

**STATE OF NEVADA
PERSONNEL COMMISSION**

Carson City at the Gaming Control Board, 1919 College Parkway; and via video conference in
Las Vegas at the Grant Sawyer State Building, Room 2450, 555 East Washington Avenue

**MEETING MINUTES (Subject to Commission Approval)
Friday, June 19, 2015**

COMMISSIONERS PRESENT

IN CARSON CITY: Ms. Katherine Fox, Chairperson
Mr. David Read, Commissioner

STAFF PRESENT IN CARSON CITY:

Peter Long, DHRM
Shane Chesney, Senior Deputy Attorney General
Shelley Blotter, DHRM
Tawny Polito, DHRM
Carrie Lee, DHRM
Carrie Hughes, DHRM
Rob Easton, NDOT
Lisa Friend, DHRM
Rachel Baker, DHRM
Kendra Martin, DHRM
David Wright, NDOC HR
Ann Scott, DUC
Allison Wall, DMV
Teri Hack, NDF
Katie Holmberg, DHRM
Ana Maria Ornellas, DHRM
Kareen Masters, DHHS
Patricia Kreymborg, DHCFP
Alys Dobel, DMV
Christine Ripley, DHRM
Kimberly King, NDOT

COMMISSIONERS PRESENT

IN LAS VEGAS: David Sanchez, Commissioner
Gary Mauger, Commissioner

**STAFF PRESENT IN
LAS VEGAS:**

Lee-Ann Easton, Administrator, DHRM
Heather Dapice, DHRM

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

Chairperson Katherine Fox: Opened the meeting at 9:00a.m.. She welcomed everyone and took roll.

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 under 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 were any public comments. There were none.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING DATED MARCH 20, 2015

Action Item

MOTION: Motion to approve the minutes of the meeting dated March 20, 2015.
BY: Commissioner Read
SECOND: Commissioner Mauger
VOTE: The vote passed in favor of the motion.

IV. DISCUSSION AND APPROVAL OF ADDITION OF CLASSES OR POSITIONS APPROVED FOR PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES AND REVISIONS TO CLASS SPECIFICATIONS 12-35

Action Item

A. The Department of Transportation requests the addition of positions to the list approved for pre-employment screening for controlled substances and requests approval of class specification amendments to include pre-employment screening for controlled substances:

1. Classes and positions requested for approval of pre-employment screening for controlled substances: 6.228 Staff II, Associate Engineer, PCN: 018024, 018025, 018036, 018037, 018046, 018047 10.536 Environmental Scientist II, PCN: 018012, 018013 10.545 Environmental Scientist IV, PCN: 018011

Carrie Hughes, personnel analyst for the Division of Human Resource Management: Stated that Analyst 284.4066 provides the pre-employment for controlled substances of candidates for positions affecting public safety prior to hire. She explained that the state statute requires the appointing authority to identify the specific positions that affect public safety, subject to the approval of the Personnel Commission. She stated that federal courts have indicated that pre-employment testing by public entities may constitute a search with meaning of the Fourth Amendment, and if so, must be justified by a special need that outweighs a reasonable expectation of privacy. She listed the positions for which the Department of Transportation has requested approval of pre-employment screenings (see A.1. above). She recommended approval of the positions as their duties will involve activities on or in close proximity to roadways with traffic present. She further noted that positions in the staff associate engineer class series have previously been approved by the Commission. She stated that Rob Easton, Personnel Officer for the Department of Transportation, was available to answer any Commission questions.

Chairperson Fox: Stated it was her understanding that Department of Transportation has received legislative approval to create a new Stormwater Division which will consist of 59 positions, of which 42 positions are newly created and additionally, nine positions will require pre-employment drug testing since they have the potential to impact public safety as the job duties are performed on roadways with high volume traffic traveling at high rates of speed.

Chairperson Fox: Asked if there were questions from the commissioners.

Commissioner Sanchez: Inquired about the funding for the drug screening, if the agencies fund the concept before it comes before the Commission or if they blend it into the budget after the fact.

Carrie Hughes: Answered that NDOT explained to her that the funds are available to support screening these positions and if the budget is inadequate they will raise the funds.

Chairperson Fox: Asked for any public comments on the agenda item. There was none.

MOTION: Motion to approve addition of classes or positions for pre-employment screening for controlled substances for the Department of Transportation including Staff II Associate Engineer, Environmental Scientist II, Environmental Scientist IV.

BY: Commissioner Read

SECOND: Commissioner Sanchez

VOTE: Motion passed.

2. Request for approval of class specification changes to include pre-employment screening for controlled substances for some positions: 6.228 Staff II, Associate Engineer
10.536 Environmental Scientist II 10.545 Environmental Scientist IV

Chairperson Fox: Asked if there were any other questions from the commissioners. There were none.

MOTION: Motion to approve changes to the class specification for Staff II Associate Engineer, Environmental Scientist II, Environmental Scientist IV specifically to add the language for pre-employment screening for controlled substances.

BY: Commissioner Read

SECOND: Commissioner Sanchez

VOTE: Motion passed.

V. DISCUSSION AND APPROVAL OR DENIAL OF INDIVIDUAL CLASSIFICATION APPEAL

Action Item

A. Catherine Reinsch, Social Worker II, Department of Health and Human Resources

Chairperson Fox: Gave the appellant directions for the appeal process for the reclassification.

Catherine Reinsch: [audio quality poor] Stated that since the classification was first created in 1992 much has changed, including the population of Clark County which has doubled. She explained that technology has advanced such as personal computers, SmartPhones, etc., which has caused a flourish of different types of financial problems that did not exist before. She stated that the skills, knowledge, and ability of the intervention process has changed. She stated that the complexity of tasks performed were considerably different from other Social Workers in the state and compared them to those of Social Worker III. She stated that in the past few years she has needed to contact high providers such as psychiatrists, and outside forensic medical and financial specialists to complete a complex technical investigation. She explained that law enforcement often relies on the Social Worker II's research, details, and support documentation to further their investigations. She stated that the quantity of cases has increased in the past few years and that technical changes and complexities have also increased. She stated that a greater knowledge base was required, as well as education and training, more than other Social Workers in the state. She explained that a higher level of professional expertise is required to adequately communicate and advocate for the elderly population with law enforcement, attorneys,

attorney generals, etc. She stated that the investigation requirements cause a higher risk to the Social Worker II's being, higher risks than that of other Social Workers in the state. She explained she was frequently required to make on the spot life preserving decisions. She stated that she feared that the elderly and children have a diminished worth to the Commission due to prior denials of classification change by the Commission. She reiterated the differences of the duties and requirements of a EPS Social Worker II from other state Social Workers. She had several exhibitions for the Board supporting her claims, including a letter from Lee-Ann Easton of the Division of Human Resource Management. She presented a response to Lee-Ann Easton which stated that prior to 2002 the class concepts of Social Worker II included different specialty areas that are not associated with the different specialty areas of CPS, foster care, or adoption. She presented another exhibit, classification for Social Worker III, which read: Social Worker IIIs are distinguished from the lower levels by the nature and complexity of specific programs that have a high position or complex and sensitive work requiring the application of advanced principles of the professional and decision making, the assessment of abstract problems and development of unique solutions based on personal observation and analyst of critical thinking with dysfunctional families and children whose welfare are at risk. She stated that a Social Worker III conducted unannounced home visits, encountering volatile domestic crises which placed workers at risk, which she stated should also apply to the CPS Social Worker II. She presented a further exhibit, which she quoted: "The overall purpose of my position is to investigate abusive neglect, self-neglect, isolation, and exploitation of adults over 60. Since Clark County transitioned the workload has increased, making it appear that my focus was on the increase of volume, but though the volume has increased, this was accompanied by positions that we approved over time." She stated that Lee-Ann Easton acknowledged in her letter that this change had resulted in higher levels of financial crimes along with higher levels of complexity and responsibility. She asked that the classification be reevaluated relevant to today's times. She stated that based on the increased responsibility and complexity of EPS's role today, the previous decisions were no longer fair or accurate.

Chairperson Fox: Asked to hear from the Division of Human Resources Management next and then stated the board would entertain questions.

Peter Long: Pointed out that this was an individual appeal of an individual study and the Division of Human Resource Management, per regulation, is bound by significant change in determining whether or not a position can be reclassified. He stated that the definition of "significant change" is "a change in duties and responsibilities assigned to a position and class that is outside the scope of the class as described by the class specification, is not part of the scope or responsibility of the position, and results in a preponderance of duties and responsibilities being allocated to a different class." He stated that the majority of Ms. Catherine Reinsch's presentation should be viewed in an occupational study. He explained that the division does not look at all the positions as a whole to determine if the duties are performed at a high level when an appeal is made by one individual position.

Chairperson Fox: Thanked Mr. Long and introduced Heather Dapice.

Heather Dapice: Introduced herself as a Personnel Analyst, Human Resource Management, Division of Compensation, Classification, and Recruitment. She stated that on February 9, 2015 she conducted an individual classification study on the appellate's request for reclassification from a Social Worker II to a Social Worker III. She shared that the study included a review of position description questionnaires from an occupational group study of Social Worker II, and several more position comparisons. She stated that this review determined there has been no significant change at this time to NAC284.126 and therefore, the request for reclassification was denied. She explained that NAC284.126, subsection 1B, "significant change" means "a change in the duties and responsibilities assigned to a position in a class that: Is outside of the scope of the class as described by the class specification; Is not part of the scope of responsibility of the position; and results in the preponderance of duties and responsibilities being allocated to a different

class." She reiterated that "significant change" means that duties assigned to a position have changed to such a degree that the current classification no longer fairly describes preponderance of responsibilities. She stated that in applying the definition of change, natural growth or an increase in workload common to most positions in state service is not considered to fall within the description of significant change, nor is the addition of duties that are similar in nature or complexity to previous responsibilities. She stated the class concept of Social Worker II says they must perform the full range of duties described in the series concept at the journey level and the minimum qualifications are stated, in part, as "the incumbent must have working knowledge of principles, practices, and techniques of social work, management practices related to program assignment and investigative techniques," whereas the class concept for the Social Worker III states, in part, that the incumbent "perform advanced journey level case management services in child protective services, foster care and/or adoptions." She further stated that the minimum qualification state, in part, that the incumbents "have working knowledge of federal regulations and state law in child welfare, and families who apply abuse, or neglected children, in the cases of physical, sexual, and emotional abuse in children, affect of foster care on the child, caregiver, biological family, and other families and community; court procedures related to child abuse and neglect." If the incumbent does not provide advanced journey level case management services and child protective services, nor does it meet the minimum qualifications, her position does not meet the class concept of the Social Worker III. She stated that Ms. Reinsch communicated in her written appeal to Division Administrator Lee-Ann and the Commission investigation into elder abuse, neglect, exploitation, or self-neglect are not explicitly stated in the class specifications, and have never been stated in the class concepts, that Ms. Reinsch feels the position has always been functioning outside of the class specifications of Social Worker II. She explained that the incumbent further indicated that the duties and responsibilities of a Social Worker II in Elderly Protective Services are similar to a Social Worker III's and Child Protective Services, and feels that the Social Worker III should be her classification. Ms. Dapice also noted that Ms. Reinsch indicated that significant change has occurred because Elderly Protective Services reacquired duties and responsibilities from 2010 but had not relinquished the Clark County Adult Protective Services duties. She explained that prior to the occupational group study presented July 1, 2003, the class concept for Social Worker III stated, in part, that Social Worker III "performs advanced journey level case management services in child protective services, foster care and/or adoption program." She noted that the class concept of Social Worker II, Adult Protection, stated in part "the incumbents conduct an investigation to determine whether abuse, neglect, or exploitation of an elderly adult has occurred; perform social and financial assessment to determine appropriate medical, social, and legal intervention." She stated that these duties and responsibilities are the same of the current Social Worker II class, including the incumbent. She noted that these class specifications are in Exhibit 10. She stated that NDP 19 references, prior to the occupational group study, that the other Social Worker investigate cases of abuse, neglect, exploitation, or isolations. She reiterated that these are the same duties and responsibilities of a current Social Worker II class. She explained that the occupational group study of 2001 provided an in depth analysis of the Social Worker position with the state service, including those assigned to Elderly Protective Services. She stated that this study resulted in a verbiage change so that Case Worker Services became similar. She stated that the job duties listed are not exhaustive but are general in nature, so as to include Social Worker duties that span different agencies. She noted that the verbiage change was presented to the Personnel Commission in 2002, who determined that the duties and responsibilities assigned to Social Worker who provides case management services and child protective services warrant pay at separate levels. She further explained that the then-Personnel Commission approved the Social Worker II and Social Worker III class specifications for the current series. She pointed out that the appeals for the approved class specifications have expired. She reiterated the duties of a Social Worker II currently and stated that the purpose of the position has not changed since 1993. She noted that Ms. Reinsch is the sole incumbent regarding the NDP 19, but the decision to grant the appeal will directly affect a minimum of 30 Social Worker II position in Elderly Protective Services for approximately \$150,000. She further noted that it could produce changes for an additional 60 Social Worker II positions in Aging and Disability as a whole, as these workers could provide an argument that they also provide

protective services to seniors, for a total of unfunded liability of \$150,000. She requested that the Commission deny the appeal. She asked for any questions.

Commissioner Sanchez: Asked what the differences were in the minimum qualifications of Social Worker II and Social Worker III.

Heather Dapice: Answered that the level III classifications included one year experience in the child protective field. She explained that the entry level requirements were also different in that level III are geared towards children and the adoption process as well as services rendered for them whereas level II is related to general social worker services including investigative techniques, conducting interviews to elicit sensitive information, making physical and behavioral assessments, making home visits, interacting diplomatically, making rapid decisions in confrontations, responding to sensitive and/or emergency situations, dealing appropriately with apathy and hostility and resistance.

Chairperson Fox: Asked if there were any more questions from the commissioners.

Commissioner Mauger: Stated that both speakers spoke very quickly and he could not understand it all. He asked the appellate how long she has been employed. **Ms. Reinsch:** Answered that she has been with the agency for 10 years and was then a community-based worker for four years. **Commissioner Mauger:** Asked her if she'd filed an appeal before. **Ms. Reinsch:** Answered no. **Commissioner Mauger:** Asked if there was any one thing that made her bring the appeal. **Ms. Reinsch:** Answered no. She stated that the workers in the agency have discussed this for around six years when the changes actually started. She said that the agency wanted to do the appeal as a group but she could not get responses when gathering exhibits and information so she decided to appeal on her own. She stated that she felt the class should have been changed years ago. She pointed out that the minimum requirements Ms. Dapice pointed out were for all levels, including level III.

Commissioner Mauger: Asked Peter Long if the reclassification affects more than just Ms. Reinsch and how many workers it would affect. **Ms. Dapice:** Answered 39 in Elderly Protective Services, then 92 in a different department, then 42 in the final department. **Catherine Reinsch:** Pointed out that only investigations are done for abuse and neglect and only done by Child Protective Services and Elderly Protective Services and referenced the occupational study group done in 2003. **Commissioner Mauger:** Stated that this is ongoing. He asked if it were increasing over and above.

Commissioner Fox: Asked respondents to state their name for the record.

Catherine Reinsch: Stated in 2002 the Nevada State Elderly Protective Services had just started and most of the other protective services work was being through welfare and the county. She stated that the job did not change drastically until 2010 but that there were changes prior to then. She stated that the more critical investigations on financial abuse were a result of county transition. She stated that the division requested participation in an occupational study group but were told that those studies were no longer being conducted. **Commissioner Mauger:** Asked if she were doing the same job then as she is now and what increased the number of home visits. **Ms. Reinsch:** Answered that home visits are being done by any social worker within the state. She stated that welfare does home visits as well as community based care, but pointed out that they do not go into the dangerous and critical volatile environments as the Elderly Protective Services workers do. She explained that in her home visit duties she is possibly impeding on personal rights, and deal with family abuse and financial abuse, and she feels those skills are considerably different. She stated that the Elderly Protective Services department get more training than any of the social services counterparts. She pointed out that the details and complexities are greater, not the duties, and how the job is done today is considerably different than in 2002.

Commissioner Sanchez: Asked a question of Ms. Reinsch. He stated that the appellant provided a detailed letter to Ms. Easton made on April 14th. He noted that the end of the letter stated that "the Personnel Commission has already predetermined that there will never be any change to this class specification, regardless" and that it further states "in conclusion, I feel that the original classification determination is discriminatory and intentionally signalling out all other department social workers as inferior to the CPS department." He asked for clarification. **Ms. Reinsch:** Answered that in prior appeal decisions, submitted in her exhibits, the Personnel Commission stated there will never be a change and can't be a change. She further stated that the investigator that performs almost mirror duties to the Child Protective Services Social Worker and that in the class specifications one could remove the words "childcare" or "daycare" and replace them with "elderly" and "adult daycare." She noted that the EPS worker does have a voice in the adult being removed from an unsafe home and placed into a group home or assisted living. **Commissioner Sanchez:** Again asked where the issue of discrimination came up. **Ms. Reinsch:** Answered that she feels that the elderly population is being discriminated against the child population because the people doing the same duties in CPS have a level III whereas the workers in EPS have a level II. **Commissioner Sanchez:** Asked who was being discriminatory. **Ms. Reinsch:** Answered whoever wrote the class specifications was discriminating between the two and referenced again the letters stating that the Personnel Commission has made the direct order to disallow changes. **Commissioner Sanchez:** Clarified and asked if Ms. Reinsch believed that the Personnel Commission was discriminating against her. **Ms. Reinsch:** Answered that the discrimination was in not being allowed to change the description of the job and that the way the specifications were written is discriminatory. She noted that she was denied an opportunity to view the specifications of level III, which she also felt was unfair. She referenced her exhibits 10 and 11, which are written as discriminating against any other population and are only inclusive to Child Protective Services, foster care, or adoptions. **Commissioner Sanchez:** Thanked Ms. Reinsch and told Chairperson Fox it was unfortunate that Commissioner Spurlock was absent as his area of expertise is classification compensation, and that Commissioner Spurlock did submit a document to the Commission. **Chairperson Fox:** Affirmed. She stated she will read the commissioner's statement into the record during the discussion portion of the agenda item.

Chairperson Fox: Asked if there were any public comments related to this item.

Kareen Masters: Introduced herself as the Deputy Director of the Department of Health and Human Services. She noted that this is a difficult situation for the Commission as it is difficult to take one position out of hundreds and make a classification decision based on that case. She stated that she has been involved in the occupational studies of social workers and pointed out that the Department of Personnel did make the recommendations of levels between the specialty areas and that at both times there subject matter groups that included social work, supervisors, managers, all who had extensive knowledge about the duties of those positions. She encouraged another occupational study to review all of the positions in concert.

Chairperson Fox: Entertained a motion which was made and seconded. She then read Commissioner Spurlock's statement into the record: "While I am unable to participate in today's meeting as a voting member, I would still like to offer the following regarding Agenda Item V. I believe it is a management right, subject to all appropriate laws and approvals, to design work classifications. It is their right to weigh the various considerations such as internal equity, external equity, and the needs of department management in order for that department to achieve all of their goals and objectives. I believe that the state was more than within its right to design the Social Worker II classification the way it did and I believe that the preponderance of the same classification covers the duties of the position of Ms. Catherine Reinsch more appropriately than any other classification. Submitted, Andy Spurlock."

Chairperson Fox: Asked for any further discussion from the commissioners. There was none.

MOTION: Motion to deny Ms. Catherine Reinsch's reclassification of Social Worker II to Social Worker III.
BY: Commissioner Read
SECOND: Commissioner Sanchez
VOTE: Motion Passed.

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

- A. Clerical & Related Services
 - 1. Subgroup: Mail & Supply Services
 - a. 2.124 Mail Service Series
 - 2. Subgroup: Legal Support Services a. 2.159 Legal Assistant

Kendra Martin: Introduced herself as a Staff Professional Trainee with the Division of Human Resource Management, Classification Section. She presented for approval of Item VI. A. 1. a and Item VI. A. 2. a on the agenda. She stated with regard to Item VI. A. 1.a., working with subject experts in the Mail Service series classification, it was reviewed as part of the biennial class specification maintenance review. She recommended that minor changes be made to the series concept, class concept, and special requirements to update verbiage to reflect new processes and better outline the duties of the positions in the Mail Service Series. She stated that revisions were made to clarify conflicting statements in the Mail Service Clerk I class concepts. She further that stated that due to the types of mail and packages handled and processed by some positions it was requested by DMV and DPS that a special requirement for successful completion of an FBI background check be added. She explained that Human Resource Management worked with agencies involved who supported the changes. She requested approval of the classification. She stated that in regard to Item Vi. A. 2. a, in conjunction with the class specification maintenance review process conducted by Human Resources Management it is recommended that the Legal Assistant class be abolished. She explained that during this review it was determined that there were no classified positions in this class within either state classified service or within the Nevada system of higher education. She explained that agencies which had previously utilized this classification indicated that they did not have plans to use the classification in the future. She requested approval of the abolishment of the class specification immediately.

Chairperson Fox: Thanked Ms. Martin and asked for questions from the commission. There were none.

MOTION: Motion to approve class specification changes for the Clerical Related Services series; specifically, the Mail and Supply Services series; and the abolition of the Legal Assistant class within the Legal Support Services subgroup.
BY: Chairperson Fox
SECOND: Commissioner Sanchez
VOTE: Motion Passed.

- B. Medical, Health & Related Services
 - 1. Subgroup: Environmental & Health Protection
 - a. 10.505 Health Resource Analyst Series
 - 2. Subgroup: Allied Therapies
 - a. 10.614 Therapeutic Recreation Specialist Series
 - b. 10.673 Activities Therapy Technician Series

Heather Dapice: Introduced herself as Personnel Analyst with the Compensation, Classification and Recruitment section, Division of Human Resource Management. She presented for approval

recommendations for changes to the class specification for the Health Resource Analyst, Therapeutic Recreation Specialist, and Activities Therapy Technician Series in the Medical, Health, and Related Services occupational group, a subgroup of the Environmental and Health Protection and allied therapies. She stated with regard to Item VI. B. 1. a, Health Resource Analyst, in consultation with subject matter experts from the Department of Health and Human Services, it was determined that only minor modifications were needed to the series concept to include the analysis of the national healthcare anatomy. She stated at the Resource Analyst III level a statement was added to include the provision that positions at this level may supervise other professional and/or clerical staff as assigned. She explained that these changes would not require modification of qualifications. She stated that in regard to Item VI. B. 2. a, Therapeutic Recreation Specialist, in consultation with subject matter experts in the Department of Health and Human Services, Department of Corrections, and the office of Veteran Affairs, it was determined that minor modifications to the series classifications were needed to account for changes in duties performed. She stated that minor changes were made in minimum qualifications to account for the changes. She stated in regards to Item VI. B. 2. b, Activities Therapy Technician, in consultation with subject matter experts from the Department of Health and Human Services, it was determined that minor changes were needed to the series concept to account for changes in verbiage used in duties performed. She stated these changes did not require modification to the minimum qualifications. She explained that throughout the process both management and staff participated and they support these recommendations.

Chairperson Fox: Asked if the commissioners had any questions. They had none. She asked if there was any public comment related to this item. There was none.

MOTION: Motion to approve classification changes as identified under Item VI. B.
BY: Commissioner Mauger
SECOND: Commissioner Sanchez
VOTE: Motion Passed.

VII. REPORT OF UNCONTESTED CLASSIFICATION CHANGES

Postings #9-15, #10-15, #11-15, #12-15, and #13-15

Chairperson Fox: Stated that the Report of Uncontested Classification Changes is included in the commissioners' packets.

VIII. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS

Chairperson Fox: Stated they are scheduled to meet September 13, 2015. She stated the next meeting after that would be in November 2015 instead of December, at the request of Division of Human Resource Management.

Shelley Blotter: Noted that the September meeting is scheduled on the 25th and not the 13th, and that the next meeting is scheduled for November 13th. **Chairperson Fox:** Stated November 13th may present a problem for her.

IX. PUBLIC COMMENT

Chairperson Fox: Asked for any public comment. There was none.

X. ADJOURNMENT

Chairperson Fox: Adjourned the meeting.

STATE OF NEVADA
PERSONNEL COMMISSION – EMERGENCY REGULATIONS
Carson City at the Gaming Control Board, 1919 College Parkway; and via video conference in
Las Vegas at the Grant Sawyer State Building, Room 2450, 555 East Washington Avenue

MEETING MINUTES (Subject to Commission Approval)
Friday, June 19, 2015

COMMISSIONERS PRESENT

IN CARSON CITY: Ms. Katherine Fox, Chairperson
Mr. David Read, Commissioner

COMMISSIONERS PRESENT

IN LAS VEGAS: Mr. David Sanchez, Commissioner
Mr. Gary Mauger, Commissioner

STAFF PRESENT:

Lee-Ann Easton, Administrator, DHRM
Shane Chesney, Sr. Deputy Attorney General
Tawny Polito, Executive Assistant, DHRM
Peter Long, Deputy Administrator, DHRM
Shelley Blotter, Deputy Administrator, DHRM
Carrie Hughes, Personnel Analyst DHRM

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

Chairperson Katherine Fox: Opened the meeting. She welcomed everyone and took roll. She noted that commissioner

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 under 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. There was none.

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

Action Item

- A. LCB File No. R138-13 Military Leave with Pay
- B. NAC 284.448 Time Not Counted Toward Completion of Probationary Period

Carrie Hughes, personnel analyst with the Division of Human Resource Management (DHRM): stated that DHRM is proposing the amendments listed above as emergency amendments to allow for swift adoption and streamlined procedural requirements. Emergency amendments are effective only for 120 days, and amendments will be brought back to the commission to be made permanent. These amendments are intended to bring the regulations into agreement with the statutory change to NRS 281.145 made by Assembly Bill 388 of the 2015 legislative session, which was signed into law on June 4.

Effective July 1, NRS 281.145 requires the Personnel Commission to prescribe the 12-month period that state agencies will use to determine the eligibility of employees who are reservists or members of the National Guard to take military leave without loss of regular compensation. LCB File No. R138-13 proposes that all state agencies, with the exception of the Office of the Military, continue to use a calendar year for this purpose. The Office of the Military has requested use of the federal fiscal year due to funding sources. Existing language in LCB File No. 138-13 has been removed as obsolete due to the amendment of NRS 281.145. The amendment to NAC 284.448 references the change in the period used for calculating employees' military leave in NRS 281.145.

Shelley Blotter: Read into the record the Statement of Emergency.

Commissioner Sanchez: commented on Ms. Blotter's good work.

MOTION: Move to approve changes to the Nevada Administrative Code Chapter 284, specifically military leave with pay, as well as time not counted toward completion of probationary period.
BY: Commissioner Sanchez
SECOND: Commissioner Read
VOTE: Motion passed unanimously.

IV. PUBLIC COMMENT: Read into record by **Chairperson Fox:**

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Chairperson Fox: Asked for any public comment.

Ms. Lee-Ann Easton: Provided an update on the budget. All state employees will receive a one percent pay increase effective July 1, 2015, and a two percent increase effective July 1, 2016. This is a cost-of-living adjustment (COLA). Merit salary increases, which were suspended in 2009, were restored in 2014 and will continue. Furloughs were eliminated. Longevity was removed permanently. There was a small increase in PERS.

DHRM had four significant items in the budget, all of which were approved. This included a position in Agency HR Services, a governor veterans recruitment position and a climate study position, as well as technology investment request. Phase three of the technology investment improvements will proceed, will include online employee status maintenance transactions, online service jackets and online payroll projection.

Commissioner Fox: Asked if the intent is to ultimately be paperless. **Ms. Easton:** Confirmed that is the goal and said that ultimately supervisors will be able to create performance appraisals and reviews, although requirements dictate agency meetings with the employees, and face-to-face conversations are encouraged.

X. ADJOURNMENT

Chairperson Fox: Adjourned the meeting.

FOR INFORMATION ONLY

Presentation of Hearing Officer Case Handling Statistics and Satisfaction Survey Results

At the time that the Hearings Division was selected as the primary hearing officers for disciplinary and Whistleblower appeals, the Commission requested periodic updates. The Division of Human Resource Management (DHRM) has provided statistics and analysis of:

- Average # of Days from Appeal to Outcome or 9/1/15
- Average Cost Per Appeal
- Type of Outcomes FY12 - FY16

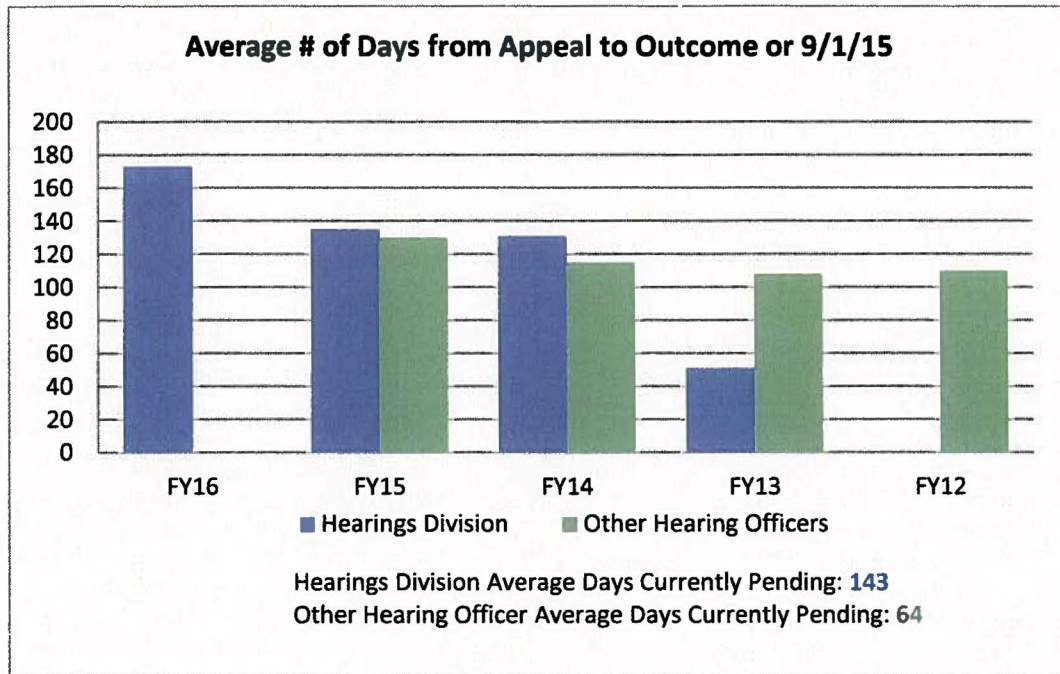
Additionally, the Commission requested periodic customer satisfaction survey results. The attached survey results were collected and prepared by the Hearings Division of the Department of Administration. They include:

- Personnel Survey – summary of all appeal officer's (hearing officer's) survey results
- Individual survey results for Charles Cockerill, the independent contractor selected to conduct hearings when the Hearings Division was unable to hear the case
- Individual survey results for Hearings Division employees:
 - Gary Pulliam
 - Lorna Ward
 - Rajinder Nielsen
 - Whitney Derrah
- Individual survey results for Paul Lychuk, Special Appeals Officer appointed by Governor Sandoval

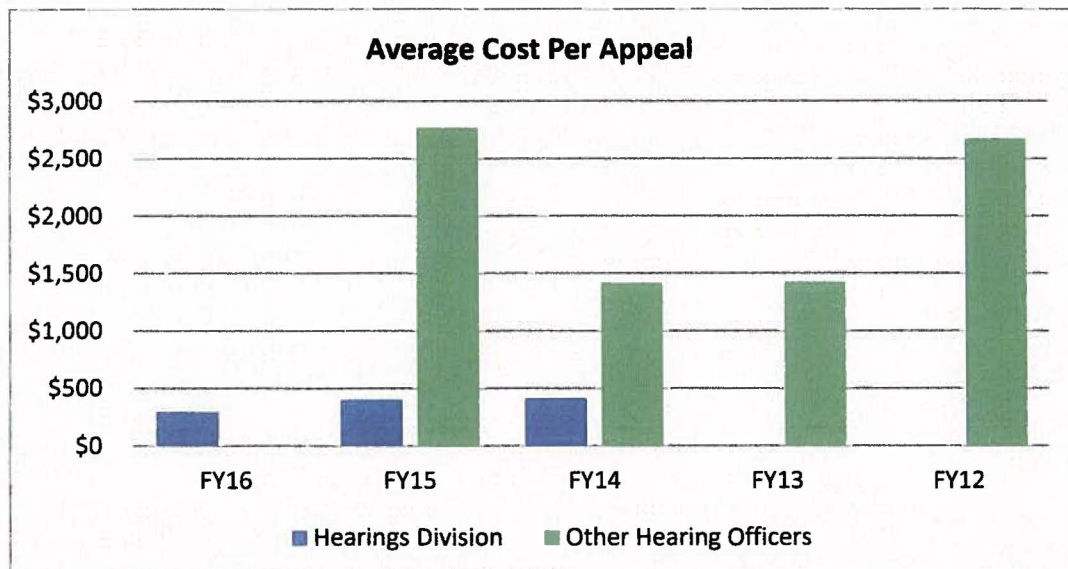
Summary

The current contract with the Hearings Division will expire on June 30, 2016. At the November 2015, Personnel Commission meeting the DHRM will request the Personnel Commission to advise the DHRM whether or not to extend the current contract with the Hearings Division and/or the independent contractor, Charles Cockerill.

The Hearings Division average number of days from appeal to outcome remains below the 6-month processing time, although on average there has been an increase in processing time since appeals were heard by the pool of hearing officers.

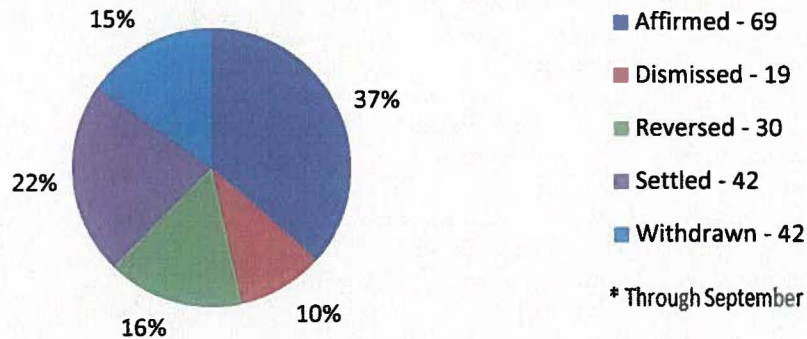


The cost per appeal has significantly dropped since the Hearings Division was contracted to perform the hearings function. Additionally, DHRM staff time to process appeals has been greatly reduced allowing for the reallocation of staff resources. Note: The costs related to a decision that is appealed to District Court, e.g., court filing fees and transcription of the record were not included for the Hearings Division or the other pool of hearing officers. If they had been, the average cost per case would have increased for the pool of hearing officers as the DHRM would have been responsible as the record holder. The Hearings Division is the record holder for their decisions and as such, the Hearings Division is responsible for these costs.



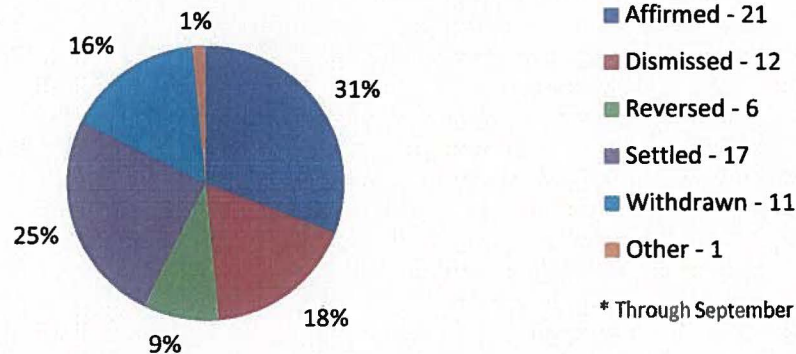
The Hearings Division hearing officers affirmed a smaller percentage of appeals than the pool of hearing officers but the Hearings Division hearing officers also reversed fewer disciplinary actions than the pool of hearing officers. The overall smaller number of cases actually handled by the Hearings Division may be contributing to the differences in the outcome percentages.

Type of Outcome - Other Hearing Officers FY12 - FY16*



* Through September 1, 2015

Type of Outcome - Hearings Division FY12 - FY16*

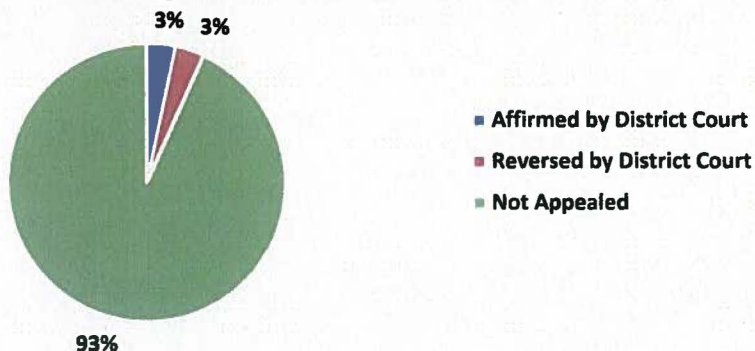


* Through September 1, 2015

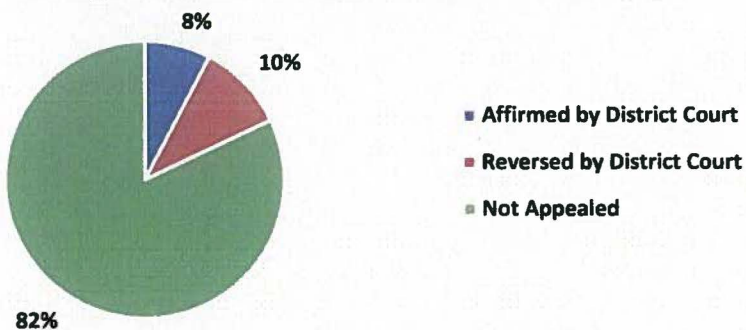
- Affirmed:** The agency disciplinary action was upheld.
- Dismissed:** The hearing officer determined that the appeal was filed in the wrong jurisdiction, was filed untimely, the employee left state service, or the employee did not have the right to appeal.
- Reversed:** The agency disciplinary action was reversed.
- Settled:** The appellant and the agency agreed upon a resolution prior to the appeal being heard by a hearing officer.
- Withdrawn:** After filing an appeal, the appellant decided to no longer seek a hearing officer decision. Appeals are typically withdrawn prior to a hearing.
- Other:** The appellant did not have the right to appeal.

The Hearings Division has a slightly higher rate of decisions that have been appealed to district court compared to the pool of hearing officers, but the percent affirmed by the District Court is only slightly decreased. This difference may, in part, be explained by the relatively higher number of appealable decisions rendered by the pool of hearing officers compared to the number of decisions rendered by the Hearings Division which could be appealed.

Other Hearing Officer Decisions FY12 - FY15



Hearings Division Decisions FY12 - FY15



Personnel Survey - Total of All Appeals Officers

1. JUDICIAL MANAGEMENT SKILLS

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Conducts proceedings punctually and timely.	5	3	5	1	0	2	16
Maintains order and appropriate control over the proceeding.	6	2	6	1	1	0	16
Demonstrates the ability to move the proceeding in an appropriately expeditious manner.	6	1	6	1	2	0	16
Allows adequate time for presentation of the case in light of existing time constraints.	6	1	7	0	2	0	16
Allows the parties to present their cases without unnecessary interference or disruption.	6	2	5	2	1	0	16
Renders rulings, decisions and orders without unnecessary delay.	4	3	6	0	1	2	16
Re-schedules continuances punctually and timely.	3	3	4	0	0	6	16
Total # of comments regarding Appeals Officer's Judicial Management Skills							5
<i>answered question</i>							16

2. TEMPERAMENT AND DEMEANOR

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates a general sense of fairness.	6	2	3	2	3	0	16
Demonstrates open-mindedness.	6	1	5	1	3	0	16
Demonstrates courtesy to all participants.	6	1	7	1	1	0	16
Demonstrates absence of arrogance.	6	2	5	2	1	0	16
Demonstrates attentiveness.	6	2	6	0	2	0	16
Demonstrates ability to really listen.	6	1	5	1	3	0	16
Demonstrates professionalism and expertise.	5	2	4	2	0	3	16
Total # of comments regarding Appeals Officer's Temperament and Demeanor.							2
<i>answered question</i>							16

3. LEGAL KNOWLEDGE

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Knowledge of relevant substantive law.	5	1	3	4	2	1	16
Knowledge of rules and procedure.	6	2	4	2	2	0	16
Knowledge of rules of evidence.	5	2	3	0	2	4	16
Current on developments in law, procedure, and evidence.	4	2	4	2	1	3	16
Total # of comments regarding Appeals Officer's Legal Knowledge.							4
<i>answered question</i>							16

Personnel Survey - Total of All Appeals Officers

4. PERFORMANCE

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates the ability to identify and analyze relevant issues.	5	1	5	1	3	1	16
Demonstrates sound judgment in the application of relevant laws and rules.	5	1	3	2	4	1	16
Demonstrates a resourcefulness and common sense in resolving problems arising during the proceeding.	6	2	5	0	3	0	16
Demonstrates familiarity with the case record and documents and fairly weighs all evidence and arguments before rendering a decision.	5	2	2	3	3	1	16
Demonstrates decisiveness.	5	2	3	2	3	1	16
Conducts the proceeding without ex-parte communications or off the record proceedings.	6	2	3	0	1	4	16
Total # of comments regarding Appeals Officer's Performance.							6
<i>answered question</i>							16

5. BIAS AND OBJECTIVITY

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates an absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor.	7	1	4	1	3	0	16
Demonstrates an even-handed treatment of appellant and his or her representative.	6	2	3	3	2	0	16
Demonstrates an even-handed treatment of management and management's representative(s).	6	2	3	2	3	0	16
Demonstrates showing consideration of both sides of an argument before rendering a decision.	6	1	3	2	3	1	16
Demonstrates basing decisions on the law and the facts without regard to the identity of the parties or counsel.	6	1	2	1	5	1	16
Demonstrates the ability to make difficult or unpopular decisions.	6	1	2	1	4	2	16
Demonstrates the avoidance of impropriety and the appearance of impropriety.	7	1	3	2	2	1	16
Treats all people with dignity and respect.	7	1	6	1	1	0	16
Total # of comments regarding Appeals Officer's Bias And Objectivity.							5
<i>answered question</i>							16

Personnel Survey - Total of All Appeals Officers

6. RETENTION: Taking everything into account, would you recommend retaining this Appeal Officer?

Answer Options	%	Total
Yes, retain this Appeals Officer.	66.7%	10
No, do not retain this Appeals Officer.	33.3%	5
Total # of comments.		6
<i>answered question</i>		16

7. BACKGROUND INFORMATION: Please indicate approximately how many times you have appeared before or observed this appeals officer in the last year.

Answer Options	%	Total
Less than 3 appearances	100.0%	16
4-6 appearances	0.0%	0
7-10 appearances	0.0%	0
10+ appearances	0.0%	0
<i>answered question</i>		16

8. Do you normally represent?

Answer Options	%	Total
Employees	37.5%	6
Employers	62.5%	10
<i>answered question</i>		16

Personnel Survey of HR Contracted Hearing Officer, Charles Cockerill

1. JUDICIAL MANAGEMENT SKILLS

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Conducts proceedings punctually and timely.	0	1	0	0	0	0	1
Maintains order and appropriate control over the proceeding.	0	0	1	0	0	0	1
Demonstrates the ability to move the proceeding in an appropriately expeditious manner.	0	0	1	0	0	0	1
Allows adequate time for presentation of the case in light of existing time constraints.	0	0	1	0	0	0	1
Allows the parties to present their cases without unnecessary interference or disruption.	0	0	0	1	0	0	1
Demonstrates the ability to promote issue resolution and settlement.	0	0	1	0	0	0	1
Renders rulings, decisions and orders without unnecessary delay.	0	1	0	0	0	0	1
Re-schedules continuances punctually and timely.	0	1	0	0	0	0	1
Comments regarding Appeals Officer's Judicial Management Skills							0
<i>answered question</i>							1
<i>skipped question</i>							0

2. TEMPERAMENT AND DEMEANOR

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates a general sense of fairness.	0	0	0	1	0	0	1
Demonstrates open-mindedness.	0	0	1	0	0	0	1
Demonstrates courtesy to all participants.	0	0	1	0	0	0	1
Demonstrates absence of arrogance.	0	0	1	0	0	0	1
Demonstrates attentiveness.	0	0	1	0	0	0	1
Demonstrates ability to really listen.	0	0	1	0	0	0	1
Demonstrates professionalism and expertise.	0	0	1	0	0	0	1
Comments regarding Appeals Officer's Temperament and Demeanor.							0
<i>answered question</i>							1
<i>skipped question</i>							0

3. LEGAL KNOWLEDGE

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Knowledge of relevant substantive law.	0	0	1	0	0	0	1
Knowledge of rules and procedure.	0	1	0	0	0	0	1
Knowledge of rules of evidence.	0	0	0	0	0	1	1
Current on developments in law, procedure, and evidence.	0	0	1	0	0	0	1

Personnel Survey of HR Contracted Hearing Officer, Charles Cockerill

Comments regarding Appeals Officer's Legal Knowledge.

0

answered question

1

skipped question

0

4. PERFORMANCE

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates the ability to identify and analyze relevant issues.	0	0	1	0	0	0	1
Demonstrates sound judgment in the application of relevant laws and rules.	0	0	0	1	0	0	1
Demonstrates a resourcefulness and common sense in resolving problems arising during the proceeding.	0	0	1	0	0	0	1
Demonstrates familiarity with the case record and documents and fairly weighs all evidence and arguments before rendering a decision.	0	0	1	0	0	0	1
Demonstrates decisiveness.	0	0	1	0	0	0	1
Conducts the proceeding without ex-parte communications or off the record proceedings.	0	0	0	0	0	1	1
Comments regarding Appeals Officer's Performance.							0
<i>answered question</i>							1
<i>skipped question</i>							0

5. BIAS AND OBJECTIVITY

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates an absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor.	0	0	0	1	0	0	1
Demonstrates an even-handed treatment of litigants.	0	0	0	1	0	0	1
Demonstrates an even-handed treatment of attorneys.	0	0	0	1	0	0	1
Demonstrates showing consideration of both sides of an argument before rendering a decision.	0	0	0	0	1	0	1
Demonstrates basing decisions on the law and the facts without regard to the identity of the parties or counsel.	0	0	0	0	1	0	1
Demonstrates the ability to make difficult or unpopular decisions.	0	0	0	0	1	0	1
Demonstrates the avoidance of impropriety and the appearance of impropriety.	0	0	1	0	0	0	1
Treats all people with dignity and respect.	0	0	1	0	0	0	1
Comments regarding Appeals Officer's Bias And Objectivity.							1
<i>answered question</i>							1
<i>skipped question</i>							0

Personnel Survey of HR Contracted Hearing Officer, Charles Cockerill

6. RETENTION: Taking everything into account, would you recommend retaining this HR Contracted Hearing Officer?

Answer Options	%	Total
Yes, retain Appeals Officer Cockerill.	0.0%	0
No, do not retain Appeals Officer Cockerill.	100.0%	1
Please use the space provided for any additional comments you may have. Your comments will be provided		0
<i>answered question</i>		1
<i>skipped question</i>		0

7. BACKGROUND INFORMATION: Please indicate approximately how many times you have appeared before or observed this appeals officer in the last year.

Answer Options	%	Total
Less than 5 appearances	100.0%	1
5-10 appearances	0.0%	0
11-25 appearances	0.0%	0
25+ appearances	0.0%	0
<i>answered question</i>		1
<i>skipped question</i>		0

8. Do you normally represent?

Answer Options	%	Total
Claimants	0.0%	0
Employers	100.0%	1
Insurers	0.0%	0
Third-Party Administrators	0.0%	0
Other	0.0%	0
<i>answered question</i>		1
<i>skipped question</i>		0

Personnel Survey of Appeals Officer Gary Pulliam

1. JUDICIAL MANAGEMENT SKILLS

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Conducts proceedings punctually and timely.	2	0	2	0	0	0	4
Maintains order and appropriate control over the proceeding.	2	0	2	0	0	0	4
Demonstrates the ability to move the proceeding in an appropriately expeditious manner.	2	0	1	1	0	0	4
Allows adequate time for presentation of the case in light of existing time constraints.	2	0	2	0	0	0	4
Allows the parties to present their cases without unnecessary interference or disruption.	2	0	2	0	0	0	4
Renders rulings, decisions and orders without unnecessary delay.	1	0	2	0	0	1	4
Re-schedules continuances punctually and timely.	0	0	0	0	0	4	4
Comments regarding Appeals Officer's Judicial Management Skills							1
<i>answered question</i>							4
<i>skipped question</i>							0

2. TEMPERAMENT AND DEMEANOR

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates a general sense of fairness.	2	0	1	1	0	0	4
Demonstrates open-mindedness.	2	0	1	1	0	0	4
Demonstrates courtesy to all participants.	2	0	2	0	0	0	4
Demonstrates absence of arrogance.	2	0	1	1	0	0	4
Demonstrates attentiveness.	2	0	2	0	0	0	4
Demonstrates ability to really listen.	2	0	1	1	0	0	4
Demonstrates professionalism and expertise.	2	0	1	1	0	0	4
Comments regarding Appeals Officer's Temperament and Demeanor.							0
<i>answered question</i>							4
<i>skipped question</i>							0

3. LEGAL KNOWLEDGE

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Knowledge of relevant substantive law.	2	0	1	1	0	0	4
Knowledge of rules and procedure.	2	0	2	0	0	0	4
Knowledge of rules of evidence.	2	0	1	0	0	1	4
Current on developments in law, procedure, and evidence.	1	0	2	0	0	1	4
Comments regarding Appeals Officer's Legal Knowledge.							0

Personnel Survey of Appeals Officer Gary Pulliam

answered question 4
skipped question 0

4. PERFORMANCE

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates the ability to identify and analyze relevant issues.	2	0	1	0	1	0	4
Demonstrates sound judgment in the application of relevant laws and rules.	2	0	1	0	1	0	4
Demonstrates a resourcefulness and common sense in resolving problems arising during the proceeding.	2	0	1	0	1	0	4
Demonstrates familiarity with the case record and documents and fairly weighs all evidence and arguments before rendering a decision.	2	0	0	2	0	0	4
Demonstrates decisiveness.	2	0	1	0	1	0	4
Conducts the proceeding without ex-parte communications or off the record proceedings.	2	0	1	0	0	1	4
Comments regarding Appeals Officer's Performance.							2
answered question							4
skipped question							0

5. BIAS AND OBJECTIVITY

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates an absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor.	2	0	2	0	0	0	4
Demonstrates an even-handed treatment of appellant and his or her representative.	2	0	1	1	0	0	4
Demonstrates an even-handed treatment of management and management's representative(s).	2	0	1	0	1	0	4
Demonstrates showing consideration of both sides of an argument before rendering a decision.	2	0	1	1	0	0	4
Demonstrates basing decisions on the law and the facts without regard to the identity of the parties or counsel.	2	0	1	0	1	0	4
Demonstrates the ability to make difficult or unpopular decisions.	2	0	0	1	1	0	4
Demonstrates the avoidance of impropriety and the appearance of impropriety.	2	0	0	2	0	0	4
Treats all people with dignity and respect.	2	0	2	0	0	0	4
Comments regarding Appeals Officer's Bias And Objectivity.							2
answered question							4
skipped question							0

Personnel Survey of Appeals Officer Gary Pulliam

6. RETENTION: Taking everything into account, would you recommend retaining this Appeal Officer?

Answer Options	%	Total
Yes, retain Appeals Officer Pulliam.	50.0%	2
No, do not retain Appeals Officer Pulliam.	50.0%	2
Please use the space provided for any additional comments you may have. Your comments will be		1
<i>answered question</i>		4
<i>skipped question</i>		0

7. BACKGROUND INFORMATION: Please indicate approximately how many times you have appeared before or observed this appeals officer in the last year.

Answer Options	%	Total
Less than 3 appearances	100.0%	4
4-6 appearances	0.0%	0
7-10 appearances	0.0%	0
10+ appearances	0.0%	0
<i>answered question</i>		4
<i>skipped question</i>		0

8. Do you normally represent?

Answer Options	%	Total
Employees	25.0%	1
Employers	75.0%	3
<i>answered question</i>		4
<i>skipped question</i>		0

Personnel Survey of Appeals Officer Lorna Ward

1. JUDICIAL MANAGEMENT SKILLS

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Conducts proceedings punctually and timely.	1	2	1	0	0	0	4
Maintains order and appropriate control over the proceeding.	1	2	1	0	0	0	4
Demonstrates the ability to move the proceeding in an appropriately expeditious manner.	1	1	2	0	0	0	4
Allows adequate time for presentation of the case in light of existing time constraints.	1	1	2	0	0	0	4
Allows the parties to present their cases without unnecessary interference or disruption.	1	2	1	0	0	0	4
Renders rulings, decisions and orders without unnecessary delay.	1	2	1	0	0	0	4
Re-schedules continuances punctually and timely.	1	2	1	0	0	0	4
Comments regarding Appeals Officer's Judicial Management Skills							1
answered question							4
skipped question							0

2. TEMPERAMENT AND DEMEANOR

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates a general sense of fairness.	1	2	0	0	1	0	4
Demonstrates open-mindedness.	1	1	1	0	1	0	4
Demonstrates courtesy to all participants.	1	1	2	0	0	0	4
Demonstrates absence of arrogance.	1	2	1	0	0	0	4
Demonstrates attentiveness.	1	2	1	0	0	0	4
Demonstrates ability to really listen.	1	1	1	0	1	0	4
Demonstrates professionalism and expertise.	1	2	0	0	0	1	4
Comments regarding Appeals Officer's Temperament and Demeanor.							1
answered question							4
skipped question							0

3. LEGAL KNOWLEDGE

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Knowledge of relevant substantive law.	1	1	1	0	1	0	4
Knowledge of rules and procedure.	1	1	2	0	0	0	4
Knowledge of rules of evidence.	1	2	1	0	0	0	4
Current on developments in law, procedure, and evidence.	1	2	1	0	0	0	4
Comments regarding Appeals Officer's Legal Knowledge.							2

Personnel Survey of Appeals Officer Lorna Ward

answered question 4
skipped question 0

4. PERFORMANCE

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates the ability to identify and analyze relevant issues.	1	1	1	0	1	0	4
Demonstrates sound judgment in the application of relevant laws and rules.	1	1	1	0	1	0	4
Demonstrates a resourcefulness and common sense in resolving problems arising during the proceeding.	1	2	1	0	0	0	4
Demonstrates familiarity with the case record and documents and fairly weighs all evidence and arguments before rendering a decision.	1	2	0	0	1	0	4
Demonstrates decisiveness.	1	2	0	1	0	0	4
Conducts the proceeding without ex-parte communications or off the record proceedings.	1	2	1	0	0	0	4
Comments regarding Appeals Officer's Performance.							1
answered question							4
skipped question							0

5. BIAS AND OBJECTIVITY

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates an absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor.	2	1	0	0	1	0	4
Demonstrates an even-handed treatment of appellant and his or her representative.	1	2	0	1	0	0	4
Demonstrates an even-handed treatment of management and management's representative(s).	1	2	0	0	1	0	4
Demonstrates showing consideration of both sides of an argument before rendering a decision.	2	1	0	0	1	0	4
Demonstrates basing decisions on the law and the facts without regard to the identity of the parties or counsel.	2	1	0	0	1	0	4
Demonstrates the ability to make difficult or unpopular decisions.	2	1	0	0	1	0	4
Demonstrates the avoidance of impropriety and the appearance of impropriety.	2	1	0	0	0	1	4
Treats all people with dignity and respect.	2	1	0	1	0	0	4
Comments regarding Appeals Officer's Bias And Objectivity.							1
answered question							4
skipped question							0

Personnel Survey of Appeals Officer Lorna Ward

6. RETENTION: Taking everything into account, would you recommend retaining this Appeal Officer?

Answer Options	%	Total
Yes, retain Appeals Officer Ward.	75.0%	3
No, do not retain Appeals Officer Ward.	25.0%	1
Please use the space provided for any additional comments you may have. Your comments will be provided		2
<i>answered question</i>		4
<i>skipped question</i>		0

7. BACKGROUND INFORMATION: Please indicate approximately how many times you have appeared before or observed this appeals officer in the last year.

Answer Options	%	Total
Less than 3 appearances	100.0%	4
4-6 appearances	0.0%	0
7-10 appearances	0.0%	0
10+ appearances	0.0%	0
<i>answered question</i>		4
<i>skipped question</i>		0

8. Do you normally represent?

Answer Options	%	Total
Employees	50.0%	2
Employers	50.0%	2
<i>answered question</i>		4
<i>skipped question</i>		0

Personnel Survey of Appeals Officer Paul Lychuk

1. JUDICIAL MANAGEMENT SKILLS

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Conducts proceedings punctually and timely.	0	0	0	0	0	1	1
Maintains order and appropriate control over the proceeding.	0	0	0	0	1	0	1
Demonstrates the ability to move the proceeding in an appropriately expeditious manner.	0	0	0	0	1	0	1
Allows adequate time for presentation of the case in light of existing time constraints.	0	0	0	0	1	0	1
Allows the parties to present their cases without unnecessary interference or disruption.	0	0	0	1	0	0	1
Renders rulings, decisions and orders without unnecessary delay.	0	0	0	0	1	0	1
Re-schedules continuances punctually and timely.	0	0	1	0	0	0	1
Comments regarding Appeals Officer's Judicial Management Skills							1
<i>answered question</i>							1
<i>skipped question</i>							0

2. TEMPERAMENT AND DEMEANOR

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates a general sense of fairness.	0	0	0	0	1	0	1
Demonstrates open-mindedness.	0	0	0	0	1	0	1
Demonstrates courtesy to all participants.	0	0	0	0	1	0	1
Demonstrates absence of arrogance.	0	0	0	0	1	0	1
Demonstrates attentiveness.	0	0	0	0	1	0	1
Demonstrates ability to really listen.	0	0	0	0	1	0	1
Demonstrates professionalism and expertise.	0	0	0	0	0	1	1
Comments regarding Appeals Officer's Temperament and Demeanor.							1
<i>answered question</i>							1
<i>skipped question</i>							0

3. LEGAL KNOWLEDGE

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Knowledge of relevant substantive law.	0	0	0	0	1	0	1
Knowledge of rules and procedure.	0	0	0	0	1	0	1
Knowledge of rules of evidence.	0	0	0	0	1	0	1
Current on developments in law, procedure, and evidence.	0	0	0	0	1	0	1
Comments regarding Appeals Officer's Legal Knowledge.							1

<i>answered question</i>	1
<i>skipped question</i>	0

4. PERFORMANCE

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates the ability to identify and analyze relevant issues.	0	0	0	0	1	0	1
Demonstrates sound judgment in the application of relevant laws and rules.	0	0	0	0	1	0	1
Demonstrates a resourcefulness and common sense in resolving problems arising during the proceeding.	0	0	0	0	1	0	1
Demonstrates familiarity with the case record and documents and fairly weighs all evidence and arguments before rendering a decision.	0	0	0	0	1	0	1
Demonstrates decisiveness.	0	0	0	0	1	0	1
Conducts the proceeding without ex-parte communications or off the record proceedings.	0	0	0	0	1	0	1
Comments regarding Appeals Officer's Performance.							1
					answered question		1
					skipped question		0

5. BIAS AND OBJECTIVITY

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates an absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor.	0	0	0	0	1	0	1
Demonstrates an even-handed treatment of appellant and his or her representative.	0	0	0	0	1	0	1
Demonstrates an even-handed treatment of management and management's representative(s).	0	0	0	0	1	0	1
Demonstrates showing consideration of both sides of an argument before rendering a decision.	0	0	0	0	1	0	1
Demonstrates basing decisions on the law and the facts without regard to the identity of the parties or counsel.	0	0	0	0	1	0	1
Demonstrates the ability to make difficult or unpopular decisions.	0	0	0	0	1	0	1
Demonstrates the avoidance of impropriety and the appearance of impropriety.	0	0	0	0	1	0	1
Treats all people with dignity and respect.	0	0	0	0	1	0	1
Comments regarding Appeals Officer's Bias And Objectivity.							1
answered question							1
skipped question							0

6. RETENTION: Taking everything into account, would you recommend retaining this Appeal Officer?

Answer Options	%	Total
Yes, retain Appeals Officer Lychuk.	0.0%	0
No, do not retain Appeals Officer Lychuk.	100.0%	1
Please use the space provided for any additional comments you may have. Your comments will be		1
<i>answered question</i>		1
<i>skipped question</i>		0

7. BACKGROUND INFORMATION: Please indicate approximately how many times you have appeared before or observed this appeals officer in the last year.

Answer Options	%	Total
Less than 3 appearances	100.0%	1
4-6 appearances	0.0%	0
7-10 appearances	0.0%	0
10+ appearances	0.0%	0
<i>answered question</i>		1
<i>skipped question</i>		0

8. Do you normally represent?

Answer Options	%	Total
Employees	100.0%	1
Employers	0.0%	0
<i>answered question</i>		1
<i>skipped question</i>		0

Personnel Survey of Appeals Officer Rajinder Nielsen

1. JUDICIAL MANAGEMENT SKILLS

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Conducts proceedings punctually and timely.	2	0	1	1	0	1	5
Maintains order and appropriate control over the proceeding.	3	0	1	1	0	0	5
Demonstrates the ability to move the proceeding in an appropriately expeditious manner.	3	0	1	0	1	0	5
Allows adequate time for presentation of the case in light of existing time constraints.	3	0	1	0	1	0	5
Allows the parties to present their cases without unnecessary interference or disruption.	3	0	1	0	1	0	5
Renders rulings, decisions and orders without unnecessary delay.	2	0	2	0	0	1	5
Re-schedules continuances punctually and timely.	2	0	1	0	0	2	5
Comments regarding Appeals Officer's Judicial Management Skills							2
answered question							5
skipped question							0

2. TEMPERAMENT AND DEMEANOR

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates a general sense of fairness.	3	0	1	0	1	0	5
Demonstrates open-mindedness.	3	0	1	0	1	0	5
Demonstrates courtesy to all participants.	3	0	1	1	0	0	5
Demonstrates absence of arrogance.	3	0	1	1	0	0	5
Demonstrates attentiveness.	3	0	1	0	1	0	5
Demonstrates ability to really listen.	3	0	1	0	1	0	5
Demonstrates professionalism and expertise.	2	0	1	1	0	1	5
Comments regarding Appeals Officer's Temperament and Demeanor.							0
answered question							5
skipped question							0

3. LEGAL KNOWLEDGE

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Knowledge of relevant substantive law.	2	0	0	2	0	1	5
Knowledge of rules and procedure.	3	0	0	1	1	0	5
Knowledge of rules of evidence.	2	0	0	0	1	2	5
Current on developments in law, procedure, and evidence.	2	0	0	1	0	2	5
Comments regarding Appeals Officer's Legal Knowledge.							1

Personnel Survey of Appeals Officer Rajinder Nielsen

answered question 5
skipped question 0

4. PERFORMANCE

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates the ability to identify and analyze relevant issues.	2	0	1	1	0	1	5
Demonstrates sound judgment in the application of relevant laws and rules.	2	0	0	1	1	1	5
Demonstrates a resourcefulness and common sense in resolving problems arising during the proceeding.	3	0	1	0	1	0	5
Demonstrates familiarity with the case record and documents and fairly weighs all evidence and arguments before rendering a decision.	2	0	0	1	1	1	5
Demonstrates decisiveness.	2	0	1	0	1	1	5
Conducts the proceeding without ex-parte communications or off the record proceedings.	3	0	1	0	0	1	5
Comments regarding Appeals Officer's Performance.							2
answered question							5
skipped question							0

5. BIAS AND OBJECTIVITY

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates an absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor.	3	0	1	0	1	0	5
Demonstrates an even-handed treatment of appellant and his or her representative.	3	0	1	0	1	0	5
Demonstrates an even-handed treatment of management and management's representative(s).	3	0	1	1	0	0	5
Demonstrates showing consideration of both sides of an argument before rendering a decision.	2	0	1	1	0	1	5
Demonstrates basing decisions on the law and the facts without regard to the identity of the parties or counsel.	2	0	0	1	1	1	5
Demonstrates the ability to make difficult or unpopular decisions.	2	0	1	0	0	2	5
Demonstrates the avoidance of impropriety and the appearance of impropriety.	3	0	1	0	1	0	5
Treats all people with dignity and respect.	3	0	2	0	0	0	5
Comments regarding Appeals Officer's Bias And Objectivity.							0
answered question							5
skipped question							0

Personnel Survey of Appeals Officer Rajinder Nielsen

6. RETENTION: Taking everything into account, would you recommend retaining this Appeal Officer?

Answer Options	%	Total
Yes, retain Appeals Officer Nielsen.	80.0%	4
No, do not retain Appeals Officer Nielsen.	20.0%	1
Please use the space provided for any additional comments you may have. Your comments will be		2
<i>answered question</i>		5
<i>skipped question</i>		0

7. BACKGROUND INFORMATION: Please indicate approximately how many times you have appeared before or observed this appeals officer in the last year.

Answer Options	%	Total
Less than 3 appearances	100.0%	5
4-6 appearances	0.0%	0
7-10 appearances	0.0%	0
10+ appearances	0.0%	0
<i>answered question</i>		5
<i>skipped question</i>		0

8. Do you normally represent?

Answer Options	%	Total
Employees	40.0%	2
Employers	60.0%	3
<i>answered question</i>		5
<i>skipped question</i>		0

Personnel Survey of Appeals Officer Whitney Derrah

1. JUDICIAL MANAGEMENT SKILLS

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Conducts proceedings punctually and timely.	0	0	1	0	0	0	1
Maintains order and appropriate control over the proceeding.	0	0	1	0	0	0	1
Demonstrates the ability to move the proceeding in an appropriately expeditious manner.	0	0	1	0	0	0	1
Allows adequate time for presentation of the case in light of existing time constraints.	0	0	1	0	0	0	1
Allows the parties to present their cases without unnecessary interference or disruption.	0	0	1	0	0	0	1
Renders rulings decisions and orders without unnecessary delay.	0	0	1	0	0	0	1
Re-schedules continuances punctually and timely.	0	0	1	0	0	0	1
Comments regarding Appeals Officer's Judicial Management Skills							0
answered question							1
skipped question							0

2. TEMPERAMENT AND DEMEANOR

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates a general sense of fairness.	0	0	1	0	0	0	1
Demonstrates open-mindedness.	0	0	1	0	0	0	1
Demonstrates courtesy to all participants.	0	0	1	0	0	0	1
Demonstrates absence of arrogance.	0	0	1	0	0	0	1
Demonstrates attentiveness.	0	0	1	0	0	0	1
Demonstrates ability to really listen.	0	0	1	0	0	0	1
Demonstrates professionalism and expertise.	0	0	1	0	0	0	1
Comments regarding Appeals Officer's Temperament and Demeanor.							0
answered question							1
skipped question							0

3. LEGAL KNOWLEDGE

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Knowledge of relevant substantive law.	0	0	0	1	0	0	1
Knowledge of rules and procedure.	0	0	0	1	0	0	1
Knowledge of rules of evidence.	0	0	1	0	0	0	1
Current on developments in law, procedure, and evidence.	0	0	0	1	0	0	1
Comments regarding Appeals Officer's Legal Knowledge.							0

Personnel Survey of Appeals Officer Whitney Derrah

answered question 1
skipped question 0

4. PERFORMANCE

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates the ability to identify and analyze relevant issues.	0	0	1	0	0	0	1
Demonstrates sound judgment in the application of relevant laws and rules.	0	0	1	0	0	0	1
Demonstrates a resourcefulness and common sense in resolving problems arising during the proceeding.	0	0	1	0	0	0	1
Demonstrates familiarity with the case record and documents and fairly weighs all evidence and arguments before rendering a decision.	0	0	1	0	0	0	1
Demonstrates decisiveness.	0	0	0	1	0	0	1
Conducts the proceeding without ex-parte communications or off the record proceedings.	0	0	0	0	0	1	1
Comments regarding Appeals Officer's Performance.							0
answered question							1
skipped question							0

5. BIAS AND OBJECTIVITY

Answer Options	Excellent	Very Good	Satisfactory	Fair	Unsatisfactory	N/A No Opinion	Response Count
Demonstrates an absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor.	0	0	1	0	0	0	1
Demonstrates an even-handed treatment of appellant and his or her representative.	0	0	1	0	0	0	1
Demonstrates an even-handed treatment of management and management's representative(s).	0	0	1	0	0	0	1
Demonstrates showing consideration of both sides of an argument before rendering a decision.	0	0	1	0	0	0	1
Demonstrates basing decisions on the law and the facts without regard to the identity of the parties or counsel.	0	0	1	0	0	0	1
Demonstrates the ability to make difficult or unpopular decisions.	0	0	1	0	0	0	1
Demonstrates the avoidance of impropriety and the appearance of impropriety.	0	0	1	0	0	0	1
Treats all people with dignity and respect.	0	0	1	0	0	0	1
Comments regarding Appeals Officer's Bias And Objectivity.							0
answered question							1
skipped question							0

Personnel Survey of Appeals Officer Whitney Derrah

6. RETENTION: Taking everything into account, would you recommend retaining this Appeal Officer?

Answer Options	%	Total
Yes, retain Appeals Officer Derrah.	100.0%	1
No, do not retain Appeals Officer Derrah.	0.0%	0
Please use the space provided for any additional comments you may have. Your comments will be		0
<i>answered question</i>		1
<i>skipped question</i>		0

7. BACKGROUND INFORMATION: Please indicate approximately how many times you have appeared before or observed this appeals officer in the last year.

Answer Options	%	Total
Less than 3 appearances	100.0%	1
4-6 appearances	0.0%	0
7-10 appearances	0.0%	0
10+ appearances	0.0%	0
<i>answered question</i>		1
<i>skipped question</i>		0

8. Do you normally represent?

Answer Options	%	Total
Employees	0.0%	0
Employers	100.0%	1
<i>answered question</i>		1
<i>skipped question</i>		0

PERSONNEL COMMISSION INDIVIDUAL STUDY APPEAL

Alexandra Smith, Program Officer I, grade 31

Appeal of the Division of Human Resource Management's decision to not reclassify Ms. Smith to Program Officer III

Personnel Commission September 25, 2015

Prepared by the Department of Administration
Division of Human Resource Management

APPEAL SUMMARY

Ms. Smith, a Program Officer I with the State of Nevada Treasurers Office, is appealing the Division of Human Resource Management's decision to not reclassify the position from a Program Officer I to a Program Officer III.

BASIS FOR APPEAL

Ms. Smith's appeal is based on her belief that "the complexity and duties of her position have changed significantly and that the level of discretion and responsibility placed on this position far exceed that expected of a Program Officer I."

DIVISION OF HUMAN RESOURCE MANAGEMENT'S RECOMMENDATION

The Division of Human Resource Management's analysis concluded that there has been no significant change in duties and responsibilities warranting reclassification. The position does not meet the class concept of the Program Officer III and the appellant's duties are consistent with the Program Officer I level.

The primary function of the position is still to implement and oversee the Governor Guinn Millennium Scholarship (GGMS) program in accordance with NRS, NSHE policy, and Treasurer's office policy and procedures. This position also ensures eligible students are notified and receive their award and monitors eligibility on a continuing basis. The position continues to function similarly in administering this established program by implementing the program, and ensuring regulations and guidelines that have already been established are followed.

The secondary function of the position relates to new duties for the College Kick Start program, specifically limited to outreach duties. These duties continue to fall within the scope of the series concept and class concept of the Program Officer I, and in addition do not represent a preponderance at only 15%.

Although the Millennium Scholarship affects a significant number of people, the intent of the requested Program Officer III is to administer a large program which affects a significant number of people on a continuing basis, while interpreting and applying broadly stated and nonspecific policies. In contrast, as policies are already established and clearly outlined for the Governor Guinn Millennium Scholarship therefore, the Program Officer I class remains appropriate for this position.

**PERSONNEL COMMISSION
INDIVIDUAL STUDY APPEAL**

Alexandra Smith, Program Officer I, grade 31

Appeal of the Division of Human Resources Management's decision to not reclassify Ms. Smith to a Program Officer III

Personnel Commission September 25, 2015

Prepared by the Department of Administration
Division of Human Resource Management

DOCUMENT

EXHIBIT

Letter to Lee-Ann Easton, Administrator, DHRM, from Alexandra Smith, Program Officer I, dated May 7, 2015, appealing to the Personnel Commission the Administrator's affirmation of denial to reclassify the position.	1
Letter to Alexandra Smith, from Lee-Ann Easton, dated April 8, 2015, affirming the denial to reclassify the position.	2
Letter to Denyse Bandettini, Personnel Analyst III, DHRM, dated February 25, 2015, from Alexandra Smith, appealing the denial to reclassify the position.	3
Letter to Alexandra Smith from Denyse Bandettini, dated January 27, 2015, maintaining Program Officer I as the correct classification.	4
Position Questionnaire (NPD-19) submitted by Alexandra Smith to the Division of Human Resource Management, received December 30, 2014.	5
Position Questionnaire (NPD-19) submitted by the State Treasurer's office for reclassification from Administrative Assistant IV to Program Officer I, dated June 30, 2005.	6
Class Specification for the Program Officer Series.	7

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 25, 2015.**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
2.131	Student Worker	10	F	2.131	No Change	10	F

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for Student Worker. In consultation with management and agency Human Resource staff from agencies that utilize this classification, it was determined that the concepts, minimum qualifications and knowledge, skills and abilities are consistent with current expectations. It is recommended that the class specification remain the same with no changes.

Under immediate supervision, Student Workers perform routine and repetitive duties, which require basic skills and can be learned in a short time, generally less than a week.

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STUDENT WORKER	10	F	2.131

Under immediate supervision, Student Workers perform routine and repetitive duties, which require basic skills and can be learned in a short time, generally less than a week. Duties may include but are not limited to: answering telephone calls and routing non-routine calls to appropriate individuals; typing routine correspondence and other materials; processing mail by opening and distributing to appropriate sections or individuals; checking documents such as applications for completeness; inventorying, categorizing, labeling, coding, batching and filing various materials; operating standard office machines such as personal computers, typewriters, copiers, shredders, calculators and microfiche viewers; and assisting with miscellaneous projects.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * This class is used to employ students or high school graduates, but employment may not extend beyond six months from date of graduation. The student may be required to provide proof of enrollment in an educational program or of high school graduation.

INFORMATIONAL NOTE:

- * When employing students, appointing authorities must comply with NRS 609 and the child labor provisions of the Fair Labor Standards Act.

EDUCATION AND EXPERIENCE: Current enrollment in, or recent graduation from, an educational program leading to a high school diploma. (*See Special Requirement and Informational Note*)

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

General knowledge of: basic English and math skills. **Ability to:** read, write and understand simple written materials; interact with others using common courtesy; follow oral and written instructions; learn the practices and procedures of the employing agency; work cooperatively with others.

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

Job-specific knowledge, skills and abilities required to accomplish assigned duties in the employing agency.

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.

2.131

ESTABLISHED: 1/1/61
REVISED: 4/4/80-3
REVISED: 5/27/80-3
REVISED: 8/19/88
REVISED: 7/1/89P
REVISED: 9/27/88PC
12/10/99UC
REVISED: 7/1/01P
10/4/00PC
REVISED: 9/25/15PC

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 25, 2015.**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.103	Chief Accountant	41	A	7.103	<i>Chief Accountant</i>	<i>41</i>	<i>A</i>

EXPLANATION OF CHANGE

In conjunction with the Biennial Class Specification Maintenance project, as well as Subject Matter Experts from various agencies, Human Resource Management recommends minor revisions be made to update the duty statements. Additionally, the knowledge, skills and abilities were revised to expand and clarify the relevant acceptable knowledge, skill and/or ability required to be able to perform the duties outlined.

Under general direction, Chief Accountants plan, organize, direct and control all accounting and fiscal management activities of departments with large funds, complex and diverse multi-funding requirements, and specialized tracking and reporting methodologies. Incumbents manage the agency's accounting function and provide leadership to accounting staff; train, supervise and evaluate the performance of professional, technical and clerical personnel as assigned; prepare financial statements based on Generally Accepted Accounting Principles (GAAP) requiring audit which may include Comprehensive Annual Financial Reports, and statutory financial statements; prepare notes to financial statements with supporting workpapers, using internally generated and external sources, and tying in all amounts to the audited financial statements. They prepare periodic fiscal reports which may include State, federal, internal, private grants, and National Repository reports; establish and maintain accounting systems, and internal reporting, controls, and records systems; prepare balance sheets, income statements, changes in fund balance statements. They also reconcile or supervise the reconciliation of accounts which may include trust accounts, general ledger accounts, bank statements, sub-ledger accounts, and controller's reports; develop and enforce accounting policies and procedures in accordance with GAAP; prepare supporting workpapers and assist outside auditors in annual or other periodic audits; and advise upper management in areas of fiscal/financial management and financial reporting

The agencies utilizing this classification are in support of the changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF ACCOUNTANT	41	A	7.103
<p>Under general direction, Chief Accountants plan, organize, direct and control all accounting and fiscal management activities of departments with large funds, complex and diverse multi-funding requirements, and specialized tracking and reporting methodologies. Positions allocated to this class are distinguished from positions in the Accountant series by the managerial responsibilities for an accounting division within an agency and by the greater degree of diversity and complexity in the nature of work performed.</p> <p>Manage the agency's accounting function and provide leadership to accounting staff; train, supervise and evaluate the performance of professional, technical and clerical personnel as assigned.</p> <p>Prepare financial statements based on Generally Accepted Accounting Principles (GAAP) requiring audit which may include Comprehensive Annual Financial Reports, and statutory financial statements; prepare notes to financial statements with supporting workpapers, using internally generated and external sources, and tying in all amounts to the audited financial statements.</p> <p>Prepare periodic fiscal reports which may include State, federal, internal, private grants, and National Repository reports; prepare ad hoc reports for use by other entities such as internal/external auditors, legislative or other governing bodies, and the public.</p> <p>Establish and maintain accounting systems, and internal reporting, <i>controls</i>, and records systems to provide the necessary documentation for all fiscal transaction, classification of expenditures, current fund balances, and audit trails.</p> <p>Prepare balance sheets, income statements, changes in fund balance statements, and/or statements of cash flow from working trial balances to perform reliable and accurate financial accounting activities.</p> <p>Reconcile or supervise the reconciliation of accounts which may include trust accounts, general ledger accounts, bank statements, sub-ledger accounts, and controller's reports; and analyze fiscal/financial data/reports to identify and correct errors.</p> <p>Perform or supervise the installation, revision, and maintenance of complex accounting and financial reporting systems; implement new accounting systems by reviewing reports, testing output, writing user procedures and providing user training.</p> <p>Develop and enforce accounting policies and procedures in accordance with GAAP; establish internal accounting procedures, including document screening procedures to ensure compliance with governmental accounting statutes, regulations and policies.</p> <p>Analyze past expenditures and projected operating expenses to develop the biennial budget; and prepare annual budgets by writing justifications to include fiscal and narrative data.</p> <p>Prepare supporting workpapers and assist outside auditors in annual or other periodic audits; provide information to bond counsel, rating agencies or others inquiring regarding the State's or department's financial position.</p> <p>Advise upper management in areas of fiscal/<i>financial</i> management and financial reporting; provide advice, consultation, direction, training, and support to agency staff, service providers or other external organizations.</p>			

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Appointment to this class requires successful completion of a written examination.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting and four years of professional accounting experience, two of which were equivalent to an Accountant III in Nevada State service which included responsibilities for compiling and reporting financial data for several funds of different types, developing financial statements and reviewing more complex funds and account groups as defined by size, reporting requirements, source of revenue and expenditure limitation, and developing combined financial statements and statements of changes in financial positions; **OR** graduation from an accredited college or university with a degree in business administration, finance, economics, or a related field which included 18 credits in accounting and five years of experience as described above. (*See Special Note*)

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

Detailed knowledge of: governmental financial reporting standards acquired through formal education, study of authoritative literature and professional experience; governmental accounting principles (GASB) which may include fund accounting, proprietary accounting, trust accounting, special revenues, capital projects, and internal service funds; and Generally Accepted Accounting Principles. **Working knowledge of:** federal regulations pertaining to grants; principles of training and supervision; managerial accounting principles and practice; budgeting which may include preparation, justification, maintenance, analysis, and status reporting; fiscal accountability in the public sector; automated and manual management reporting systems to create output formats and obtain accurate and complete financial information; and proprietary fund accounting. **Ability to:** use logic and reason to solve difficult problems; ~~[prepare Comprehensive Annual Financial reports];~~ communicate orally and in writing with outside auditors, *agencies, and Legislative staff*; read, understand, *apply* and interpret manuals, policies, procedures, statutes, and administrative codes and regulations; establish, *administer* and maintain sound internal controls; perform complex reconciliations to determine accuracy of account balances; analyze and interpret financial reports and complex technical fiscal data. **Skill in:** using *complex accounting and financial reporting systems*, spreadsheet and word processing software; communicating *in writing or* orally to negotiate sensitive issues such as *fiscal matters*, budgeting and contracts ~~[- and communicating orally], and~~ with agency representatives to convey complex fiscal issues in a clear manner.

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

Working knowledge: of relevant *Nevada Revised Statutes (NRS), the State Administrative Manual (SAM), the State Administrative Code (NAC), the Code of Federal Regulations (CFR)*, agency policies and procedures related to financial accounting; agency revenue sources, assets and liabilities, and typical expenditures. **Ability to:** effectively manage the agency's accounting activities and personnel.

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

7.103

ESTABLISHED: 9/60
REVISED: 7/01/93P
9/24/92PC
REVISED: 6/11/98UC
REVISED: 9/25/15PC

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 25, 2015.**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.803	Curator IV	37	B	7.803	<i>Curator IV</i>	37	<i>B</i>
7.823	Curator III	35	B	7.823	<i>Curator III</i>	35	<i>B</i>
7.808	Curator II	33	B	7.808	<i>Curator II</i>	33	<i>B</i>
7.834	Curator I	31	B	7.834	<i>Curator I</i>	31	<i>B</i>

EXPLANATION OF CHANGE

In conjunction with the biennial class specification maintenance review and the Subject Matter Expert (SME) from the Nevada Division of Museums and History, Human Resource Management recommends revisions to the Curator series. The series and class concepts were revised to update and accurately describe the duties performed by incumbents in the Curator series. The minimum qualifications of the levels have been modified to expand and clarify the type of relevant and acceptable experience required. Furthermore, the knowledge, skills and abilities of the classes were updated accordingly.

Curators perform a broad range of professional and technical museum work involving, but not limited to, assessment, evaluation, survey, inventory, preservation, research, education and planning for a specific collection and/or program area within a museum. Incumbents apply a variety of professional and advanced technical knowledge, skills, methods and practices in performing duties of a specialized nature. They implement collection management policy and procedures; assess and recommend acquisition of objects, archival materials, manuscripts, photographs for museum collections; coordinate and curate collections controlled by federal agencies and other entities as stipulated in agreements; conduct research and develop content and media for programs; and participate in the preparation of long-term and temporary exhibits. They also provide technical information on museum collection practices and disciplines for outside entities; may produce publications on program areas and collections for general and specialized audiences; and interpret results of completed surveys. Additionally, they perform field evaluations and site excavations including locating, identifying and recording specific sites, and cataloging and plotting recovered artifacts; utilize information for report preparation, scientific research, and educational purposes and/or to determine impact to cultural resource as required.

7.803 – Curator IV, Grade 37: Under administrative direction, incumbents manage major collections controlled by public and private agencies, in addition to specialized museum collections; provide curatorial services for outside entities as specified in agreements; manage statewide authorization programs; supervise or manage lower-level Curators; and are responsible for maintaining compliance with collection agreements and federal, state, and local laws. Positions ensure program compliance with federal, State and local laws and mandates on a statewide basis. This is the supervisory level in the series.

7.823 – Curator III, Grade 35: Under general direction, incumbents are responsible for a collection or education program within a museum. In support of an assigned program, they perform professional and technical duties; oversee decision-making and serve as spokesperson for the program; apply principles and practices utilizing considerable judgment and ingenuity in carrying out assignments; assist resource development through grants, partnerships, fundraising, and in-kind support; assist public relations through articles, website information, and marketing materials; collaborate with staff, interns, and contract workers; recruit, train, and supervise volunteers.

7.808 – Curator II, Grade 33: Under direction, incumbents collect, register, arrange, research, document and catalog materials for an assigned collection; provide access, security and conservation of that collection;; carry out interpretations of collections; develop, execute, and evaluate educational programs and research; conduct field activities; investigate and pursue potential acquisitions; prepare publications on program areas and collections. Duties involve lead work over other Curators, lower-level technicians, support staff, and volunteers. This is the advanced journey level in the series.

7.834 – Curator I, Grade 31: Under general supervision, incumbents register and maintain assigned collections and perform documentation, access, use, and security of an assigned collection; participate in the preparation of long-term and temporary exhibits and provide assistance to higher-level curators. This is the journey level in the series.

Human Resource Management worked closely with the SME from the Nevada Division of Museums and History and they support these changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CURATOR IV	37	B	7.803
CURATOR III	35	B	7.823
CURATOR II	33	B	7.808
CURATOR I	31	B	7.834

SERIES CONCEPT

Curators perform a broad range of professional and technical museum work involving, but not limited to, assessment, evaluation, survey, inventory, preservation, research, education and planning for a specific collection and/or program area within a museum. Incumbents apply a variety of professional and advanced technical knowledge, skills, methods and practices in performing duties of a specialized nature.

Implement collection management policy and procedures; assess and recommend acquisition of objects, archival materials, manuscripts, photographs for museum collections; conduct accessioning, cataloging, and inventory; maintain and secure collection records and databases; conduct research on collections for documentation and use in education programs, exhibits, and publications; conduct registration, documentation, access, use, and security.

Coordinate use of the following: collections in exhibits, educational programs, and publications; incoming and outgoing collection loans; reproduction of collections and use of intellectual property; storage and conservation of collections; personal, nonprofit, and commercial use of collections by outside entities; and statewide authorization program.

Coordinate and curate collections controlled by federal agencies and other entities as stipulated in agreements; respond to research inquiries related to collections and program areas; assist management of collection security.

Conduct research and develop content and media for programs; manage tours for adults, children, and school groups; partner with schools and coordinate programs to school curricula; develop teacher guides, training manuals, and schedules; manage and present lectures, workshops, demonstrations, performances, and special events for multiple audiences; conduct outreach education at schools, community events, and offsite locations; assist development and management of the education collection.

Participate in the preparation of long-term and temporary exhibits; serve on exhibit teams with other curators, staff, and experts; develop exhibit plans, concepts, and content and assist design; provide and prepare collections from the museum and other sources; manage conservation and security of collections on exhibit; research and write labels and interpretive media.

Provide technical information on museum collection practices and program areas for outside entities. May produce publications on program areas and collections for general and specialized audiences.

~~[Conduct research and reference work by investigating, researching and acquiring relevant data, reports, historical source documents, publications, and library research; interact with other professionals; organize research material, prepare written reports or responses, and compile data for educational programs, interpretation of collections, published reports, and/or for research purposes.]~~

CURATOR IV
CURATOR III
CURATOR II
CURATOR I

37	B	7.803
35	B	7.823
33	B	7.808
31	B	7.834

Page 2 of 9

SERIES CONCEPT (cont'd)

~~Collect, arrange, record, display, and/or store historical artifacts, manuscripts, art work, photographs, flora and fauna; evaluate, register, catalog and process new or potential acquisitions into collections based on relevance of object or document, collection development guidelines, future research work or exhibit purposes; apply conservation and preservation techniques prior to storage or exhibition.~~

~~Perform public outreach services; produce museum presentations and public programming; develop databases and organize research material for use by researchers and the public; develop curriculum for public schools; produce educational and historical publications, and plan exhibits; conduct lectures or workshops for schools, clubs, organizations, community groups or institutions regarding various topics and research material.~~

~~Prepare grant applications and/or secure private funding sources for State and/or State sponsored programs including writing/amending program descriptions and compiling required financial data; research, develop, recommend and implement long range plans and projects within grant guidelines to maximize and enhance services provided; develop reports regarding program activities, statistics and effectiveness and submit to funding sources as required.~~

~~May conduct field surveys of archaeological, historical and pre-historical sites, and documents;] Interpret results of completed surveys; perform field evaluations and site excavations including locating, identifying and recording specific sites, and cataloging and plotting recovered artifacts; utilize information for report preparation, scientific research, educational purposes and/or to determine impact to cultural resource as required.~~

May conduct field surveys of archaeological, historical and pre-historical sites, and documents.

Perform related duties as assigned.

CLASS CONCEPTS

Curator IV: ~~[Under administrative direction, incumbents oversee the administration of a statewide federally mandated program in addition to a specialized museum collection; provide direction to professional and technical level staff responsible for a specialized area in a museum or collection involving curation, research, preservation, education and planning functions.]~~

Under administrative direction, incumbents manage major collections controlled by public and private agencies, in addition to specialized museum collections; provide curatorial services for outside entities as specified in agreements; manage statewide authorization programs; supervise or manage lower-level Curators; and are responsible for maintaining compliance with collection agreements and federal, state, and local laws.

Positions allocated to this level are distinguished from the Curator III by the ~~[overall]~~ *Statewide* administrative nature of the work performed including ensuring program compliance with federal, State and local laws and mandates on a statewide basis. *Positions at the level must supervise.*

Curator III: ~~[Under general direction, incumbents manage a specific collection and/or program area within a museum or historical society and supervise professional and technical level staff; oversee all decision making for assigned collections including acquisitions and field activities, research and publications and interpretation of collections for exhibits and other programs; serve as chief liaison for a specific program within the museum.~~

CURATOR IV
CURATOR III
CURATOR II
CURATOR I

37	B	7.803
35	B	7.823
33	B	7.808
31	B	7.834

Page 3 of 9

CLASS CONCEPTS (cont'd)

~~Positions at this level are expected to apply concepts, theories, and practices utilizing considerable judgment and ingenuity in carrying out their assignments. This is the first supervisory level in the series.~~

Under general direction, incumbents are responsible for a collection or education program within a museum. In support of an assigned program, they perform professional and technical duties; oversee decision-making and serve as spokesperson for the program; apply principles and practices utilizing considerable judgment and ingenuity in carrying out assignments; assist resource development through grants, partnerships, fundraising, and in-kind support; assist public relations through articles, website information, and marketing materials; collaborate with staff, interns, and contract workers; recruit, train, and supervise volunteers. Curator III's are accountable for the quality and quantity of work of assigned program area, establishment of performance standards, evaluation of personnel, assignment and review of work, and recommendations in the hiring, firing and disciplinary actions of assigned employees. Incumbents may develop long-range plans, prepare reports and manage budgets. A Curator III either directly supervises lower-level Curators and support staff and regularly directs the work of volunteers, or is responsible for managing a more complex and diverse program such as mixed collections (including natural history, pre-history and/or archaeological).

The Curator III is distinguished from the Curator II by having both administrative and ~~technical~~ professional responsibility for a specialized program area. ~~[Incumbents directly supervise lower level Curator I's and II's in addition to technicians, and support staff and perform professional level work for assigned program area. Curator III's are accountable for the quality and quantity of work of assigned program area, establishment of performance standards, evaluation of personnel, assignment and review of work, and recommendations in the hiring, firing and disciplinary actions of assigned employees].~~

~~[Progression to the next level in the series is not automatic and is based on the level of work performed.]~~

Curator II: Under direction, incumbents collect, *register*, arrange, ~~[describe and]~~ *research, document and catalog materials for an assigned collection; provide access, security and conservation of that collection; [serve as primary access for records and use of collections by the public];* carry out interpretations of collections ~~[material and technical conservation of collections];~~ develop, ~~[and]~~ execute, *and evaluate* educational programs and research; conduct field activities; ~~[research]~~ *investigate and pursue* potential acquisitions; ~~[conduct research and]~~ prepare publications on *program areas and* collections. ~~[and research material.]~~

~~[Curator II's function as a staff specialist for a project or program area and function independently performing professional level work requiring considerable knowledge of program theories, principles, and concepts. The scope of work requires the ability to perform a variety of duties which include acquisitions, research, interpretation, preservation, conservation, field work, education, collections management, report writing and preparation, and the development of professional publications. This is the advanced journey level in the series.]~~

Curator II's perform a wide range of professional and specialized level work, requiring considerable knowledge of principles and practices. They apply established procedures, techniques, standards and guidelines established for the museum; function independently within specified guidelines; plan and execute assignments and determine individual work priorities. Work assignments require incumbents to apply judgment and ingenuity; and independently coordinate projects with other specialists. Duties involve lead work over other Curators, lower-level technicians, support staff, and volunteers. This is the advanced journey level in the series.

CURATOR IV
CURATOR III
CURATOR II
CURATOR I

37	B	7.803
35	B	7.823
33	B	7.808
31	B	7.834

Page 4 of 9

CLASS CONCEPTS (cont'd)

~~[Incumbents have the freedom to plan and execute assignments and independently coordinate projects with other specialists. Duties may involve lead work over other Curators and/or direct supervision of lower level technicians and/or support staff.]~~

~~Work assignments cover a wide range of professional and technical cultural resource concepts, theories and practices requiring considerable judgment and ingenuity. Positions at this level are accountable for some aspects of a project or program area and are expected to function independently within specified guidelines. Project or program responsibility includes determining individual work priorities and applying established procedures, techniques, standards and guidelines set forth by management. When standards and techniques are not applicable, judgment and ingenuity must be exercised.~~

~~Progression to the next level in the series is not automatic and is based on the level of work performed.]~~

Curator I: Under general supervision, incumbents register and maintain assigned collections; ~~[provide assistance to higher level curators in performing reference services, interpretation of collections, field activities, technical conservation, and public programming. Duties involve professional and technical level work conducting research, artifact collection, acquisitions, cataloging, exhibit development, preservation and conservation of assigned collections, field work, project planning and evaluation. This is the journey level in the series.]~~ *perform documentation, access, use, and security of an assigned collection; participate in the preparation of long-term and temporary exhibits and provide assistance to higher-level curators. This is the journey level in the series.*

Assignments may be complex in nature and cover a broad scope of program responsibilities. Incumbents exercise judgment and make interpretations when applying guidelines, techniques and concepts requiring a degree of ingenuity or creativity regarding the course of action to accomplish assignments. Incumbents may serve as a lead worker for technicians, volunteers, or support staff providing training and direction and interpretation of policy and procedures.

~~[Progression to the next level in the series is not automatic and is based on the level of work performed.]~~

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require statewide travel.
- * Some positions require work outdoors.

CURATOR IV

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university with major coursework in history, prehistory, natural history, ~~[museum studies]~~ *museum studies, education* or closely related field plus three years of professional experience in a museum ~~[setting]~~. *This experience must have included responsibility for management of a large or major collection with federal or national significance (e.g., Bureau of Land Management; Bureau of Indian Affairs; US Forest Service); OR* Bachelor's degree from an accredited college or university with major coursework in history, prehistory, natural history, ~~[museum studies]~~ *museum studies* or closely related field plus four years of professional level experience in a museum ~~[setting]~~ *as described above; OR* two years of experience as a Curator III in

CURATOR IV	37	B	7.803
CURATOR III	35	B	7.823
CURATOR II	33	B	7.808
CURATOR I	31	B	7.834

Page 5 of 9

MINIMUM QUALIFICATIONS (cont'd)

CURATOR IV (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

Nevada State service; **OR** an equivalent combination of education and experience. (See *Special Requirements*)

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

Detailed knowledge of: *museum education and exhibit principles as appropriate; the functions of external regulatory agencies; management and supervision techniques; understanding of the history and relevance to Nevada of specific collections; where to go within the department or related departments and agencies (i.e. Library & Archives, State Parks) for needed information and to judge what information should be passed on to different levels of management. Working knowledge of: other Nevada institutions and their staff and museum or historical society collecting focus and management; state, federal and international laws and regulations controlling the collection, handling, and transport of cultural resources including flora, fauna and/or artifacts including Native American objects and human remains; the library, manuscript, photographic, and archival collections of the seven State museums; archeological and preservation theories and methods to evaluate and make recommendations regarding survey sampling designs, techniques of data recovery and preservation, and research designs for data recovery programs; techniques necessary to develop and manage effective educational programming; supervisory techniques; the geology and geography of Nevada. Ability to: coordinate the efforts of program staff, various State and federal agencies and professionals; ~~[motivate others and stimulate people to effective action;]~~ analyze information, problems, situations, practices, policies and procedures to organize work flow and accomplish established objectives; mediate between contending parties, negotiate and exchange ideas to formulate policies and procedures and to arrive at decisions, conclusions and solutions to management problems, interact diplomatically with State and federal agencies, professionals and the general public; *coordinate the efforts of division staff and actions to be taken on the basis of data collected and project parameters; analyze information, problems, situations, practices, policies and procedures in managing assigned program area; independently lead development of effective long-term and temporary exhibits utilizing best practices and all materials and objects within a collection; evaluate educational effectiveness of exhibits; and all knowledge, skills and abilities required at the lower levels.**

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

Working knowledge of: planning, survey and preservation techniques for assigned ~~[statewide]~~ program area; State and department budget process. **Ability to:** manage staff by organizing work flow and delegating responsibility; provide training, evaluate subordinate effectiveness and administer discipline; manage and organize a statewide program area.

CURATOR III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in history, prehistory, natural history, ~~[museology]~~ *museum studies, education,* or closely related field plus three years of professional experience in a museum ~~[setting]~~. *This experience must have included direct responsibility for museum collections involving the preparation of exhibit text regarding complex technical information, and/or developing, promoting, executing and evaluating educational programming; OR* one year of experience as a Curator II in Nevada State service; **OR** an equivalent combination of education and experience. (See *Special Requirements*)

CURATOR IV	37	B	7.803
CURATOR III	35	B	7.823
CURATOR II	33	B	7.808
CURATOR I	31	B	7.834

Page 6 of 9

MINIMUM QUALIFICATIONS (cont'd)

CURATOR III (cont'd)

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

Detailed knowledge of: *museum principles and practices; collection management or education program management as appropriate; registration theory and accession procedures related to judging the relevance of potential donations and selecting items for exhibit and restoration, and knowledge of the principles and practices of exhibit development. Working knowledge of: the various State and federal agencies responsible for cultural resources management; State and federal agencies and specific requirements pertaining to site importance, making survey recommendations, and conducting archaeological surveys on federal property. General knowledge of: the division's purpose, goals, methods, rules and regulations; current Native American interests and concerns in the Great Basin as appropriate. Ability to:* design, implement and manage appropriate curation methods and procedures; manage and supervise assigned program; write concise, analytical reports suitable for publication; plan logistics for field projects; *research, classify, catalog and restore various objects of antiquity; prepare exhibit text regarding complex technical information and material understandable to lay persons; deal effectively with appraisers hired by the museum and with those retained by potential donors of artifacts to the museum; speak extemporaneously on short notice regarding historic preservation and archeology at agency and public meetings; analyze information, problems, situations, practices, policies and procedures to organize work flow and accomplish established objectives; develop, promote, execute and evaluate educational programming for various audience segments; and all knowledge, skills and abilities required at the lower levels.*

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

~~[Knowledge of: other institutions and their staff and museum or historical society management; state, federal and international laws and regulations controlling the collection, handling, and transport of cultural resources including flora, fauna and/or artifacts; the library, manuscript, photographic, and archival collections of the Nevada State Museum and Historical Society and those of related agencies; archeological theories and methods to evaluate and make recommendations regarding survey sampling designs, techniques of data recovery and preservation, and research designs for data recovery programs; supervisory techniques. Ability to: coordinate the efforts of division staff and actions to be taken on the basis of data collected and project parameters; motivate others and stimulate people to effective action; analyze information, problems, situations, practices, policies and procedures in managing assigned program area.]~~
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Curator IV.)

CURATOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in history, prehistory, natural history, ~~[museology]~~ *museum studies, education, or closely related field plus two years of professional experience in a museum [setting]. This experience must have included experience in exhibit development, and collections registration and accessioning; OR* one year of experience as a Curator I in Nevada State service; OR an equivalent combination of education and experience. (See Special Requirements)

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

Working knowledge of: *conservation principles and practices in relation to exhibiting artifacts and/or maintaining a storage and retrieval system; loan contracts, renewals and museum policies regarding loaning collections; the museums gifting and exhibition policies; antiquities law; research and appraisal sources and resources offered by other agencies in order to assist the public; exhibit design and application; federal, State and department requirements for the curation, management, and preservation of collections; preservation and conservation technology to assess the condition of cultural resources and recommend appropriate action; the cultural resource management process; basic museum*

CURATOR IV	37	B	7.803
CURATOR III	35	B	7.823
CURATOR II	33	B	7.808
CURATOR I	31	B	7.834

Page 7 of 9

MINIMUM QUALIFICATIONS (cont'd)

CURATOR II (cont'd)

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

techniques and procedures in registration and accessioning artifacts; standard museum methods of identification in relation to determining the acceptance of artifacts and in their classification; exhibit design and application; collection management or education program development and management as appropriate; techniques relevant to the development of museum exhibits; registration theory and accession procedures as these apply to the development, maintenance and use of collections, and in application to the functions and operations of museums, archives, historical societies and libraries; preservation and conservation theory, practices and techniques in order to properly care for and protect collections; [loan contracts, renewals and museum policies regarding loaning collections; antiquities law; scientific methods, techniques and valid] research methods and principles [used in research, restoration and preservation]. General knowledge of: history of Great Basin Nevada and The West. Ability to: [write reports and articles for professional journals and related publications;] compose exhibit text and articles for publication; recognize problems relating to the development, organization and care of collections; work in collaboration with other museum professionals in the development and deployment of museum exhibits; assist in conducting research; make assessments on the condition and value of collections and artifacts; identify problems and determine appropriate solutions based upon interpretation of rules, regulation and department policy; exchange ideas and arrive at decisions, conclusions and solutions to cultural resource problems; restore artifacts; and all knowledge, skills and abilities required at the lower level.

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

~~[Detailed knowledge of: where to go within the department for needed information and to judge what information should be passed on to different levels of management. Knowledge of: the various State and federal agencies responsible for cultural resources management in Nevada; State and federal agencies and specific requirements pertaining to site importance, making survey recommendations, and conducting archaeological surveys on federal property. General knowledge of: the division's purpose, goals, methods, rules and regulations; current Native American interests and concerns in the Great Basin as Ability to: research, classify, catalog and restore various objects of antiquity; prepare exhibit text regarding complex technical information and material understandable to lay persons; deal effectively with appraisers hired by the museum and with those retained by potential donors of artifacts to the museum; speak extemporaneously on short notice regarding historic preservation and archeology at agency and public meetings; analyze information, problems, situations, practices, policies and procedures to organize work flow and accomplish established objectives.] (These are identical to the Entry Level Knowledge, Skills and Abilities required for Curator III.)~~

CURATOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in history, prehistory, natural history, ~~[museology]~~ *museum studies, education*, or closely related field plus one year of technical ~~[or professional]~~ experience in a museum ~~[setting]~~. *This experience must have included collections registration, cataloging and/or basic archival research; OR* an equivalent combination of education and experience. (See Special Requirements)

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

Working knowledge of: cataloging and registration processes. General knowledge of: museum principles and practices; loan contracts, renewals and museum policies regarding loaning collections; searching and/or data entry and retrieval methods used in common databases; North American history, prehistory and/or natural history; historic preservation principles, theory and planning; [archaeological field

CURATOR IV
CURATOR III
CURATOR II
CURATOR I

37
35
33
31

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7.803
7.823
7.808
7.834

Page 8 of 9

MINIMUM QUALIFICATIONS (cont'd)

CURATOR I (cont'd)

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

~~methods including excavation procedures, feature identification, collection methods;~~ **collection management and exhibits development;** ~~[soil descriptions and using survey equipment;]~~ basic archive research methods. ~~[Basic knowledge of: mathematics and statistics].~~ **Ability to:** interpret and write observations clearly and objectively; arrange, describe, classify and research collections of prehistoric, historic and natural history artifacts; operate a personal computer and associated software; interact effectively with agency staff, State and federal agencies, professionals and the general public on a continuous basis; work independently; compile and record data in a precise and accurate manner [; ~~independently conduct research on cultural resource sites; read and interpret technical and scientific documents].~~

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

~~[Knowledge of: conservation principles and practices in relation to exhibiting artifacts and/or maintaining a storage and retrieval system; loan contracts, renewals and museum and/or historical society policies regarding loaning collections; the museums gifting and exhibition policies; antiquities law; research and appraisal sources and resources offered by other agencies in order to assist the public; exhibit design and application; federal, State and department requirements for the curation and preservation of collections; Great Basin artifacts and feature analysis; the Intermountain Antiquities System Users Guide in the processing of archaeological sites and encoding forms; preservation and conservation technology to assess the condition of cultural resources and recommend appropriate action; the cultural resource management process; the geology and geography of Nevada; basic museum techniques and procedures in registration and accessioning artifacts; standard museum methods of identification in relation to determining the acceptance of artifacts and in their classification; exhibit design and application; soil horizons and structures in describing stratigraphy. Ability to: assist in conducting research; make assessments on the condition and value of collections and artifacts; identify problems and determine appropriate solutions based upon interpretation of rules, regulations and department policy; exchange ideas and arrive at decisions, conclusions and solutions to cultural resource problems; restore artifacts.]~~ **(These are identical to the Entry Level Knowledge, Skills and Abilities required for Curator II.)**

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

	<u>7.803</u>	<u>7.823</u>	<u>7.808</u>	<u>7.834</u>
ESTABLISHED:	7/1/95P 9/16/94PC	6/30/69	6/11/82	7/1/83P 6/24/83PAC
REVISED:		6/29/73	12/19/85-12	7/1/89P 8/19/88PC
REVISED:		5/28/76	7/1/89P 8/19/88PC	7/1/89P 6/9/89-3
REVISED:		12/19/85-12	7/1/91P 3/13/90PC	7/1/91P 3/13/90PC
REVISED:		7/1/89P 8/19/88PC	7/1/95P 9/16/94PC	3/1/90R 7/6/90PC
REVISED:		8/21/90R 5/24/91PC		5/24/91-3

CURATOR IV
CURATOR III
CURATOR II
CURATOR I

Page 9 of 9
REVISED:

37
35
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REVISED:
REVISED:

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9/25/15PC

7/1/95P
9/16/94PC
7/5/02UC
9/25/15PC

7/5/02UC
9/25/15PC

7/1/95P
9/16/94PC
7/5/02UC
9/25/15PC

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 25, 2015.**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.710	Microbiologist V	38	A	10.710	<i>Microbiologist V</i>	38	A
10.711	Microbiologist IV	36	B	10.711	<i>Microbiologist IV</i>	36	B
10.715	Microbiologist III	34	B	10.715	<i>Microbiologist III</i>	34	B
10.717	Microbiologist II	32	B	10.717	<i>Microbiologist II</i>	32	B
10.721	Microbiologist I	30	B	10.721	<i>Microbiologist I</i>	30	B

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Microbiologist series.

In consultation with Subject Matter Experts from the Division of Public and Behavioral Health, Department of Agriculture, Nevada System of Higher Education and recruitment experts from Human Resource Management, modifications were made to the series concept to account for changes in verbiage used and duties performed. As a result of these adjustments, minor changes were made to the class concepts at the Microbiologist V and IV levels. In addition, minor changes were made to the class concepts at the Microbiologist II and I levels in order to maintain consistency in verbiage used at the training/entry level positions.

Also, informational notes were added to explain that certain positions required the need to possess and maintain certifications from either the State of Nevada or the American Society for Clinical Pathology. Furthermore, an informational note was added indicating that some positions may require specialized and/or agency specific experience which would be identified at the time of recruitment.

Minor changes to the minimum qualifications were required to represent these modifications, as well as, to maintain consistency in structure and format.

Microbiologists perform a variety of microbiological, serological, parasitological, immunological, molecular and clinical laboratory tests and procedures to detect, isolate and identify microorganisms in milk, blood, urine, feces, tissue and other samples; process samples according to established laboratory procedures; prepare samples for testing and analysis; participate in obtaining specimens for analysis; operate, calibrate and adjust a wide variety of standard, specialized, and/or sophisticated laboratory equipment; identify microorganisms to the genus and species level; work cooperatively with human and animal health providers, health officials, practicing and regulatory veterinarians; prepare and maintain required documentation of test results; monitor and maintain adequate supplies and equipment; and maintain current knowledge of advances in laboratory technology, disease control and diagnosis, scientific research and federal and State regulations.

- a. 10.710 – *Microbiologist V, Grade 38*: under administrative direction, incumbents plan, organize, coordinate and oversee the overall operation of a laboratory(ies) in which microbiological, molecular, serological, parasitological, immunological and clinical laboratory tests and procedures are conducted in order to detect, isolate and identify microorganisms in milk, blood, urine, feces, tissue and other samples in accordance with State and federal regulations and standards; train, supervise and evaluate th 56

performance of professional microbiologists, laboratory technicians and assistants; establish and revise laboratory policies and procedures; participate in long-range planning and budgeting processes.

- b. *10.711 – Microbiologist IV, Grade 36:* under general direction incumbents either 1) report to a supervisor who is not a microbiologist or a veterinarian and work independently in providing microbiological analysis of various materials in support of agency programs and activities or 2) report to a Microbiologist V, veterinarian or related scientist and in addition supervise lower level professional microbiologists.
- c. *10.715 – Microbiologist III, Grade 34:* under general supervision, incumbents perform a broad range of duties outlined in the series concept. This is the journey level for the series.
- d. *10.717 – Microbiologist II, Grade 32:* under close supervision, incumbents continue to receive training and gain experience in performing duties outlined in the series concept. This is the advanced trainee level for the series.
- e. *10.721 – Microbiologist I, Grade 30:* under close supervision, incumbents receive training in performing all or part of the duties outlined in the series concept. This is the trainee level for the series.

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.

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MICROBIOLOGIST V	38	A	10.710
MICROBIOLOGIST IV	36	B	10.711
MICROBIOLOGIST III	34	B	10.715
MICROBIOLOGIST II	32	B	10.717
MICROBIOLOGIST I	30	B	10.721

SERIES CONCEPT

Microbiologists perform a variety of microbiological, serological, parasitological, immunological, *molecular* and clinical laboratory tests and procedures to detect, isolate and identify microorganisms in milk, blood, urine, feces, tissue and other samples; analyze, record and report test results in assigned program areas such as disease control and clinical and environmental testing.

Process samples according to established laboratory procedures; label and record identification data; select and implement the appropriate testing methods and techniques based on current and accepted scientific knowledge; prepare positive and negative controls as appropriate; follow and observe universal precautions, established health and safety policies and procedures, *chemical hygiene* and quality control measures.

Prepare samples for testing and analysis; mix solutions, *prepare* and culture media; incubate specimens to enhance growth of microorganisms; section and stain tissue for microscopic examination; inspect cultures and record observations of growth, color, morphology, colony morphology and other significant changes *essential to identification*.

Participate in obtaining specimens for analysis by drawing blood, obtaining and transferring clinical and environmental samples, and conducting other tests using aseptic techniques and established protocols.

Operate, calibrate and adjust a wide variety of *standard, specialized and/or* sophisticated laboratory equipment including, but not limited to, floor and benchtop centrifuges; biological incubators and incinerators; light, fluorescent and dissecting microscopes; autoclaves; vacuum pumps; analytical balances; humidifiers; pH meters; manual and automatic pipettes; spectrophotometers; surgical instruments; saws; Bunsen burner; scales; graduated cylinders; high performance liquid chromatography; *real time polymerase chain reaction and other molecular detection equipment; automated liquid handling systems; laboratory robots*; syringes; hematology and electrolyte analyzers and others.

Identify microorganisms to the genus and species level; research current scientific literature and consult diagnostic sources; report findings to appropriate individuals and authorities as required by law and agency policy; *conduct antimicrobial susceptibility testing where indicated and* interpret test results to facilitate proper treatment of infected animals.

Work cooperatively with human and animal health providers, health officials, *practicing and regulatory* veterinarians and others regarding the identification of pathogenic microorganisms; communicate with patients, animal owners and others to provide and obtain information concerning symptoms, *epidemiological links, [contact with animals]* test results and diagnosis; maintain confidentiality of information as appropriate.

Prepare and maintain required documentation of test results; record and analyze data using computer hardware and software, *which may include the Laboratory Information Management System (LIMS); ensure all data is maintained, stored, disseminated and/or electronically transmitted in compliance with all State and/or federal rules and regulations.*

MICROBIOLOGIST V	38	A	10.710
MICROBIOLOGIST IV	36	B	10.711
MICROBIOLOGIST III	34	B	10.715
MICROBIOLOGIST II	32	B	10.717
MICROBIOLOGIST I	30	B	10.721

Page 2 of 6

SERIES CONCEPT (cont'd)

Monitor and maintain adequate supplies and equipment; *maintain equipment under appropriate preventive maintenance and calibration schedules*, request materials according to established procedures; provide training, *document proficiency* and *provide* work direction to lower level laboratory personnel as assigned.

Maintain current knowledge of advances in laboratory technology, disease control and diagnosis, scientific research and federal and State regulations; attend seminars, lectures, meetings and professional conferences; *complete and maintain records of continuing education and proficiency as required.*

Perform related duties as assigned.

CLASS CONCEPTS

Microbiologist V: Under administrative direction, Microbiologist V's plan, organize, coordinate and oversee the overall operation of a laboratory(ies) in which microbiological, *molecular*, serological, parasitological, immunological and clinical laboratory tests and procedures are conducted in order to detect, isolate and identify microorganisms in milk, blood, urine, feces, tissue and other samples in accordance with State and federal regulations and standards.

Train, supervise and evaluate the performance of professional microbiologists, laboratory technicians and assistants; develop work performance standards; schedule and assign work and determine priorities; provide technical expertise as requested by subordinate staff.

Establish and revise laboratory policies and procedures; develop, *implement* and maintain *an* appropriate quality control and quality assurance *system consistent with auditing requirements for laboratories (ISO17025); [procedures;]* ensure compliance with current safety requirements; coordinate laboratory activities with other State and federal agencies and entities; *may participate in appropriate proficiency testing as required.*

Participate in long-range planning and budgeting processes; project personnel and equipment needs; develop and monitor the laboratory budget; order equipment, supplies and materials; maintain current knowledge of technological advancements in microbiological analysis, computer applications and specialized instrumentation.

Microbiologist IV: Under general direction, positions allocated to this class either:

- (1) Report to a supervisor who is not a microbiologist or a veterinarian and work independently in providing microbiological analysis of various materials in support of agency programs and activities; oversee and coordinate the assigned laboratory including analytical equipment and instrumentation; order supplies and equipment; and implement *a quality control and* quality assurance *system; [procedures;]* or
- (2) Report to a Microbiologist V, veterinarian or related scientist and in addition, supervise lower level professional microbiologists including responsibility for training; evaluating performance; assigning and reviewing work; and counseling and discipline. Incumbents at this level may also be assigned to participate in budget preparation and monitoring, requesting equipment and supplies, and recommending the purchase of new equipment and instrumentation, but the supervisor has the final decision-making authority.

Microbiologist III: Under general supervision, incumbents perform a broad range of duties outlined in the series concept. This is the journey level for the series.

MICROBIOLOGIST V
MICROBIOLOGIST IV
MICROBIOLOGIST III
MICROBIOLOGIST II
MICROBIOLOGIST I

38	A	10.710
36	B	10.711
34	B	10.715
32	B	10.717
30	B	10.721

Page 3 of 6

CLASS CONCEPTS (cont'd)

Microbiologist II: Under *close* supervision, incumbents continue to receive training and gain experience in performing duties outlined in the series concept. This is the advanced trainee level for the series. *Progression to the journey level may occur upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority.*

Microbiologist I: Under *close* supervision, incumbents receive training in performing *all or part of* the duties outlined in the series concept. This is the trainee level for the series. *Progression to the advanced trainee level may occur upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority*

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTES:

- * *Positions at the Microbiologist V level may be required to possess and maintain either a State of Nevada Certificate as a General Supervisor of a Licensed Laboratory or be American Society for Clinical Pathology (ASCP) licensed as a General Supervisor at the time of employment and as a condition of continuing employment. This requirement will be identified at the time of recruitment.*
- * *Positions at any level may be required to possess and maintain either a State of Nevada Certificate as a Clinical Laboratory Technologist or ASCP licensure as a Clinical Laboratory Scientist, Medical Technologist or Medical Laboratory Scientist at the time of employment and as a condition of continuing employment. This requirement will be identified at the time of recruitment.*
- * *Some positions may require specialized and/or agency specific experience which will be identified at the time of recruitment.*

SPECIAL REQUIREMENT:

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

MICROBIOLOGIST V

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in microbiology, *biochemistry*, medical technology or closely related field and five years of progressively responsible professional experience as a microbiologist or medical technologist in a laboratory setting conducting various tests on *clinical specimens*, milk, water, *[and]* or food products and/or performing clinical, bacteriological, mycobacteriological, mycological, parasitological, *molecular*, *[and]* or serological analysis; OR one year as a Microbiologist IV in Nevada State service; OR an equivalent combination of education and experience *above the bachelor's degree level*. (See *Special Requirement and Informational Notes*.)

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

Detailed knowledge of: operation and maintenance of specialized and complex laboratory equipment used for clinical and environmental analyses. **Working knowledge of:** supervisory techniques and practices; *as applicable, the U.S. Department of Agriculture, the National Animal Health Laboratory Network, the American Association of Veterinary Laboratory Diagnosticians, Environmental Protection Agency, Food and Drug Administration, Health Care Facilities Administrators (HCFA), Clinical Laboratory Improvement Amendments (CLIA) and State statutes pertinent to laboratory testing, safety and security.* **Ability to:** plan, organize and oversee laboratory operations; prepare and monitor budgets; oversee the

MICROBIOLOGIST V
MICROBIOLOGIST IV
MICROBIOLOGIST III
MICROBIOLOGIST II
MICROBIOLOGIST I
Page 4 of 6

38	A	10.710
36	B	10.711
34	B	10.715
32	B	10.717
30	B	10.721

MINIMUM QUALIFICATIONS (cont'd)

MICROBIOLOGIST V (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
work of professional, technical and support personnel; initiate and develop testing policies and procedures; operate specialized and complex equipment; ~~[such as spectrophotometer or fluorescent microscope;]~~ organize work flow and determine priorities; ensure proper training and professional development of assigned staff; *maintain statistical data and records; and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: alternate methodologies in testing; providers of equipment and supplies, and repair agencies; U.S. Postal Regulations *and International Air Transportation Association Regulations* regarding the shipment of pathogenic organisms. **General knowledge of:** State purchasing policies and procedures.

MICROBIOLOGIST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in microbiology, *biochemistry*, medical technology or closely related field and four years of professional experience as a microbiologist or medical technologist in a laboratory setting conducting various tests on *clinical specimens*, milk, water, ~~[and]~~ *or* food products and/or performing clinical, bacteriological, mycobacteriological, mycological, parasitological, *molecular*, ~~[and]~~ *or* serological analysis; **OR** two years as a Microbiologist III in Nevada State service; **OR** an equivalent combination of education and experience *above the bachelor's degree level. (See Special Requirement and Informational Notes.)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: reference materials used to research information related to identification of organisms, interpretation of test results, antibiotic sensitivity, and quality assurance/quality control; safety precautions required with biological and etiological samples, chemicals and potentially hazardous materials; State and federal health and safety regulations applicable to a microbiology laboratory environment; specialized computer equipment and applications specific to the assigned programs and laboratory. **Working knowledge of:** *applicable policies and procedures related to laboratory testing. Ability to:* ensure compliance with established protocols and maintain required proficiency standards; coordinate laboratory activities with other agencies; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Microbiologist V.)
~~[Working knowledge of: the U.S. Department of Agriculture, Environmental Protection Agency, Food and Drug Administration, Health Care Facilities Administrators (HCFA) Clinical Laboratory Improvement Amendments (CLIA) and the Nevada Revised Statutes pertinent to laboratory testing, safety, and security. Ability to: oversee and coordinate the work of laboratory assistants; maintain statistical data and records.]~~

MICROBIOLOGIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in microbiology, *biochemistry*, medical technology or closely related field and two years of professional experience as a microbiologist or medical technologist in a laboratory setting conducting various tests on *clinical specimens*, milk, water, ~~[and]~~ *or* food products and/or performing clinical, bacteriological, mycobacteriological, mycological, parasitological, *molecular*, and serological analysis; **OR** one year as a Microbiologist II in Nevada State service; **OR** an equivalent combination of education and experience *above the bachelor's degree level. (See Special Requirement and Informational Notes.)*

MICROBIOLOGIST V
MICROBIOLOGIST IV
MICROBIOLOGIST III
MICROBIOLOGIST II
MICROBIOLOGIST I

38	A	10.710
36	B	10.711
34	B	10.715
32	B	10.717
30	B	10.721

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

MICROBIOLOGIST III (cont'd)

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

Working knowledge of: laboratory equipment including maintenance and proper use; State and federal health and safety regulations applicable to a laboratory environment; reference materials used to research information related to identification of antibiotic sensitivity, and quality assurance/quality control; specialized computer equipment and applications. **Ability to:** compare, contrast, analyze, and interpret test results or statistical data, and formulate conclusions; perform specialized test procedures and adapt to new testing formats; independently conduct microbiological tests and procedures; implement quality assurance procedures and requirements; *and all knowledge, skills and abilities required at the lower levels.*

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Microbiologist IV.)
~~[Working knowledge of: agency policies and procedures related to laboratory testing.]~~

MICROBIOLOGIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in microbiology, *biochemistry*, medical technology or closely related field and one year of professional experience in a laboratory setting; **OR** one year as a Microbiologist I in Nevada State service; **OR** an equivalent combination of education and experience *above the bachelor's degree level. (See Special Requirement and Informational Notes.)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: theories and principles of microbiology, *molecular methods*, and immunology; aseptic techniques; safety precautions required with biological and etiological samples, chemicals and potentially hazardous materials; health and safety regulations applicable to a laboratory environment; computer equipment and applications used in a microbiology laboratory. **Skill in:** staining and making slides. **Ability to:** perform a variety of laboratory procedures according to procedure manuals; *interpret and* explain test results and laboratory procedures; read, record, *analyze* and interpret test results or statistical data, and formulate conclusions; follow standard laboratory testing methodology to ensure accuracy of results; distinguish colors, turbidity, shapes, and sizes in order to interpret test results and findings; *and all knowledge, skills and abilities required at the lower level.*

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

(These are identical to the Entry Level Knowledge, Skills and Abilities for Microbiologist III.)

MICROBIOLOGIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in microbiology, *biochemistry*, medical technology or closely related field; **OR** an equivalent combination of education and experience *above the bachelor's degree level. (See Special Requirement and Informational Notes.)*

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

Basic knowledge of: theories and principles of microbiology, *molecular methods*, and immunology; aseptic techniques; safety precautions required with biological and etiological samples, chemicals and potentially hazardous materials. **Ability to:** operate standard laboratory equipment; distinguish colors, turbidity, shapes, and sizes in order to follow specified laboratory procedures; communicate effectively both orally and in writing.

MICROBIOLOGIST V
MICROBIOLOGIST IV
MICROBIOLOGIST III
MICROBIOLOGIST II
MICROBIOLOGIST I
 Page 6 of 6

38	A	10.710
36	B	10.711
34	B	10.715
32	B	10.717
30	B	10.721

MINIMUM QUALIFICATIONS (cont'd)

MICROBIOLOGIST I (cont'd)

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

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

	<u>10.710</u>	<u>10.711</u>	<u>10.715</u>	<u>10.717</u>	<u>10.721</u>
ESTABLISHED:	8/1/73	8/1/73	8/1/73	8/1/73	8/1/73
REVISED:			10/25/74		
REVISED:		8/21/78			
REVISED:	6/11/82-3				
REVISED:		7/18/86-3	7/18/86-3	7/18/86-3	7/18/86-3
REVISED:	7/1/87-12P	7/1/87-12P	7/1/87-12P	7/1/87-12P	7/1/87-12P
	7/18/86PC	7/18/86PC	7/18/86PC	7/18/86PC	7/18/86PC
REVISED:	7/1/99P	7/1/99P	7/1/99P	7/1/99P	7/1/99P
	12/17/98PC	12/17/98PC	12/17/98PC	12/17/98PC	12/17/98PC
REVISED:	4/11/14PC	4/11/14PC	4/11/14PC	4/11/14PC	4/11/14PC
REVISED:	9/25/15PC	9/25/15PC	9/25/15PC	9/25/15PC	9/25/15PC

**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#: 14-15

Effective: 05/22/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.714	Transportation Technician IV	31	C	7.714	<i>Transportation Technician IV</i>	31	<i>C</i>
7.713	Transportation Technician III	29	C	7.713	<i>Transportation Technician III</i>	29	<i>C</i>
7.715	Transportation Technician II	27	C	7.715	<i>Transportation Technician II</i>	27	<i>C</i>
7.716	Transportation Technician I	25	C	7.716	<i>Transportation Technician I</i>	25	<i>C</i>

BASIS FOR RECOMMENDATION

At the request of the Nevada Department of Transportation (NDOT), Human Resource Management recommends revisions to the Transportation Technician series and class concepts to better identify duties being performed by Transportation Technicians in both the Roadways Systems and Transportation/Planning section of the department. In addition, Human Resource Management recommends deleting the reference to "accident on State highways" from the minimum qualifications at each level as analysis of accidents is no longer a function for which Transportation Technicians in these two areas are responsible.

Also, it is being recommended that the minimum qualifications of the Transportation Technician I be increased to require, in addition to high school graduation, a year of general labor or semi-skilled experience which included the use of tools and the ability to find locations while operating a vehicle. In doing so, it is felt that the agency can better screen applicants for the requisite skills to perform the necessary duties of the position.

Furthermore, the knowledge, skills and abilities of the classes were updated to reflect those knowledge, skill and/or abilities which were always necessary to perform the requisite duties, but never stated outrightly.

The Nevada Department of Transportation supports these changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.

POSTING#: 15-15

Effective: 05/22/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.217	Contract Compliance Manager	39	A	6.217	Contract Compliance Manager	39	A

BASIS FOR RECOMMENDATION

At the request of the Nevada Department of Transportation, the Division of Human Resource Management recommends minor revisions be made to the wording of the minimum qualifications of the Contract Compliance Manager. These minor revisions will assist the Department in recruiting efforts by broadening acceptable experience to increase the number of qualified candidates.

Under administrative direction, the Contract Compliance Manager implements, monitors and enforces all federal and State laws and regulations relating to the Disadvantaged Business Enterprise (DBE) Program, Small Business Enterprise (SBE) Program, External Equal Employment Opportunity (EEO) Program and the Title V Program, minimum prevailing wage rates and subcontracting opportunities; provides recommendations to department management regarding DBE, contract compliance related SBE, EEO, Title VI issues, and Contract Compliance program impacts from State and federal legislation. Incumbents manage the DBE and SBE programs to ensure conformance with federal regulations set forth in Title 49, CFR, Part 26 and the State as set forth in NRS 408.3872; oversee and direct staff in the review of applications and supporting documentation from firms requesting certification for the State's Unified Certification Program (UCP) for DBE's and SBE's; meet with applicants and conduct on-site reviews of the applicants' place of business to determine whether or not certification should be granted; assist in administering the DBE and SBE Supportive Services program as it relates to contract compliance which develops the DBE and SBE program through education, training, community outreach, recruitment, and training of DBE firms.

They also manage external contract compliance programs; function as the Title VI Coordinator for the department to ensure that department programs and activities are administered in a non-discriminatory manner; manage and direct staff in the review of the bid documents, stewardship contracts, contractor bids and certified payrolls to ensure federal laws, Nevada Revised Statutes and department policies regarding prevailing wages, subcontractors, DBE and SBE firms and insurance are followed.

The Contract Compliance Manager direct staff in completing required compliance reviews, including wage compliance, and local public agency reviews for both state and federally-funded projects and manage the Contract Compliance Section and staff to include supervision, assigning and reviewing work, training and evaluating employees, and preparing and monitoring the section budget.

The Nevada Department of Transportation supports the changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.

POSTING#: 16-15

Effective: 05/22/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.810	Conservation Staff Specialist II	36	B	<i>1.810</i>	<i>Conservation Staff Specialist II</i> <i>Option A: Natural Resources</i> <i>B Fleet Management</i>	36	<i>B</i>
1.809	Conservation Staff Specialist I	35	B	<i>1.809</i>	<i>Conservation Staff Specialist I</i>	35	<i>B</i>

BASIS FOR RECOMMENDATION

At the request of the Nevada Division of Forestry (NDF) and in conjunction with Subject Matter Experts, the Division of Human Resource Management recommends revising the series and class concept of the Conservation Staff Specialist II to separate functions performed into options. Positions performing natural resources-related functions are described in Option A, and the Statewide-duties assigned to the NDF Fleet Services Manager are described in Option B. It is felt that by doing this, the function of the position assigned to manage NDF's Statewide Fleet program will be better described; as well, the agency will be able to hire and maintain a qualified individual.

Under general supervision, the NDF Fleet Services Manager develops, formulates, and coordinates the Nevada Division of Forestry Statewide fleet program, writes and updates policies and procedures related to vehicle and equipment use within the agency. The incumbent oversees the management, inspection, maintenance, and repair of the division's light, medium, and heavy vehicles and equipment. They also perform complex diagnoses and troubleshooting, repairs as needed, rebuilds as needed, and oversee modifications of agency vehicles and equipment, and recommend action; place unsafe vehicles and equipment out-of-service until repairs are completed; organize, coordinate and oversee specialized programs and activities for statewide implementation. Examples of these programs and activities include management of the statewide preventive maintenance program; preparation and administration of bid specifications for automobiles, trucks and equipment, including parts and repairs, for fleet maintenance operations; preparation of new vehicles and equipment for distribution to Fire and Camp programs; manage the statewide specialty equipment; manage and provide oversight for the Federal Excess Property Program (FEPP), to include acquisition, build-up, and disposal of the FEPP property; conduct/manage annual inventory of all agency Capital Equipment and submit results to Department of Administration; and ensure the four equipment/maintenance shops are maintaining inventory control of all shop supplies and materials utilizing FLEETMATE database.

In addition, Human Resource Management recommends adding the word "or" to the minimum qualifications in order to expand on the type of relevant and acceptable experience.

During this review, Human Resource Management worked closely with staff from Nevada Division of Forestry who assisted in making the revisions to the class specification.

Note: Changes, additions and/or deletions on the class specification are noted in red.

POSTING#: 17-15

Effective: 06/09/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.152	Workforce Services Representative V	34	B	12.152	<i>Workforce Services Representative V</i>	34	<i>B</i>
12.153	Workforce Services Representative IV	32	B	12.153	<i>Workforce Services Representative IV</i>	32	<i>B</i>
12.157	Workforce Services Representative III Option A: Employment Services B: Local Veterans Employment Representative	30	B	12.157	<i>Workforce Services Representative III Option A: Abolish B: Abolish</i>	30	<i>B</i>
12.158	Workforce Services Representative II Option A: Employment Services B: Disabled Veterans Outreach Program	28	E	12.158	<i>Workforce Services Representative II Option A: Abolish B: Abolish</i>	28	<i>E</i>
12.159	Workforce Services Representative I	26	E	12.159	<i>Workforce Services Representative I</i>	26	<i>E</i>

BASIS FOR RECOMMENDATION

As a result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Employment, Training and Rehabilitation, the Division of Human Resource Management has determined that the class specifications should be amended to account for changes in federal regulations resulting in the Disabled Veterans Outreach Program acquiring higher level duties and responsibilities and the duties and responsibilities of the Local Veterans Employment Representative being absorbed by Employment Services.

As a result of these changes, the class concept for the Workforce Services Representative III – Option B was modified to reflect duties and responsibilities that provide services to veterans who have been categorized as having a Significant Barrier to Employment (SBE) as defined by federal regulations. Also, the title was changed from Local Veterans Employment Representative to Disabled Veterans Outreach Program. Furthermore, the Option A and Option B verbiage was removed and replaced with “Representative duties of positions assigned to” in order to maintain consistency in format structure. The minimum qualifications at this level were modified to reflect these changes.

The Workforce Services Representative II options were also removed and replaced with “Representative duties of positions assigned to”. Also, a statement indicating that positions assigned to the Disabled Veterans Outreach Program continue to receive training was added. The minimum qualifications at this level were modified to reflect these changes.

Also, changes to the formatting structure at all levels, for the minimum qualifications, was completed in order to maintain consistency.

Both management and agency human resource personnel within the division participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.

POSTING#: 18-15

Effective: 06/18/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			6.343	<i>Transportation GIS Manager</i>	40	B
				6.342	<i>Transportation GIS Supervisor</i>	38	B
				6.341	<i>Transportation GIS Analyst II</i>	36	B
				6.340	<i>Transportation GIS Analyst I</i>	33	B

BASIS FOR RECOMMENDATION

As a result of several Individual Studies (NPD-19), and in conjunction with Subject Matter Experts from the Department of Transportation, Human Resource Management has recommended establishing a new class series titled Transportation GIS Analyst.

Transportation GIS Analysts are responsible for designing, implementing, supporting and administering all aspects of a department's enterprise geographic information system. Incumbents develop and maintain the GIS Linear Referencing System (LRS) including maintenance of the statewide road network, calibrated linear referencing methods and associated GIS data layers; plan, design, modify, implement and administer multiple departmental spatial databases; install, configure and administer GIS Server application software; develop, implement, document and enforce GIS server-related administration procedures and security standards; and analyze user requirements, existing business workflows, policies, regulations and statutes to develop and implement enhanced GIS-based solutions and workflows. Incumbents also determine project objectives by analyzing user needs through consultation with end-users, technicians, analysts, management and vendors; review available hardware and/or software tools to choose implementation platform; design, implement and maintain GIS datasets and perform quality assurance/quality control procedures and corrections. Additionally they perform spatial analyses and interpret and communicate analytical results; and coordinate with internal and external entities to disseminate and share GIS data, and collaborate on GIS projects.

It is recommended that the series be placed in the Engineering & Allied Occupational Group, Engineering Support Services subgroup to recognize the GIS support provided for the department's engineering-related services. It is recommended that the Transportation GIS Analyst I, the trainee level, be established at grade 33 in order to attract those college graduates with a Bachelor's degree in GIS or a closely related field with a year of related professional experience. Incumbents in this class receive training in performing the duties assigned and progression to the next class may occur upon meeting the minimum qualifications, satisfactory performance and with the recommendation of the appointing authority.

The Transportation GIS Analyst II performs the full-range of duties outlined and participates in the design, testing, implementation and maintenance of software applications, and databases. Human Resource Management recommends establishing the Transportation GIS Analyst II at a grade 36. This is the journey level in the series.

Furthermore, we recommend that the Transportation GIS Supervisor be established at grade 38. This class is the supervisory level and functions as the GIS technical expert and project manager over an assigned area. Incumbents evaluate GIS technologies and solutions; develop policies, standards and procedures; develop plans and approaches to meet project objectives; and supervise a staff of lower level Transportation GIS Analysts.

The Transportation GIS Manager serves as the section manager and is responsible for providing timely, efficient and cost effective geographic information systems (GIS) products and services including the development and maintenance of GIS applications, tools, enterprise GIS databases, and linear referencing system to meet departmental operational and decision support need. Additionally, the incumbent manages the design, development, enhancement and delivery of GIS products and services to meet on-going and ad-hoc business and information needs; oversees and participates in the design, development, integration and maintenance of GIS database architectures, data layers and databases; analyzes and evaluates technology solutions to ensure their

consistency and integration with departmental technology standards; prepares and evaluates proposals, bids contracts and service agreements for GIS software, equipment and consulting services or participates in doing so; and serves as a technical expert to departmental, district, and divisional managers and advises on the design and uses of GIS technologies and products that will improve business process efficiency and enhance support for decision and policy making. By establishing the Transportation GIS Manager at grade 40, the responsibility to manage a subordinate supervisor and the department's GIS data, which is critical to operations, is recognized.

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

Note: Changes, additions and/or deletions on the class specification are noted in red.

POSTING#: 19-15

Effective: 06/30/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.401	Weights & Measures Inspector IV	36	C	<i>1.401</i>	<i>Weights & Measures Inspector IV</i>	<i>36</i>	<i>C</i>
1.404	Weights & Measures Inspector III	33	C	1.404	No Change	33	C
1.407	Weights & Measures Inspector II	31	C	1.407	No Change	31	C
1.410	Weights & Measures Inspector I	29	C	1.410	No Change	29	C

BASIS FOR RECOMMENDATION

The Nevada Department of Agriculture, Consumer Equitability Division has requested the addition of a informational note to the Weights & Measures Inspector series to address the need for the positions to obtain and maintain applicable professional certifications.

These professional certifications are currently being completed; however, the agency would like to formalize the requirement in the class specification.

Human Resource Management recommends modification to the minimum qualifications to add an informational note indicating that positions in the series must obtain and maintain applicable professional certifications issued by the National Institute of Standards & Technology and National Conference on Weights & Measures (NCWM) as a condition of continuing employment.

This modification requires no change to the education, experience or entry level knowledge, skills and abilities; however, due to a title change in the Metrologist series, the education and experience at the Weights & Measures Inspector IV was modified to change the Weights & Measures Metrologist to Metrologist II.

During the review, Human Resource Management worked closely with staff from the Department of Agriculture's Consumer Equitability Division, which participated by offering recommendations and reviewing changes as the process progresses, and they support the recommended amendments.

Note: Changes, additions and/or deletions on the class specification are noted in red.

POSTING#: 20-15

Effective: 07/02/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			<i>1.405</i>	<i>Metrologist III</i>	<i>36</i>	<i>B</i>
1.403	Weights & Measures Metrologist	34	B	<i>1.403</i>	<i>Metrologist II</i>	<i>34</i>	<i>B</i>
	<i>New</i>			<i>1.402</i>	<i>Metrologist I</i>	<i>32</i>	<i>B</i>

BASIS FOR RECOMMENDATION

The Nevada Department of Agriculture, Consumer Equitability Division has requested the creation of additional levels in the Weights & Measures Metrologist series in order to address the need to always have individual trained, certified and prepared to step into the role of State Metrologist. Currently if the State Metrologist left State employment, the agency would lose their lab accreditation/certification as they have no other Metrologists able to immediately fill this role. As a result of this request, and in consultation with Subject Matter Expert from the division, Human Resource Management has recommended establishing two new levels within the series.

A Metrologist performs activities and processes involved in the effective operation of the Nevada Measurement Standards Laboratory; calibrate measures of mass, length and volume against the official State standards; and ensure that the Laboratory remains certified by the National Institute of Standards and Technology (NIST) in order to provide standard calibration services traceable to the U.S. national standards for industry, government agencies, educational institutions, business and research facilities.

It is recommended that the entry level Metrologist I be established at grade 32, two grades below the Metrologist II, which is consistent with other classifications. Incumbents in this class receive training in performing the duties assigned and progression to the journey level may occur upon meeting the minimum qualifications satisfactory performance and with the approval of the appointing authority. A special requirement detailing the need for the applicant to take and pass the proficiency examination given by NIST as a condition of employment was added due to the proficiency test being the first level requirement by NIST to begin the certification process. Also, an informational note was added indicating that the Metrologist I must obtain the NIST certification within one year of employment or as the certification courses become available.

It is also recommended that the Metrologist II, previously titled Weights & Measures Metrologist, be amended to the journey level in the series. Incumbents will perform the full range of duties outlined and may act as lead worker and provide field training to newly-hired personnel.

It is further recommended that the supervisory level Metrologist III be established at grade 36, two grades above the Metrologist II, which is consistent with other classifications. The incumbent will manage the Nevada Measurement Standards Laboratory, in addition to performing the full range of duties outlined in the series concept. The incumbent will oversee, develop and maintain metrology laboratory compliance to NIST standards; develop and implement program policies and procedures; schedule and oversee the testing of standards; maintain the security and verification of standards to provide a comparison for testing, weighing and measuring devices on a State wide basis; and supervise lower level Metrologist positions. An informational note was added indicating that incumbents at the Metrologist II and III must have, and maintain, certification from the NIST at the time of appointment and as a condition for continued employment.

During the review, Human Resource Management worked closely with staff from the Department of Agriculture's Consumer Equitability Division, which participated by offering recommendations and reviewing changes as the process progresses, and they support the recommended amendments.

Note: Changes, additions and/or deletions on the class specification are noted in red.

POSTING#: 21-15

Effective: 07/07/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			<i>6.769</i>	<i>State Public Works Energy Efficiency Specialist</i>	<i>39</i>	<i>B</i>

BASIS FOR RECOMMENDATION

At the request of the State Public Works Division, and in order to optimize operation efficiencies by combining resources and experience, Human Resource Management recommends establishing a new class titled State Public Works Energy Efficiency Specialist.

This is a single-position class under the direction of the Deputy Administrator of Buildings and Grounds. The incumbent conducts facility site visits; performs technical energy studies and audits of facilities to identify energy savings opportunities; analyzes the infrastructure of B&G facilities to include electrical, mechanical, HVAC/F control, water, wastewater, solid waste, irrigation and lighting systems. They also evaluate historic and present energy consumption data; apply forecasting and analytical techniques to calculate and project future energy costs; establish utility usage benchmarks for each B&G facility; outline benchmarks, energy savings targets and objectives; and monitor energy usage against targets and objectives. Additionally, the incumbent develops and compiles energy reports on all utility costs and consumption; prepares periodic energy management performance updates for management; advises personnel on proper operation of energy control systems, energy conservation methods/procedures, and recommends field improvement measures; and establishes and promotes energy awareness and conservation programs.

It is recommended that the State Public Works Energy Efficiency Specialist be allocated at grade 39 and placed in the Engineering & Allied Occupational Group, Construction subgroup. During this review, Human Resource Management worked closely with staff from State Public Works who assisted in developing the class specification and supports the new class specification.

Note: Changes, additions and/or deletions on the class specification are noted in red.