and agreements; interpret and explain technical documents applicable to assigned programs; communicate effectively both orally and in writing. **Skill in:** operational components associated with rights-of-way and property.

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

Knowledge of: all federal and State codes and regulations applicable to assigned program area. **Skill in:** planning, researching, evaluating and revising policies and procedures consistent with pertinent legislation and statutes impacting departmental manuals and program areas.

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

7.428

ESTABLISHED: 03/01/72
REVISED: 02/26/76
REVISED: 07/01/93P
09/24/92PC
REVISED: 7/5/02UC
REVISED: 9/26/14RNC

Item V-B: (cont'd)

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
7.643	Career Aid IV	23 E	7.673	Career Aid IV	23 E
7.675	Career Aid III	20 E	7.675	Career Aid III	20 E
7.677	Career Aid II	18 E	7.677	Career Aid II	18 E
7.679	Career Aid I	16 E	7.679	Career Aid I	16 E

Basis for Recommendation

In conjunction with the class specification maintenance review process conducted by Human Resource Management, it is recommended the class specification remain the same with minor changes under Knowledge, Skills and Abilities. During this review, it was determined under "Working knowledge of" to remove "the world of work" language from level three because it only applies to level one, where no specific experience or education is required. Additionally, a minor change was made to that same language under level one.



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>
CAREER AID IV	23	E	7.673
CAREER AID III	20	E	7.675
CAREER AID II	18	E	7.677
CAREER AID I	16	E	7.679

SERIES CONCEPTS

Career Aids typically perform routine clerical/technical support duties which are familiarizing in nature and are related to the classes for which the Career Aids are being trained. The training is to provide progression to the next higher level in the series or transition into the underfilled class by successful completion of the examination, if one is required, and approval of the appointing authority. As the Career Aid is used to underfill classified positions, the grade level of the Career Aid must be at a lower level than that of the position. The Career Aid is typically used in a clerical/technical capacity, however this does not preclude the use of this series in other occupational areas provided the training received as a Career Aid can provide for transition into the underfilled position.

Career Aids may perform office support duties by: processing incoming and outgoing mail; typing such materials as correspondence, reports, agendas and minutes; establishing and maintaining a variety of operational files for accessibility, completeness and compatibility with the agency's needs; entering data into a computer terminal; answering the telephone and assisting the caller when capable or referring to appropriate person; greeting people coming into the office and providing them with requested information or directing them to the appropriate person; giving general information about programs and agencies to clients; interviewing and taking information from clients; composing factual, technical correspondence to provide information to requesting individuals or organizations; making and confirming staff appointments; making travel arrangements, including transportation, lodging, travel advances and claims; requisitioning common office supplies and equipment and maintaining an ongoing inventory of such; completing common personnel and payroll documents; collecting and compiling statistics and/or information to provide technical assistance; monitoring budget accounts and reconciling monthly status reports; and performing supervisory activities over subordinate positions.

Perform related duties as assigned.

CLASS CONCEPTS

The Career Aid series is designed for the disadvantaged who, because of cultural, economic or social background or special disability, have been unemployed or underemployed in the past or are likely to be in the future. Career Aids are utilized to underfill positions and are trained in the many fields in State service (i.e., clerical, technical, paraprofessional, maintenance-service, etc.), depending on the needs of the employing agencies. Career Aids as State employees are covered under the State Merit System, and as such are covered by the various personnel rules, policies and procedures which affect all State employees.

Career Aid IV:

Incumbents at the Career Aid IV level typically perform the full range of clerical or technical support duties, which may include operating office equipment; disseminating general information about agency or program; composing factual, technical correspondence; establishing or maintaining operational files; requisitioning

CAREER AID IV	23	E	7.673
CAREER AID III	20	E	7.675
CAREER AID II	18	E	7.677
CAREER AID I	16	E	7.679

Page 2 of 4

CLASS CONCEPTS (cont'd)

Career Aid IV (cont'd)

common office supplies and equipment; completing common personnel and payroll documents; collecting and compiling statistics and/or information; monitoring budget accounts and reconciling monthly status reports; making travel arrangements; entering data into a computer terminal; interviewing and soliciting information from clients; and supervising subordinate personnel. Incumbents at this level are expected to perform a variety of clerical/technical duties under limited supervision. The Career Aid IV may provide transition into an underfilled class.

Career Aid III:

Incumbents at the Career Aid III level typically perform clerical or technical support duties which may include operating office equipment; acting as a receptionist; composing factual, technical correspondence; maintaining operational files; completing common personnel and payroll documents; collecting statistics and information; and supervising subordinate personnel. The Career Aid III is designed to provide progression to the Career Aid IV or transition into an underfilled class.

Promotion to the next higher level of Career Aid IV can be achieved upon one year of satisfactory performance as a Career Aid III and the recommendation of the appointing authority.

Career Aid II:

Incumbents at the Career Aid II level function in a continuing trainee level typically performing clerical or technical support duties which may include operating office equipment; processing mail; answering the telephone; filing information in operational files; greeting visitors; and relaying factual, technical information.

Promotion to the next higher level of Career Aid III can be achieved upon six months of satisfactory performance as a Career Aid II and the recommendation of the appointing authority.

Career Aid I:

Incumbents at the Career Aid I level function in the on-the-job training level performing clerical duties which are familiarizing in nature and are related to the position for which they are being trained. These duties may include observing basic forms, work flow and work patterns of experienced workers; processing mail; answering the telephone; and making simple referrals. The on-the-job training is to provide progression to Career Aid II or transition into an underfilled class.

Promotion to the next higher level of Career Aid II can be achieved upon six months of satisfactory job performance as a Career Aid I and the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Candidates must have no apparent vocational skill or trade, or if trained, little or no experience in the trained field and must be culturally, economically or socially deprived.

CAREER AID IV	23	E	7.673
CAREER AID III	20	E	7.675
CAREER AID II	18	E	7.677
CAREER AID I	16	E	7.679

Page 3 of 4

MINIMUM QUALIFICATIONS (cont'd)

CAREER AID IV

EDUCATION AND EXPERIENCE: One year as a Career Aid III in Nevada State service; **OR** completion of high school or GED and two years of demonstrated work experience; **OR** an equivalent combination of education and experience, substituting one year of work for two years of education.

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

Knowledge of: common office practices and procedures as applied to processing mail, answering the telephone, reception, making and confirming staff appointments, maintaining operational files, and simple bookkeeping. **Ability to:** establish and maintain a variety of operational files, compose factual, technical correspondence, make travel arrangements, make arithmetical calculations, convey factual information to staff members, outside agency personnel and the public; *and all knowledge, skills and abilities required at the lower levels.*

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

Knowledge of: agency office practices and procedures as applied to processing mail, answering the telephone, reception, making and confirming staff appointments, maintaining operational files and simple bookkeeping; State and agency purchasing rules and regulations as applied to obtaining supplies and equipment; State and agency rules and regulations as applied to travel advances and claims; supervisory principles and practices, if applicable to the position, as applied to supervising subordinate clerical positions. **Ability to:** enter data into a computer terminal, interview and take information from clients, complete common personnel and payroll documents, monitor budget accounts and reconcile monthly status reports, collect and compile statistics and/or information to provide technical assistance.

CAREER AID III

EDUCATION AND EXPERIENCE: Six months as a Career Aid II in Nevada State service; **OR** completion of high school or GED and one year of demonstrated work experience; **OR** an equivalent combination of education and experience, substituting one year of work experience for two years of education.

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

~~[Working knowledge of: the world of work.]~~ **Knowledge of:** proper English grammar, spelling and punctuation, filing systems and procedures, the proper and businesslike manner of dealing with the public and co-workers. **Ability to:** follow oral and written instructions as needed to receive training and job duties, communicate verbally and in writing, make arithmetical calculations; *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: public agencies. **Knowledge of:** common office practices and procedures as applied to processing mail, answering the telephone, reception, making and confirming staff appointments, maintaining operational files and simple bookkeeping; supervisory principles and practices, if applicable to the position, as applied to supervising subordinate clerical positions. **Ability to:** organize and present ideas in a clear and effective manner; interact with the community and other agencies in general; enter data into a computer terminal; elicit and disseminate client information; complete common agency forms; maintain filing systems unique to the agency's needs; make travel arrangements.

CAREER AID II

EDUCATION AND EXPERIENCE: Six months as a Career Aid I in Nevada State service; **OR** completion of the eighth grade and one year of demonstrated work experience; **OR** an equivalent combination of education and experience, substituting one year of work experience for two years of education.

CAREER AID IV
 CAREER AID III
 CAREER AID II
 CAREER AID I
 Page 4 of 4

23	E	7.673
20	E	7.675
18	E	7.677
16	E	7.679

MINIMUM QUALIFICATIONS (cont'd)

CAREER AID II (cont'd)

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

Ability to: communicate verbally and in writing; make arithmetical calculations; *and all knowledge, skills and abilities required at the lower levels.*

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

Knowledge of: English grammar, spelling and punctuation; filing systems and procedures. **Ability to:** apply basic regulations and procedures appropriate to the position; do repetitive tasks.

CAREER AID I

EDUCATION AND EXPERIENCE: No specific experience or education required.

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

Ability to: adapt to [~~world-at-work~~] *a work environment.*

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

Working knowledge of: [~~the world-at-work~~] *a work environment.* **Knowledge of:** the proper and businesslike manner of dealing with the public and co-workers. **Ability to:** perform routine and repetitive work tasks; follow oral and written instructions as needed to receive training.

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>7.673</u>	<u>7.675</u>	<u>7.677</u>	<u>7.679</u>
ESTABLISHED:	8/1/68	8/1/68	8/1/68	8/1/68
REVISED:	12/15/69	12/15/69	12/15/69	12/15/69
REVISED:	1/13/78-3	7/26/78-3	7/26/78-3	1/13/78-3
REVISED:	7/26/78-3	4/11/86	4/11/86	7/26/78-3
REVISED:	4/11/86	7/1/93P	7/1/93P	4/11/86
		9/24/92PC	9/24/92PC	
REVISED:	7/1/93P			7/1/93P
	9/24/92PC			9/24/92PC
REVISED:	9/26/14PC	9/26/14PC	9/26/14PC	9/26/14PC

Item V-B: (cont'd)

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
7.854	Chief Cultural Resource Manager	39 A	7.854	Chief Cultural Resource Manager	39 A

Basis for Recommendation

In conjunction with the Nevada Department of Transportation, Environmental Services Subject Matter Expert, the Division of Human Resource Management recommends minor revisions to the Chief Cultural Resource Manager class to include the requirement for a driver's license which has always been required but not explicitly stated. Additionally, because the position requires the incumbent to hold Principal Investigator status at the time of application, we are recommending adding that as a Special Requirement. Additionally, minor updates were made to the minimum qualifications to clarify that a combination of education and experience at the Bachelor's degree level or above will be accepted, and to the knowledge, skills and abilities to reflect current terminology. No other changes were deemed to be necessary as the duty statements remain consistent with the work currently performed by the incumbent.

Under administrative direction, the Chief Cultural Resource Manager directs the Department of Transportation's statewide cultural resource management program to ensure compliance with federal, state, and local mandates applicable to cultural remains. Primary responsibilities include managing the Department's Cultural Resource Section and serving as Principal Investigator for archaeological surveys, excavations, and mitigation projects subject to review by various state and federal agencies. The incumbent develops the Cultural Resource section's work plan in response to requests from the Department of Transportation's Divisions of Planning, Design, Bridge, Materials & Testing, Right of Way, and Maintenance Districts; represents the Department's cultural resource management efforts to regulatory agencies, historic preservation organizations, and the scientific community; conducts tribal consultations regarding projects that will impact Native American sites; supervises archaeologists in the design and management of cultural resource surveys, evaluations of eligibility for National Register of Historic Places, excavations, mitigation projects, and the writing of scientific reports. As Principal Investigator, the Chief Cultural Resource Manager retains legal responsibility for quality and ethics of scientific work performed by the section under permits from the State and various federal land management agencies; develops and manages section budget; and acts on behalf of the Division head as assigned.

The Nevada Department of Transportation supports these changes.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF CULTURAL RESOURCE MANAGER	39	A	7.854

Under administrative direction, the Chief Cultural Resource Manager directs the Department of Transportation's statewide cultural resource management program to ensure compliance with federal, state, and local mandates applicable to cultural remains. Primary responsibilities include managing the Department's Cultural Resource Section and serving as Principal Investigator for archaeological surveys, excavations, and mitigation projects subject to review by various state and federal agencies. This single-position class reports to a Division head in the Department of Transportation, and supervises Cultural/Natural Resource Specialist III's, who supervise lower level Cultural/Natural Resource Specialists in archaeological work. The position carries the highest level of technical expertise in cultural resource management within the Department, and is the focal point of administrative and technical accountability for the Department's cultural resource management obligations.

Develop Cultural Resource section's work plan in response to requests from the Department of Transportation's Divisions of Planning, Design, Bridge, Materials & Testing, Right of Way, and Maintenance Districts; coordinate with professionals and managers throughout the Department to define project parameters, advise on legal cultural resource management requirements affecting their projects, and suggest means of achieving compliance.

Represent the Department's cultural resource management efforts to regulatory agencies, historic preservation organizations, and the scientific community; conduct tribal consultations regarding projects that will impact Native American sites; consult other members of the archaeological community with recognized expertise in specific types of sites; ensure that recovered artifacts are curated at appropriate museums.

Supervise archaeologists in the design and management of cultural resource surveys, evaluation of eligibility for National Register of Historic Places, excavations, mitigation projects, and the writing of scientific reports; assign projects to employees or contractors depending on specialized expertise required. Personally manage the most complex and sensitive projects; manage the section's testing, evaluation, and mitigation of cultural resource sites uncovered during construction to ensure regulatory compliance while enabling the earliest resumption of construction; serve as editor of technical papers published by the section for the archaeological community.

As Principal Investigator, retain legal responsibility for quality and ethics of scientific work performed by the section under permits from the State and various federal land management agencies.

Develop and manage section budget; oversee development of project cost estimates; negotiate contracts for consulting services; evaluate and provide for personnel training needs; administer personnel policies and programs for section employees.

Act on behalf of the Division head as assigned, which requires the incumbent to maintain updated current knowledge of the Department's environmental projects and services as related to transportation systems construction.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * *A valid driver's license is required at the time of appointment and as a condition of continued employment.*
- * *Incumbent is required to hold Principal Investigator status at time of application.*

INFORMATIONAL NOTE:

- ~~* As a condition of hire and continuing employment, incumbents must maintain professional qualifications consistent with current federal and State requirements for managing cultural/natural resource programs and/or for Principal Investigator designation.]~~

EDUCATION AND EXPERIENCE: **Doctorate** [Ph.D.] from an accredited college or university in archaeology, anthropology, architectural history, historical preservation[;] or a closely related field [;] and one year of experience conducting and supervising archaeological field surveys, excavations and testing and mitigation for proposed projects; **OR** a Master's degree from an accredited college or university in archaeology, anthropology, architectural history, historical preservation [;] or closely related field [;] and two years of experience as described above; **OR** one year at the Cultural/Natural Resource Specialist III level in Nevada State service; **OR** an equivalent combination of education and experience *at or above the Bachelor's degree level.* (See Informational Note)

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

Detailed knowledge of: the National Historic Preservation Act of 1966, section 106 compliance process and other related federal regulations; archaeological theories and methods; working knowledge of historic preservation principles and theory. **Working knowledge of:** the functions of State and federal regulatory agencies and the time frames involved in the cultural/natural resources regulatory process; current Native American interests and concerns in the Great Basin to effectively mitigate projects as required by federal law. **Ability to:** coordinate the efforts of division staff, various State and federal agencies and professionals by determining the time, place and sequence of actions to be taken on the basis of the analysis of cultural resource data and project parameters; establish and modify priorities appropriately in response to changing conditions; supervise and direct all phases of large site excavation projects; manage division staff through delegation, training, performance evaluation [; reward] and discipline; interact diplomatically with department staff, State and federal agencies, the scientific and preservation communities, and the general public; motivate others to effective action; analyze and modify staffing patterns, workflow, internal policies and procedures to accomplish established objectives; mediate between contending parties, negotiate and exchange ideas, develop consensus, and arrive at sound conclusions and solutions to organizational and cultural resource management problems; analyze technical reports and associated documents for accuracy and responsiveness to federal and State requirements; oversee the writing and editing of publication-quality scientific reports; speak extemporaneously on short notice regarding historic preservation, department cultural resource projects or archaeology.

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

Detailed knowledge of: archaeological research issues pertaining to cultural resource management of Nevada sites; the responsibilities of a Principal Investigator and permit maintenance requirements. **Working knowledge of:** State and department policies and procedures for procurement, budget and personnel administration; where to go within the Department and the State for needed information. **Ability to:** organize and manage multiple simultaneous cultural resources projects on a statewide basis; effectively advise divisions within the department on cultural resource management obligations, time frames required, project implementation and coordination.

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.

7.854

ESTABLISHED: 1/31/85R
10/25/85PC
REVISED: 7/1/93P
8/31/92PC
REVISED: 7/1/95P
9/16/94PC
REVISED: 9/26/14PC

Item V-C:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
10.261	Dental Prosthetics Technician	31 G	10.261	Dental Prosthetics Technician	31 G

Basis for Recommendation

In conjunction with subject matter experts from the Department of Corrections and the University of Nevada Las Vegas, the class specification for Dental Prosthetics Technician was reviewed and it was determined that the concepts, minimum qualifications and knowledge, skills and abilities are consistent with current expectations. No changes were necessary.

- a. *10.261 – Dental Prosthetics Technician, Grade 31:* plans, directs and manufactures dental prosthetics including the training and supervision of assigned client staff.



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>
DENTAL PROSTHETICS TECHNICIAN	31	G	10.261

SERIES CONCEPT

Under general supervision of the Institutional Dentist in a State facility designated as having a full service dental laboratory, plans, directs and manufactures dental prosthetics including the training and supervision of assigned client staff; and performs related work as required.

The position allocated to this classification is distinguished from others in the Public Health Dental occupation group by the technical and supervisory responsibilities of a dental prosthetics laboratory. An employee in this class reports to the Institutional Dentist and receives general supervision. Work is reviewed in terms of the overall objectives and goals of the institution's dental section and in terms of the successful use of the dental prosthetic products by the client.

Supervises and coordinates activities of client staff engaged in fabrication, assembly and repair of full or partial dentures by consulting with the Institutional Dentist to resolve problems concerning prescriptions; and by training new workers in the performance of tasks in order to meet dental prosthetics needs of the institution.

Inspects work in progress and upon completion by comparing it with prescription specifications in order to maintain quality control.

Requisitions materials, supplies and equipment by taking inventory regularly, preparing order forms, accepting delivery and safely storing materials in order to maintain continuity of production.

Fabricates and repairs full and partial dentures according to the Institutional Dentist's prescription by using hand tools, molding equipment and bench fabricating machines in order to meet the dental prosthetic needs of the institution.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Three years of responsible laboratory experience in the manufacture of dental prosthetics; OR completion of course work from a certified dental technicians' school and one year of responsible laboratory experience in the manufacture of dental prosthetics; OR a combination of qualifying education and experience.

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

Knowledge of: dental laboratory techniques including materials and procedures used in the manufacture of dental prosthetics; design, survey articulation, patterns, investment casting and finishing of chrome alloys and dental acrylics; supervisory principles and practices as applied to the supervision of subordinate staff. **Ability to:** read specifications and charts for the selection and mounting of teeth; use and maintain casting, polishing and cleaning equipment and hand tools; to manufacture chrome alloy and dental acrylic prosthetics; appraise the work of subordinates and perform quality control on their products; maintain consulting relationships with outside laboratories.

MINIMUM QUALIFICATIONS (cont'd)

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

Ability to: train and supervise client subordinates in dental laboratory techniques; record inventories, project estimates of needed supplies, initiate required purchases through standardized procedures, and assure safe handling and storage of chemicals and supplies.

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.

ESTABLISHED: 10.261
7/27/79

REVISED: 10/26/79

REVISED: 12/19/85-12

REVISED: 7/1/89P
8/19/88PC

REVISED: 9/26/14RNC

Item V-C: (cont'd)

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EO-4	CODE	TITLE	GRADE/EO-4
10.504	HIV/AIDS Program Manager	38 B	10.504	HIV/AIDS Program Manager	38 B

Basis for Recommendation

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the HIV/AIDS Program Manager, 10.504, grade 38 class.

In consultation with Subject Matter Experts from the Department of Public & Behavioral Health and recruitment Experts from Human Resource Management, it was determined that only minor modifications to the duty statements were needed to include responsibility for the HIV Prevention Program. The knowledge, skills and abilities were amended to reflect these changes.

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

- a. *10.504 – HIV/AIDS Program Manager, Grade 38:* The HIV/AIDS Program Manager plans, develops, manages and monitors the statewide HIV/AIDS Program and HIV Prevention Program.



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>
HIV/AIDS PROGRAM MANAGER	38	B	10.504

The HIV/AIDS Program Manager [~~works under administrative direction from the State Epidemiologist to~~] plans, develops, manages and monitors the statewide HIV/AIDS Program *and HIV Prevention Program*.

Develop goals and objectives for the statewide HIV/AIDS Program *and HIV Prevention Program*; coordinate with community-based organizations to develop funding proposals, revise program policy, assess program needs, analyze available resources and determine program initiatives; identify program priorities for use in budget requests and grant proposals through the review of statistical, analytical and needs assessment reports; coordinate HIV prevention activities with other state agencies.

Supervise professional staff including hiring, training, assigning and reviewing work, and recommending disciplinary action as needed.

Direct and participate in the preparation and management of grants including the development of grants for submission to the federal government; monitor program performance and grant monies awarded to community-based organizations through the sub-grant system; determine compliance or non-compliance with contracts; amend sub-grants to increase or decrease funding when appropriate; terminate or reduce the level of funding to community-based organizations as a result of non-compliance.

Manage HIV/AIDS care services including development of a care consortium to provide housing and other support services; direct the drug assistance formulary maintained to assist persons with AIDS and symptomatic HIV disease including evaluation of program requirements and recommendation implementation of necessary changes.

Direct educational programs on HIV and AIDS designed to target Nevada's at-risk population; ensure programs include current information about HIV and AIDS.

Direct the collection of [~~statistics~~] *data* related to HIV and AIDS including the analysis and interpretation of the statistics; present the statistics to the community at large including allied health care professionals; review reporting regulations and initiate appropriate changes; monitor health care providers and laboratories to ensure that reporting is consistent and accurate; ensure that statewide surveillance of HIV/AIDS is ongoing and responsive to need.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree in the health sciences, epidemiology or a closely related field and five years of professional experience working in a public or community health *program* environment, two years of which must have been as a program manager performing activities such as budgeting [~~development~~], planning, grant management, staff supervision and policy formulation; OR an equivalent combination of education and experience.

MINIMUM QUALIFICATIONS (cont'd)

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

Knowledge of: program planning including the writing of goals and objectives, evaluations, procedural manuals, treatment schedules and grants management; communicable diseases and public health practices as related to communicable disease control and intervention services specifically as they relate to HIV and AIDS; supervisory principles and practices. **Ability to:** plan, organize, develop, ~~and~~ coordinate, *and evaluate* a public health program specifically related to HIV and AIDS; design and conduct valid studies of communicable disease problems such as HIV and AIDS; make oral group presentations to provide information or explain procedures, policies, disease control and eradication programs to staff, health districts, health care providers, and the public; compute ratios, rates and percentages to determine incidence rates, prevalence rates, attack rates and risks for communicable disease, specifically HIV and AIDS; negotiate, exchange ideas, information and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions; establish and maintain cooperative working relationships with staff, health districts, health care providers, and the public; *prepare and monitor budgets; develop, prepare, manage and monitor grants and/or sub-grants;* perform effectively with frequent interruptions and/or distractions and adjust priorities as circumstances dictate; work independently; identify emergency situations and take appropriate action; write grants; operate a personal computer and use appropriate epidemiological, word processing, planning, health information and program management software; manage a professional staff responsible for implementing statewide politically sensitive programs.

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

Knowledge of: state and federal laws and procedures pertaining to communicable disease programs, specifically HIV and AIDS programs. **Ability to:** manage the statewide HIV/AIDS program; interpret state and federal regulations related to HIV and AIDS; communicate with the news media; perform routine statistical computations to analyze data from field studies and evaluate disease programs; develop, justify and manage the HIV/AIDS program budget.

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

10.504

ESTABLISHED: 5/13/92R
2/22/93UC
REVISED: 7/1/97P
REVISED: 9/19/96PC
REVISED: 9/26/14PC

Item V-C: (cont'd)

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
10.514	Emergency Medical Services Rep III	35 B	10.514	Emergency Medical Services Rep III	35 B
10.515	Emergency Medical Services Rep II	33 B	10.515	Emergency Medical Services Rep II	33 B
10.518	Emergency Medical Services Rep I	31 B	10.518	Emergency Medical Services Rep I	31 B

Basis for Recommendation

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Emergency Medical Services Representative (EMSR) series.

In consultation with Subject Matter Experts from the Department of Public & Behavioral Health and recruitment experts from Human Resource Management, it was learned that the Emergency Medical Services Representative I, 10.518 grade 31, was not being utilized. It was also learned that since training responsibilities were detailed as a representative duty statement in the series concept all but one position was classified at the Emergency Medical Services Representative II, 10.515, grade 33, and that they are all responsible for developing curricula, determining courses required, selecting instructors, conducting certification testing, etc. As a result, training is no longer the defining characteristic between the advanced journey level and journey level in the series.

It is therefore recommended that the EMSR II be changed from advanced journey level to journey level and the EMSR I be changed from journey level to entry level. This change does not result in a need to change minimum qualifications, as their duties and responsibilities have not changed.

Also, an informational note was added which requires certification as an Advanced Emergency Medical Technician, licensure as a Paramedic or licensure as an EMS Registered Nurse is required within six months of appointment and as a condition of continuing employment at the EMSR III level. The agency feels that the scope of responsibility and the professional nature of the position requires that the individual hold the advanced level certificate at this level.

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

- a. *10.514 – Emergency Medical Services Representative III, Grade 35:* plans, organizes, and directs the Emergency Medical Services Program to include development and implementation of legislation, regulations, policies and procedures of the Emergency Medical Services Section; supervision of staff; and budget preparation and justification. This position is the supervisory level in the series.
- b. *10.515 – Emergency Medical Services Representative II, Grade 33:* performs the full range of duties described in the series concept. This is the advanced journey level in the series.
- c. *10.518 – Emergency Medical Services Representative I, Grade 31:* receive training in performing the full range of duties described in the series concept. This is the entry level in the series and progression to the next level may occur upon meeting minimum qualifications and with approval of the appointing authority.



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>
EMERGENCY MEDICAL SERVICES REPRESENTATIVE III	35	B	10.514
EMERGENCY MEDICAL SERVICES REPRESENTATIVE II	33	B	10.515
EMERGENCY MEDICAL SERVICES REPRESENTATIVE I	31	B	10.518

SERIES CONCEPT

Emergency Medical Services Representatives promote and regulate the quality of pre-hospital care through inspection and permitting of ambulance services, licensure of attendants and coordination of emergency medical training.

Permit ambulance services by inspecting vehicles and equipment to ensure compliance with NRS 450.000B; license ambulance attendants by evaluating training and experience and ensuring all State requirements are met; certify emergency medical technicians to ensure they are appropriately trained and monitored; review lists of ambulance attendants to ensure their training and certification is current.

Monitor EMS training programs for adherence to national standards; coordinate training programs within assigned geographical area; consult with physician medical directors regarding all aspects of timeliness and appropriateness of EMS activities in performance and training; develop curricula to allow compliance with changing national standards; determine courses required; select instructors; conduct certification testing.

~~[Monitor the emergency medical services radio system to ensure that it is operational and that ambulance services and hospital employees are trained in its use.]~~

Participate in the development of minimum performance standards for EMS systems; monitor EMS systems for statutory and regulatory compliance through analysis of ambulance run reports, [and] quality assurance programs, and direct observation.

Provide needs assessments on a regional basis for problem areas needing developmental solutions; provide technical assistance to EMS services in general and for special needs.

Maintain a system for the collection and analysis of the incidence *and* prevalence [~~treatment and cost~~] of traumatic injuries at the *pre-hospital level* throughout the State; develop statistical and other reports concerning traumatic injuries and pre-hospital emergency care.

~~[Install and maintain initial and updated versions of the Hospital Trauma Registry (HTR) program at participating hospitals; monitor registry performance through annual or more site visits; provide technical assistance and training to hospital personnel using the HTR program; develop and update training materials and conduct training session for EMS personnel in the proper documentation of pre-hospital emergency care.]~~

Develop *and maintain* the contract with the trauma registry software vendor for support and upgrades; monitor vendor performance and recommend approval of payment.

Participate in investigations of complaints regarding violations of Trauma and EMS regulations or substandard trauma and pre-hospital emergency care to determine the validity of complaints and the appropriate action to take; participate in epidemiologic studies concerning trauma issues.

EMERGENCY MEDICAL SERVICES REPRESENTATIVE III	35	B	10.514
EMERGENCY MEDICAL SERVICES REPRESENTATIVE II	33	B	10.515
EMERGENCY MEDICAL SERVICES REPRESENTATIVE I	31	B	10.518

Page 2 of 5

SERIES CONCEPT (cont'd)

Participate in the review, development and implementation of regulations governing Trauma and EMS programs.

Certify and ensure compliance of trauma centers in conjunction with the American College of Surgeons per NRS 450B.236-239.

Perform related duties as assigned.

CLASS CONCEPTS

Emergency Medical Services Representative III: The Emergency Medical Services Representative III plans, organizes, and directs the Emergency Medical Services Program. This includes: development and implementation of legislation, regulations, policies and procedures of the Emergency Medical Services Section; supervision of *lower level Emergency Medical Services Representatives and other assigned staff to include performance evaluations, work performance standards, work assignment and review, scheduling, training and disciplinary actions*; and budget preparation and justification. Work is reviewed through formal meetings and written reports. This position receives administrative direction and is the supervisory level in the series.

Emergency Medical Services Representative II: The Emergency Medical Services Representative II performs the *full* range of duties described in the series concept. ~~and in addition, is responsible for developing and implementing Emergency Medical Technician and Paramedic training Statewide. This includes developing new or improved training methods; scheduling certification testing; reviewing course billing; and Statewide quality control review of all ambulance run reports.~~ Incumbents receive general direction from the Emergency Medical Services Representative III. Work is assigned through program goals and objectives, and is reviewed through formal meetings and written reports. This is the ~~[advanced]~~ journey level in the series.

Emergency Medical Services Representative I: Emergency Medical Services Representative I's *receive training in performing the full range of duties described in the series concept. This is the entry level in the series and progression to the next level may occur upon meeting minimum qualifications and with approval of the appointing authority.* ~~[perform the range of duties described in the series concept. Incumbents receive direction from the Emergency Medical Services Representative III. Work is assigned through program goals and objectives and is reviewed through formal meetings and written reports. This is the journey level in the series.]~~

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Certification as an Emergency Medical Technician, licensure as an Ambulance *Attendant* [Technician], or licensure as a Registered Nurse is required within six months of appointment and as a condition of continuing employment *at the Emergency Medical Services Representative I and II levels.*
- * *Certification as an Advanced Emergency Medical Technician, licensure as a Paramedic or licensure as an EMS Registered Nurse is required within six months of appointment and as a condition of continuing employment at the Emergency Medical Services Representative III level.*

EMERGENCY MEDICAL SERVICES REPRESENTATIVE III	35	B	10.514
EMERGENCY MEDICAL SERVICES REPRESENTATIVE II	33	B	10.515
EMERGENCY MEDICAL SERVICES REPRESENTATIVE I	31	B	10.518

Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

EMERGENCY MEDICAL SERVICES REPRESENTATIVE III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent plus five years professional experience in emergency medical services or closely related field, ~~[one]~~ **two** years of which included experience in a supervisory or management capacity **with a licensed ambulance service or related governmental entity**; **OR** two years of experience as an Emergency Medical Services Representative II with the State of Nevada; **OR** an equivalent combination of education and experience. (See *Informational Note*)

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

Working knowledge of: emergency medical services and trauma treatment and procedures in order to prepare written material or oral presentations regarding these programs; short and long term planning methodologies; other agencies and organizations and an understanding of their respective roles in the provision of emergency medical care; regulatory administrative practices. **Ability to:** communicate and encourage involvement in the development of proposed plans with staff and other concerned persons and to obtain agreement; supervise, monitor and evaluate the performance of staff; train staff; discuss problem areas, negotiate differences, establish mutually acceptable procedures and advise the participants of the statutory/regulatory requirements for emergency medical services; *and all knowledge, skills and abilities required at the lower levels of the series.*

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

Working knowledge of: State and federal statutes, and departmental and division policies; Legislative Counsel Bureau policies and proper format for writing legislation; national, State and local emergency medical services problems and resources; NAC and Board of Health requirements concerning legal notices and public hearings; State fiscal policies; pre-hospital medical care procedures; the principles and practices of supervision/management; personnel procedures for hiring, evaluating performance, and the disciplinary process. **Ability to:** draft legislation; negotiate and mediate between concerned parties; gather pertinent information and prepare summary statements of problems and recommended actions to the Bureau Chief, administration and the Board of Health; develop forms and methods for inspections, application and other compliance procedures; write grant proposals including the narrative, statistical and fiscal reports that must be included; write contracts and maintain records for results obtained as well as fiscal records; determine needs for data collection systems and to create new methods and forms as needed.

EMERGENCY MEDICAL SERVICES REPRESENTATIVE II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent plus three years of experience in emergency medical services or closely related field, one year of which was in a medical regulatory capacity or as a supervisor with a licensed ambulance service **or related governmental entity**; **OR** one year of experience as an Emergency Medical Services Representative I with the State of Nevada; **OR** an equivalent combination of education and experience. (See *Informational Note*)

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

Working knowledge of: EMS clinical standards, practices, treatment and procedures; the development of education materials; EMS communication systems capabilities and operations; medical terminology; personal computers and associated software; systems for scoring the severity of traumatic injuries; pre-hospital emergency care, treatment of traumatic injuries and the design and operation of EMS/Trauma Systems; mediation techniques. **Ability to:** use training equipment such as training mannequins and emergency medical equipment such as splinting devices, airway maintenance equipment monitors, etc; operate, compare and inspect ambulances and judge whether they are in compliance with statutes and regulations;

EMERGENCY MEDICAL SERVICES REPRESENTATIVE III	35	B	10.514
EMERGENCY MEDICAL SERVICES REPRESENTATIVE II	33	B	10.515
EMERGENCY MEDICAL SERVICES REPRESENTATIVE I	31	B	10.518

Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

EMERGENCY MEDICAL SERVICES REPRESENTATIVE II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

independently organize, prioritize and complete assigned tasks; appropriately deal with stressful situations; make effective decisions in emergency and non-emergency situations; develop clear and concise correspondence and reports on clinical, technical and system subjects; interact professionally and competently with other allied agencies, elected officials and the general public; analyze situations and make effective decisions; *and all knowledge, skills and abilities required at the lower level of the series.*

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

General knowledge of: State, department, and division budgeting policies and procedures; requests for proposals, inter-local agreements, and contract policies and procedures; statutory and regulatory mandates and functions regarding EMS and Trauma systems; pre-hospital emergency care data collection systems and relevant pre-hospital data elements; [~~Hospital Trauma Registry and~~] System Trauma Registry software; NRS 450B and the State Board of Health Emergency Medical Service Regulations, NAC 450B; evaluation and analysis methodologies; hospital medical records practices; international classification of diseases injury coding principles and practices. **Ability to:** analyze information, problems, situations, practices and procedures to define problems, objectives and relevant concerns to formulate logical and objective conclusions and make appropriate recommendations; coordinate Statewide training programs; conduct quality control reviews of ambulance run reports; analyze, verify and validate system data and performance statistics as related to pre-hospital activities.

EMERGENCY MEDICAL SERVICES REPRESENTATIVE I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent plus two years of experience in emergency medical services or closely related field; **OR** an equivalent combination of education and experience. (*See Informational Note*)

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

General knowledge of: medical terminology; two-way radio systems. **Ability to:** read and understand a variety of documents; apply basic arithmetic to determine correctness of ambulance run reports; write concise, logical, grammatically correct reports to detail violations of regulations.

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

Working knowledge of: emergency medical services policies and procedures; regional problems, resources and geography. **Ability to:** work independently; read technical documents and reports such as equipment specifications, medical reports, state of the art articles and information; communicate with individuals or groups of varying social, cultural, economic and educational backgrounds to obtain information and explain policies and procedures; establish and maintain cooperative working relationships with ambulance providers, physicians, nurses and local government officials; prepare and make presentations to groups based on the interest level of the group being addressed.

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.

EMERGENCY MEDICAL SERVICES REPRESENTATIVE III
EMERGENCY MEDICAL SERVICES REPRESENTATIVE II
EMERGENCY MEDICAL SERVICES REPRESENTATIVE I

35	B	10.514
33	B	10.515
31	B	10.518

Page 5 of 5

	<u>10.514</u>	<u>10.515</u>	<u>10.518</u>
ESTABLISHED:	10/17/86	6/29/73	7/1/75
REVISED:	7/1/87-12P	7/1/87-12P	8/29/75
	1/30/87PC	1/30/87PC	
REVISED:			7/1/87-12P
			1/30/87PC
REVISED:	7/1/97P	7/1/97P	7/1/97P
	9/19/96PC	9/19/96PC	9/19/96PC
REVISED:	09/26/14PC	09/26/14PC	09/26/14PC

Item V-C: (cont'd)

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
10.740	Radiological Technologist	29 C	10.740	Radiological Technologist	29 C

Basis for Recommendation

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for Radiological Technologist. In consultation with a Subject Matter Expert from Nevada Department of Corrections and recruitment expert from Human Resource Management, it was determined to add language associated with handling digital images, which is a modern way to view images using a computer. It is therefore recommended to have minor changes to the class specification to include the modern imaging.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RADIOLOGICAL TECHNOLOGIST	29	C	10.740

Radiological Technologists operate x-ray equipment to produce radiographs of various anatomical parts as prescribed by a physician; take and develop radiographs; process exposed film; instruct and assist patients during procedure.

Take radiographs of patients according to physician's instructions; ensure patients have removed belt buckles, jewelry and other articles through which x-rays cannot pass; position patients in a lying, sitting, or standing posture to ensure that injuries are not aggravated and to secure a radiograph of diagnostic quality.

Adjust radiation equipment at the required angle and height; focus on the appropriate area of patient's body; measure the thickness of the section to be x-rayed and set machine controls accordingly to produce radiographs of the correct density, detail, and contrast; place properly identified x-ray film *or digital cassette* of the correct size and type under the body part to be examined to ensure that the complete area of the injury is radiographed; check developed film *or digital images* to determine need for repeats or additional views.

Prepare radiographs for reading; *1) Film:* place proper identification on each film when removed from the cassette and place into processing unit for developing, fixing, washing and drying; prepare files for film protection, storage, and retrieval; and route to physician for examination and interpretation; *2) Digital: Ensure proper identification of each image, maintain data base for image protection, storage and retrieval; and route images to viewing stations for physician examination and/or interpretation.*

Maintain radiological supplies and equipment; order chemicals and supplies to maintain sufficient inventory; clean cassettes and processor according to maintenance schedule and wash processor's racks to maintain equipment in good working order; make minor adjustments and repairs to x-ray unit in order to meet safety standards and ensure efficient operation; provide input as requested concerning the purchase of supplies and equipment.

Complete statistical reports; log patient and testing information; record number of patients, type of tests, and doctor receiving results; calculate totals to prepare monthly summaries; record information in a standardized format and submit to supervisor for internal record keeping purposes.

Maintain departmental records as directed and as required by departmental policies, as well as State and federal regulations.

Perform patient care duties such as taking vital signs, drawing blood, and preparing patients for surgical procedures; give instructions to patients, provide reassurance and prepare patients for testing.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Licensure by the American Registry of Radiologic Technologists (ARRT) is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Graduation from a two-year program in x-ray technology and two years of experience working as a radiological technologist; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

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

Working knowledge of: techniques and procedures used in the operation of radiological equipment; safety and protective measures required to minimize exposure to radiation; State and federal regulations concerning the operation of x-ray equipment; views and positions required for x-ray examination; x-ray equipment maintenance. **General knowledge of:** human anatomy and physiology. **Ability to:** explain x-ray procedures to patients; follow radiologist standards for views, quality control, and radiation prevention methods; operate and maintain modern radiological equipment; properly position patients to secure radiographs of diagnostic quality according to a physician's prescription; understand medical terminology and technical instructions pertinent to radiographs; and maintain records and files.

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

Detailed knowledge of: current and advanced x-ray techniques and procedures involving operation of modern x-ray equipment and the "Handbook of Rules and Regulations for Radiation Control" issued by the Nevada State Board of Health. **Working knowledge of:** radiographic contrast medias, fluoroscopy procedures, sterile procedures, radiographic procedures, emergency medical procedures, and preparation of patients for surgical procedures; agency policies and procedures related to x-ray examination.

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

10.740

ESTABLISHED: 7/1/89P
6/9/89PC
REVISED: 7/1/99P
12/17/98PC
REVISED: 9/26/14PC

Item V-D:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
11.412	Tort Claims Adjuster	36 B	11.412	<i>Tort Claims Analyst</i>	36 B

Basis for Recommendation

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Tort Claims Adjuster, 11.412, grade 36 class.

In consultation with Subject Matter Experts from the Attorney General's Office and recruitment Experts from Human Resource Management, it was determined that modifications to the duty statements were needed to reflect process changes and to update language. The knowledge, skills and abilities were amended to reflect these changes.

The class title was changed from Tort Claims Adjuster to Tort Claims Analyst to better reflect the change in emphasis from adjusting tort claims to the analysis and evaluation of legal liability and the State of Nevada's risk factors.

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

- a. *11.412 – Tort Claims Analyst, Grade 36:* Under general supervision of a licensed attorney, analyze legal liability and conduct statewide investigations, evaluations, negotiations and adjustments of tort claims filed against the State of Nevada with the Office of the Attorney General.



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>
TORT CLAIMS [ADJUSTER] ANALYST	36	B	11.412

Under general supervision *of a licensed attorney, analyze legal liability and* conduct statewide investigations, evaluations, negotiations and adjustments of tort claims *filed* against the State of Nevada *with the Office of the Attorney General.*

Review, *analyze*, and evaluate general liability and personal injury claims filed against the State, *pursuant to NRS Chapter 41*, to determine *the State's* liability; *analyze and evaluate the State's risk*; [~~establish the actual value of the loss, and~~] *evaluate and estimate the value of the submitted claims/damages*; negotiate *a* settlement with the claimant *when appropriate to ensure the appropriate reimbursements are made*; *document the file for possible litigation*. [~~Adjusting techniques are employed to determine personal injury and medical damages for treatment of injuries; physically inspect claimed property damage; investigate the specific allegations of causes of loss; and accurately estimate the cost of repairing or replacing personal property losses. The total payment of claims is negotiated to ensure the appropriate reimbursements are made.~~]

Investigate or direct the investigation of *all claims filed with the Office of the Attorney General pursuant to NRS Chapter 41* [~~accidents~~] occurring on State maintained roadways, *in State owned or leased buildings, or involving State employees in the course and scope of their employment*. [~~involving the Department of Transportation or State employees~~] *Utilize adjustment and investigation techniques to determine the validity of claims submitted against the State to include* [~~by~~] interviewing claimants, witnesses, police officers, department employees, doctors and other medical personnel, employers, body shop personnel, etc.; [~~and~~] obtain[~~ing written or recorded~~] statements and incident reports; take[~~ing~~] photographs; [~~video camera recordings, performing speed analyses and making diagrams of accident scenes;~~] inspect[~~ing~~] property damage to determine extent of State's liability[~~; evaluating claim form and other records to determine claimant's insurance carrier and extent of coverage~~].

Analyze and adjust submitted claims to determine the extent of damages incurred, whether to property, persons or both, and the fair value of the claim to include actual losses and economic damages. Claims include, but are not limited to, acts of negligence committed by State employees that occurred during the course and scope of their job duties, automobile collisions, and/or hazards on State controlled roadways or in State owned or leased buildings. [~~Appraise automobile collision or other vehicle damage to determine cost of repair by examining damaged vehicle to determine extent of structural, body, mechanical, electrical, or interior damage; estimate cost of labor and parts to repair or replace each item of damage; determine salvage value of vehicles evaluated as economic total loss; evaluate practicality of repair as opposed to payment of market value of vehicle; review repair cost estimates with automobile repair shop to secure agreement on cost of repairs; and prepare estimates and recommendations for disposition by the Board of Examiners.~~]

Analyze and summarize *all* evidence, *conduct both legal and non-legal research to identify areas of concern*, [~~to~~] determine liability and write detailed reports; draft correspondence to claimants, attorneys, and/or insurance companies; negotiate settlement with claimants and claimants' attorneys and/or insurance companies; [~~obtain notarized release forms;~~] and [~~determine~~] *recommend* final settlement costs.

[~~Recommend~~] *Provide support when litigation* [~~to the~~] *is filed against the State* [~~Attorney General's office~~] when settlement cannot be negotiated through the claims process; assist the Deputy Attorney General in case preparation by gathering supporting documentation for the case, preparing court exhibits, arranging for lay and expert witnesses, [~~and~~] briefing them on case particulars *and drafting legal documents for attorney review when requested*; attend proceedings as an assistant to the Deputy Attorney General [~~and testify in court as an expert witness~~].

~~[Conduct or assist in]~~ **Develop and present** training seminars for ~~[supervisors and safety]~~ **State** personnel in ~~[vehicle, equipment and industrial accident investigation,]~~ **State tort liability** including ~~[the recording of perishable evidence at the scene of major accidents and train them in new procedures.]~~ **education on avoiding liability and managing risk.**

Conduct ~~[internal]~~ investigations **relating to civil matters** as directed; investigate reported incidents and activities to determine if State or department rules, regulations or laws have been violated.

~~[Prepare case evidence and documents, submit case report and make recommendations on the disposition of the case through the administration or judicial process.]~~

Develop and maintain investigative files and document the results of tort claims investigations and aid in the defense of claims that are prosecuted judicially.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require paralegal certification from a school approved by the American Bar Association at time of appointment and as a condition of continuing employment.
- * ~~[Positions are subject to call out or call back.]~~
- * Position requires statewide travel.
- * Position requires working outdoors.

INFORMATIONAL NOTES:

- * Half of the qualifying experience may be in damage appraisal **and/or tort litigation**.
- * Successful completion of a recognized material damage adjuster training program and casualty accident investigation/reconstruction training program **is equal to one year of experience**. ~~[is required within one year of appointment and as a condition of continuing employment.]~~

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in risk management, business administration, **public administration** ~~[criminal justice]~~ or **closely** related field and three years of experience which involved vehicle accident investigation ~~[and reconstruction]~~, insurance adjusting, and/or paralegal experience in tort claim litigation; **OR** an equivalent combination of education and experience as described above. (See *Special Requirements and Informational Notes*)

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

General knowledge of: **legal research and analysis**; tort law as applied to liability principles. **Working knowledge of:** property damage adjustment; casualty claim adjustment; ~~[framed vehicle body design; unitized vehicle body construction;]~~ accident/incident investigation ~~[and reconstruction techniques; estimating procedures as set forth in the insurance industry; appraisal as applied to automobile/vehicle repair;]~~ accident prevention as applied to training employees in safe practices; vehicle damage repair procedures; substantive, procedural, evidentiary, and ethics law sufficient to analyze and formulate legal opinions regarding legal questions~~[- federal standards for motor carriers]~~. **Ability to:** **work independently; conduct legal and non-legal research; identify legal issues; evaluate possible risk exposure;** ~~[properly utilize estimating manuals to correctly assess vehicle and property damage;]~~ prepare detailed reports including facts of the investigation, results of the negotiations, and recommendation to the **Tort Claims Manager;** ~~[Board of Examiners; prepare diagrams showing spatial relations;]~~ **identify and locate individuals who may have relevant knowledge and/or information; conduct interviews; obtain relevant documents from varied sources;** evaluate liability and ~~[property]~~ damages ~~[through both on-site inspection and over the telephone];~~ make oral group presentations to

provide information or explain procedures, policies, etc.; negotiate with contending parties and arrive jointly at decisions, conclusions, or solutions; interact with persons of various social, cultural, economic and educational backgrounds; establish and maintain cooperative working relationships; work independently, follow through on assignments with minimal direction, and perform effectively under conditions of fluctuating workload; operate a personal computer and associated software; recognize car-manufacturing design.

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

Working knowledge of: *NRS Chapters 11, 41, and other statutes relating to specific agencies within the State necessary to determine liability and/or in defense to liability; [408, 482, 483 and 484 as applied to tort claims adjustment; Nevada Vehicle Code; Nevada Board of Examiners procedure;]* policies and procedures as applied to tort claims adjustment and investigations; procedures of the Office of the Attorney General; [~~the Department of Transportation's road construction and maintenance procedures;~~] litigation procedures including rules of evidence, rules of discovery, pretrial motions and courtroom procedures. **Ability to:** negotiate with estimators, attorneys and claimants in order to settle claims against the State. [~~operate video equipment and specialized photographic equipment]~~

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

ESTABLISHED:	<u>11.412</u> 8/17/89R 7/6/90PC
REVISED:	7/1/95P 9/16/94PC
REVISED:	10/1/00R 2/15/01UC
REVISED:	09/26/14PC

Item V-D: (cont'd)

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
11.509	Plans Examiner III-Fire and Life Safety	38 B	11.509	Plans Examiner III-Fire and Life Safety	38 B
11.508	Plans Examiner II-Fire and Life Safety	36 B	11.508	Plans Examiner II-Fire and Life Safety	36 B
11.504	Plans Examiner I-Fire and Life Safety	35 B	11.504	Plans Examiner I-Fire and Life Safety	35 B

Basis for Recommendation

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Plans Examiner – Fire and Life Safety series.

In consultation with Subject Matter Experts from the Department of Public Safety and recruitment experts from Human Resource Management, minor changes were made to the series concept to account for changes in codes, standards and certifications. The special requirements under minimum qualifications were modified to reflect these changes.

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

- a. *11.509 – Plans Examiner III – Fire and Life Safety, Grade 38:* supervise the activities of lower level Plans Examiners and inspection field staff, make budget recommendations and monitor budgets for plans review section, verify payment of proper application fees, evaluate new building products to ensure compliance to building and fire codes and assist in building and fire code review; make final recommendations to the State Fire Marshall regarding plans review and building and fire code interpretations. This is the supervisory level.
- b. *11.508 – Plans Examiner II – Fire and Life Safety, Grade 36:* In addition to performing the full range of duties described in the series concept, incumbents review and provide consultation on the most complex and sensitive projects. They serve as a technical resource for other Plans Examiners and may be assigned lead responsibilities. This is the advanced journey level.
- c. *11.504 – Plans Examiner I – Fire and Life Safety, Grade 35:* performs the full range of duties described in the series concept. This is the journey level in the series.



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>
PLANS EXAMINER III – FIRE AND LIFE SAFETY	38	B	11.509
PLANS EXAMINER II – FIRE AND LIFE SAFETY	36	B	11.508
PLANS EXAMINER I – FIRE AND LIFE SAFETY	35	B	11.504

SERIES CONCEPT

Under general supervision of the *State* Fire Marshal in the [~~Office of the State~~] Fire Marshal *Division*, Plans Examiners review for fire and life safety the preliminary and final working drawings of new and remodeled buildings, paint spray booths, and aboveground tanks using State regulations and adopted codes. Reviews include architectural, mechanical, and electrical systems; automatic fire protection systems, fire alarm and extinguishing systems, and kitchen hood and duct systems. Determine construction type(s), occupancy classifications, hazardous materials classifications for high-piled storage areas, types of fire protection systems required, and applicable provisions of relevant codes; apply regulations adopted by State and local agencies for regulated facilities such as childcare, group care, hospitals, schools, and penal institutions.

Identify corrective action needed, and write report to inform applicant, other State agencies, and building and fire officials in relevant jurisdictions; discuss findings with applicants as needed; conduct predesign conferences with building and fire officials, State agencies, architects, engineers, contractors, and building owners for major building projects; perform preliminary reviews to grant or deny Fast Track procedure to specific projects; research and evaluate whether requested variances demonstrate equivalent protection to that required by code; recommend response to State Fire Marshal on requests for waivers and variances.

Consult with architects, engineers, contractors, State agencies, building officials, fire service personnel, and property owners regarding the application and interpretation of adopted/recognized codes and regulations in the State Fire Marshal's jurisdiction; provide training in new regulations, codes, building materials, etc., for local building and fire jurisdictions as needed including the [~~Uniform~~] *International* Fire Code, [~~and Standards~~ ~~Uniform~~] *International* Building Code, [~~and Standards~~] Uniform Mechanical Code, and the National Fire Protection *Association* Codes and Standards.

Maintain updated awareness of fire and life safety systems, codes, construction materials and methods by attending conferences and seminars, and researching performance tests and listings by recognized testing laboratories for fire detection, fire alarm, fire [~~retardancy~~] *retardant*, fire protection and fire extinguishing products; participate in maintaining a current library of approved products used in building construction for fire and life safety.

Conduct site inspections of buildings and facilities as requested by Operations Section, Building/Fire Officials, or applicant; assist in duties of other sections in the [~~Office of the~~] State Fire Marshal *Division* as assigned.

Draft and recommend amendments to existing regulations based on changes to adopted standards consistent with nationally recognized practices; assist in the adoption of model codes into State Fire Marshal Regulations; consult with code originating organizations including the International *Code Council* [~~Conference of Building Officials, International Fire Code Institute~~], and National Fire Protection Association to resolve problems with code applications.

Perform related duties as assigned.

CLASS CONCEPTS

Plans Examiner III: This is the supervisory level. Under direction of the State Fire Marshal, incumbents supervise the activities of lower level Plans Examiners *and inspection field staff*, make budget recommendations and monitor budgets for plans review section, verify payment of proper application fees, evaluate new building products to ensure compliance to building *and fire* codes and assist in building *and fire* code review; make final recommendations to the State Fire Marshal regarding plans review and building *and fire* code interpretations.

Supervise subordinate Plans Examiners *and inspection field staff*; delegate responsibility to appropriate levels; develop and communicate work performance standards; evaluate the performance of Plans Examiners; counsel and discipline staff as appropriate; initiate hiring and termination actions as required; *conduct training and/or* provide for appropriate training opportunities based on organizational requirements and budget constraints.

Perform initial review of building plans and assign to lower level Plans Examiners; monitor plan review; give direction to staff regarding procedures and appropriate course of action; make final decisions on building *and fire* code interpretations; review decisions and check for compliance to code; give advice and direction on application of code to *enforcement*, [~~inspection,~~] licensing and [~~hazardous materials~~] *training* sections of State Fire Marshal division; negotiate code interpretations between plans examination staff and individuals and other jurisdictions submitting plans for review, and make final decisions on controversial issues that represent final position of the division.

Plans Examiner II: This is the advanced journey level. In addition to performing the full range of duties described in the series concept, incumbents review and provide consultation on the most complex and sensitive projects, such as hospitals, specialized towers, public auditoriums, schools with chemistry and physics labs, flammable and combustible liquid tank farms, [~~with UV and infrared detection systems, and weapons~~] *hazardous and explosive material* processing facilities *and special detection and extinguishing system designs including UV, infrared, explosion suppression, water-spray and water mist systems*. They serve as a technical resource for other Plans Examiners and may be assigned lead responsibilities.

Plans Examiner I: This is the journey level, at which incumbents perform the full range of duties outlined in the series concept.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * [~~Certification as a Plans Examiner by the International Conference of Building Officials (ICBO) is required at the time of appointment and as a condition of continuing employment.~~
- * [~~Certification as a Uniform Fire Code Inspector I by the International Fire Code Institute (IFCI) is required at the time of appointment and as a condition of continuing employment.~~]
- * *Certification as both a Plans Examiner and a Fire Inspector I by the International Code Council (ICC) is required at the time of appointment and as a condition of continuing employment at the Plans Examiner III-Fire & Life Safety and Plans Examiner II-Fire & Life Safety.*
- * *Certification as both a Plans Examiner and a Fire Inspector I by the International Code Council (ICC) is required within one year of appointment and as a condition of continuing employment for the Plans Examiner I-Fire & Life Safety.*

INFORMATIONAL NOTE:

- * Successful completion of continuing education units is considered a condition of employment.

PLANS EXAMINER III – FIRE AND LIFE SAFETY	38	B	11.509
PLANS EXAMINER II – FIRE AND LIFE SAFETY	36	B	11.508
PLANS EXAMINER I – FIRE AND LIFE SAFETY	35	B	11.504

Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

PLANS EXAMINER III

EDUCATION AND EXPERIENCE: Three years of plans examination experience for a local or State jurisdiction acquired after attainment of [ICBO] ICC certification as a Plans Examiner and [IFCI certification] as a [Uniform] Fire Inspector I. The required experience must have involved the use of [Nevada State Fire Marshal] regulations and adopted building and fire codes and standards or the equivalent, and performance of complex plans review for general construction and common engineered facilities; **OR** an equivalent combination of training and experience as described above; **OR** one year as a Plans Examiner II in Nevada State service. (*See Special Requirements and Informational Note*)

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

Detailed knowledge of: interpretation and application of Fire Marshal regulations as related to fire and life safety; [Uniform] *International Building, International Fire and Uniform Mechanical Codes* and Nevada Revised Statutes relating to the *State Fire Marshal Division*. **Working knowledge of:** physical construction of all building construction types as applied to fire and life safety plans; fire protection systems; general principles and practices of supervision. **Ability to:** establish and maintain effective working relationships; train and instruct others in adopted codes and regulations related to plans examination; train and provide work direction to subordinate staff; *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: interpretation and application of Nevada State Fire Marshal regulations as related to fire and life safety; State Fire Marshal Plan Review Policy as applied to building construction, inspections, architecture and engineering design; regulations of other State and local jurisdictions as applied to building plans covering child care, group care, hospitals, schools and private, commercial and industrial buildings; State personnel policy and procedure necessary to supervise subordinate personnel. **Working knowledge of:** NAC, NRS and adopted codes as needed to establish policy of *State Fire Marshal Division* on code interpretations; State, county and city offices in order to coordinate project information with other jurisdictions. **Ability to:** make management decisions on acceptable alternative equivalent methods for processing variance requests; communicate, explain, and negotiate on behalf of *State Fire Marshal Division* between other State, county, and/or city agencies as well as architects, engineers, contractors, building owners, local building and fire officials; conduct research and maintain current level of "state of the art" knowledge concerning fire and life safety systems and their application to codes, regulations and certifications; develop and monitor budgets.

PLANS EXAMINER II

EDUCATION AND EXPERIENCE: Two years of plans examination experience for a local or State jurisdiction acquired after attainment of [ICBO] ICC certification as a Plans Examiner and [IFCI] certification as a [Uniform] Fire Inspector I. The required experience must have involved the use of [Nevada State Fire Marshal] regulations and adopted building and fire codes and standards or the equivalent, and performance of complex plans review for general construction and common engineered facilities; **OR** an equivalent combination of training and experience as described above; **OR one year as a Plans Examiner I in Nevada State service.** (*See Special Requirements and Informational Note*)

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

Detailed knowledge of: the [Uniform] *International Fire Code*, National Fire Protection Association Codes and Standards, and [Uniform] *International Building Code [and Standards]* as related to fire and life safety. **Ability to:** make engineering calculations relative to fire protection systems, construction stress and loads; *and all knowledge, skills, and abilities required for Plans Examiner I.*

PLANS EXAMINER III – FIRE AND LIFE SAFETY
 PLANS EXAMINER II – FIRE AND LIFE SAFETY
 PLANS EXAMINER I – FIRE AND LIFE SAFETY
 Page 4 of 5

38	B	11.509
36	B	11.508
35	B	11.504

MINIMUM QUALIFICATIONS (cont'd)

PLANS EXAMINER II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: Nevada State Fire Marshal regulations as related to fire and life safety. **Working knowledge of:** nationally recognized tests and standards of Underwriters Laboratories, Factory Mutual, and other approved labs as related to building construction, fire and life safety; general construction and appliance standards such as U.S. Gypsum Association and other referenced guides published as companion standards to the adopted and recognized codes. **Ability to:** determine appropriate test standard for specific applications in fire safety-related construction and elements of structural, mechanical or fire safety-related construction evaluations; inspect and determine construction types in existing buildings and facilities; make engineering calculations relative to fire suppression, detection and alarm systems, construction, exiting loads and allowable separations; interpret and compare ASTM (American Standards and Testing Materials) and NIST (National Institute of Standards and Testing) [listings] test results with performance factors required by code.

PLANS EXAMINER I

EDUCATION AND EXPERIENCE: [~~An Associate of Arts~~] *Associate's* degree from an accredited [~~school~~] college, university or trade school in building construction or fire science and one year of journey-level experience in one of the mechanical, electrical, or building trades; **OR** graduation from high school and possession of [ICBO] ICC certification as a Plans Examiner, Building Inspector, or Combination Inspector [~~and IFCI certification~~] and as a Fire [Code] Inspector I; **OR** an equivalent combination of training and experience as described above. (See *Special Requirements and Informational Note*)

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

Working knowledge of: the physical construction of building and facilities as relevant to fire and life safety; [Uniform] International Building Code [~~and Standards~~]; Uniform Mechanical Code; [Uniform] International Fire Code; principles of engineering drafting, including nomenclature and conventional symbols. **Ability to:** interpret architectural, mechanical, electrical, structural, fire sprinkler, extinguishing system and fire alarm system plans and drawings; interpret and communicate meaning of codes and standards; identify deficiencies in relation to codes and standards; perform algebraic and geometric calculations to determine allowable area ratios, slopes of ramps, height of building features, and occupant loads; write clear technical/research reports; communicate effectively with architects, engineers, local officials, builders, and property owners on technical issues and requirements of the State Fire Marshal[~~'s Office~~] Division; research and analyze technical literature on current fire and life safety systems, building materials, and related codes and standards.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: State Fire Marshal regulations, and all adopted codes and standards; fire science and/or fire suppression operations; the operation of common fire protection systems; State, county, and city offices relevant to plans examination in the State Fire Marshal Division's jurisdiction. **Ability to:** determine building construction types and occupancy classifications; apply general code and standards requirements to specific situations; identify applicable codes, standards, regulations, and equipment specifications; identify the most relevant among similar applications in various codes and standards; write effective letters requiring changes to submitted plans, and respond to challenges and inquiries regarding requirements; set priorities which accurately reflect the relative importance of job responsibilities.

PLANS EXAMINER III – FIRE AND LIFE SAFETY
 PLANS EXAMINER II – FIRE AND LIFE SAFETY
 PLANS EXAMINER I – FIRE AND LIFE SAFETY
 Page 5 of 5

38	B	11.509
36	B	11.508
35	B	11.504

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

	<u>11.509</u>	<u>11.508</u>	<u>11.504</u>
ESTABLISHED:	9/9/99R	7/1/97P	9/11/81
REVISED:	1/20/00UC	9/19/96PC	10/25/85
REVISED:			7/1/97P
REVISED:			9/19/96PC
REVISED:		9/9/99R	9/9/99R
		1/20/00UC	1/20/00UC
REVISED:	9/26/14PC	09/26/14PC	09/26/14PC

REPORT OF CLASSIFICATION CHANGES NOT REQUIRING PERSONNEL
COMMISSION APPROVAL

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

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

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

The following changes have been effected:

REPORT OF CLASSIFICATION CHANGES

POSTING #: 23-14

Effective: 07/09/14

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		6.105	Geodesist IV	39 B
6.108	Geodesist III	36 B	6.108	Geodesist III	36 B
6.109	Geodesist II	33 B	6.109	Geodesist II	33 B
6.115	Geodesist I	30 B	6.115	Geodesist I	30 B

EXPLANATION OF CHANGE

As a result of an individual study, Human Resource Management recommends re-establishing the supervisor level for the Geodesist series.

The Geodesist series was formerly a four-level series which described a trainee (grade 30), advanced trainee level (grade 33), journey level (grade 36) and supervisor (grade 39). In 2003, it was determined that the supervisory level was no longer used and so it was abolished. In the Nevada Department of Transportation, Geodesy, a position currently exists which performs the full range of duties outlined in the series concept and, in addition, supervises the geodetic survey section and develops standards for the collection, analysis and dissemination of geodetic data. The incumbent also creates and manages survey data archive workflows; creates job estimates and maintains estimate database; creates and maintains the SharePoint intranet; generates error analysis for NDOT pipe inventory and adjusts a statewide network of land survey control monuments.

Because there has been no significant change in the duties of the supervisor level since its abolishment, Human Resource Management recommends establishing a Geodesist IV at the same grade, grade 39, which existed prior to 2003, to serve as supervisor over the day-to-day operations of the section. It is also recommended that minor revisions to the knowledge, skills and abilities of the existing levels be made to clarify what is required in order to perform the duties of each level.

During this review, Human Resource Management worked closely with staff from the Nevada Department of Transportation who assisted in revising the class specification.

POSTING #: 24-14

Effective: 07/09/14

CURRENT			APPROVED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	NEW		1.835	Helitack Supervisor	37 B

EXPLANATION OF CHANGE

As a result of an Individual Study (NPD-19), and in conjunction with Subject Matter Experts from the Department of Conservation and Natural Resources, Division of Forestry, Human Resource Management has recommended establishing a new class titled Helitack Supervisor.

During fire season, the Helitack Supervisor prepares helicopters for mission response; coordinates and directs Helitack crew; in support of initial fire suppression activities, natural disasters, search and rescue, and other emergencies; and supervises helicopter managers, helicopter crewmembers/firefighters within the Forestry Division and firefighters from cooperator agencies, to provide rapid initial response for wildland fires, large fire support, fire use projects and resource management projects. Additionally, the incumbent conducts preflight and post-flight briefings; directs and monitors initial incident activities; orders personnel, supplies and equipment; maintains and tracks equipment inventory and costs. Furthermore, the incumbent develops, formulates and coordinates the statewide Helitack program; develops strategic program plans; and coordinates and implements training for Helitack courses and workshops. In the off season, the incumbent conducts formal adult training in conservation and natural resources activities.

It is recommended that the Helitack Supervisor be allocated at grade 37 and placed in the Agricultural & Related Occupational Group, Conservation/Forestry subgroup. It is further recommended that the class align with the Fire Management Officer II, also grade 37. Incumbents in both classes develop and administer respective programs, develop and maintain a budget, perform wildland fire suppression activities and supervise professional, technical and support staff. Additionally the Helitack Supervisor must be knowledgeable of the technical and administrative requirements of US Department of Interior (USDI), Bureau of Land Management (BLM), Office of Aviation Services (OAS) and Forest Service (FS) regarding aviation operations, aircraft usage, pilot hours limitations, aircraft maintenance standards, duty and standby hours, and flight planning procedures; interagency carding/helicopter and pilot inspections; as well as air operations pertinent to Federal Aviation Administration (FAA) regulations and air safety.

During this review, Human Resource Management worked closely with staff from Forestry who assisted in developing the class specification.