

Joe Lombardo
Governor



Jack Robb
Director

Joy Grimmer
Deputy Director

Bachera Washington
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
515 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 687-9085

HUMAN RESOURCES COMMISSION

Meeting Notice

DATE: Friday, June 28, 2024

TIME: 9:00 a.m.

LOCATION:

State Library and Archives Building	Eureka Building
100 N. Stewart Street	7251 Amigo Street
Room 110	Room 120
Carson City, Nevada 89701	Las Vegas, Nevada 89119

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

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

Agenda

- I. Call To Order, Welcome, Roll Call, Announcements**
- II. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.
- FOR POSSIBLE ACTION**
- III. Prohibitions and Penalties: Discussion and Approval or Denial of Specific Activities Considered Inconsistent, Incompatible, or in Conflict with Employee's Duties and the Process of Progressive Discipline**
- A. Secretary of State's Office

- FOR POSSIBLE ACTION** **IV. Possible Decision to Enter Into a New Contract with the Hearings Division or Possible Recruitment of Independent Hearing Officers**
- FOR POSSIBLE ACTION** **V. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions and Abolishment**
- A. Medical & Health & Related Services
1. Subgroup: Nursing Services, Institutional Nursing
- a. 10.364 Licensed Practical Nurse Series
- INFORMATIONAL ITEM** **VI. Report of Uncontested Classification Changes Not Requiring Human Resources Commission Approval per NRS 284.160**
- Posting: #24-24
09.475 Water System Manager/Operator/Worker Series
- Posting: #25-24
06.231 Professional Engineering Specialist
- Posting: #26-24
02.421 AG Legal Secretary Series
- Posting: #28-24
12.152 Workforce Services Representative Serie
- Posting: #29-24
06.343 GIS Analyst Series
- Posting: #30-24
01.401 Weights & Measures Inspector Series
- VII. Discussion of Dates for Upcoming Meetings**
- VIII. Commission Comments**
- IX. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.
- X. Adjournment**

Supporting material for this meeting is available at the Division of Human Resource Management at 515 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 7251 Amigo Street, Suite 120, Las Vegas, NV, 89119; or on our website:

https://hr.nv.gov/Boards/PersonnelCommission/Human_Resources_Commission_-_Meetings/. To obtain a copy of the supporting material, you may contact Roxanne Hardy at (775) 684-0131 or roxannehardy@admin.nv.gov

Inquiries regarding the items scheduled for this Commission meeting may be made to Roxanne Hardy at (775) 684-0131 or roxannehardy@admin.nv.gov.

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Division of Human Resource Management in writing at 515 E. Musser Street, Suite 101, Carson City, NV, 89701, no less than (5) working days before the meeting.

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

http://hr.nv.gov/Services/HRM_Email_Subscription_Management/. If you do not wish to subscribe to LISTSERV and wish to receive notice of meetings, you must request to receive meeting notices and renew the request every 6 months thereafter per NRS 241.020(3)(c), which states in part, "A request for notice lapses 6 months after it is made." Please contact Roxanne Hardy at (775) 684-0131 or roxannehardy@admin.nv.gov to make such requests.

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

Carson City

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

Las Vegas

Eureka Building, 7251 Amigo Street

Websites:

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

ITEM III

Human Resources Commission Meeting
June 28, 2024

FOR DISCUSSION AND POSSIBLE ACTION

Prohibitions and Penalties

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

Secretary Of State's Office - DHRM Recommendation

The Secretary of State's Office has updated their Prohibitions and Penalties previously approved by the Personnel Commission and in effect since February 27, 2009. Prior to the submitted revised version, department employees were requested to submit comments and suggestions.

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

STATE OF NEVADA
SECRETARY OF STATE'S OFFICE



PROHIBITIONS AND PENALTIES
A GUIDE FOR EMPLOYEES OF
THE SECRETARY OF STATE'S OFFICE

Approved by the Human Resources Commission on _____

FORWARD

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

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

This Prohibitions and Penalties document is intended to clarify existing rules and regulations. It is meant as a supplement and does not attempt to cover all possible infractions and violations of the existing rules; however, it does address the majority of situations that are important to the agency. All employees of the Secretary of State will be issued a copy of the "Prohibitions and Penalties" document.

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

After you have thoroughly reviewed this guide, please sign the "Acknowledgement Form – Secretary of State's Office Prohibitions and Penalties," which is the last page of this guide and return it to our Human Resources Office or your immediate supervisor.

AUTHORITY

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

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

COACHING

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

Letter of Instruction. A letter of instruction to the employee is typically written by the supervisor(s) responsible for the employee's activities. The letter is intended to provide the employee with information

and instruction or training and establish documentation that the employee has been made aware of his or her responsibility concerning a particular situation or set of circumstances.

THE PROGRESSIVE DISCIPLINE PROCESS

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

1. Oral Warning. When instruction and training does not lead to a change in behavior or performance that is desired, an “oral warning” is usually the first step in the progressive disciplinary process. This level of discipline may be skipped when the seriousness of the employee’s behavior and/or performance warrants a higher level of discipline on a first offense and typically comes from the supervisor responsible for the employee's activities. The oral warning is documented and maintained in the supervisor's file. Oral warnings are not forwarded to the employee's departmental personnel file or the Division of Human Resource Management's Central Records section.
2. Written Reprimand. Typically, the second level in the disciplinary process, a written reprimand is used when previous corrective and disciplinary action has not produced the appropriate change in behavior or performance or when the seriousness of a first offense warrants a higher level of discipline such as willful actions and/or threats. A copy of the Written Reprimand (form NPD-52) is maintained in the employee’s permanent personnel file held by the Division of Human Resource Management's Central Records section.
3. Suspension. When previous corrective and disciplinary action have not produced the appropriate change in behavior or performance or due to the seriousness of a first offense, a suspension leave without pay may be issued but not to exceed 30 calendar days. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the suspension is maintained in the employee’s permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a suspension as a result of an upheld or uncontested disciplinary action.
4. Demotion. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee’s behavior is particularly egregious, a demotion to a lower class may be used as a form of discipline. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the demotion is maintained in the employee’s permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a demotion as a result of an upheld or uncontested disciplinary action.
5. Dismissal. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee’s behavior is particularly egregious, dismissal from the State may be warranted. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the dismissal is maintained in the employee’s permanent personnel file held by the Division of Human Resource Management's Central Records section.

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

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

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

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

Secretary of State's Office Prohibitions and Penalties

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
A.	Fraud in Securing an Appointment						
1	Falsification of application for employment or other personnel records with respect to a material point relating to education & training or employment history & experience which would have adversely affected selection for an appointment.	5					
2	Taking, for another person, or permitting another person to take for you, an examination or a portion thereof.	5					
3	Refusal upon hire to sign the Acknowledgement of Receipt of Prohibitions and Penalties and/or Department and/or Division policies and procedures.	5					
4	Refusal, upon hire, to sign the Acknowledgement of the State Executive Branch Sexual Harassment and Discrimination Policy and/or the Governor's Alcohol and Drug Free Workplace Policy.	5					
B.	Performance on the Job						
1	Failure of the employee to maintain proper work performance or personal appearance standards after a reasonable period of instruction.	1	3	2	3	3	5
2	Failure to prepare or maintain prescribed records or reports.	1	5	2	5	4	5
3	Willfully falsifying prescribed records or reports.	3	5	5			
4	Withholding or concealing information regarding the job from supervisors or other persons having the necessity for such information.	1	5	2	5	5	
5	Failure to cooperate in work-related projects with other employees and/or supervisors.	1	3	2	5	5	
6	Failure of an employee, who is designated as a supervisor and has supervisory authority, to take corrective disciplinary steps where such action is needed.	1	2	2	3	4	5
7	Unauthorized and/or willful destruction, removal, concealing, stealing, tampering, mutilation, damage to and/or alteration of State or Federal property, departmental records, public record, book, paper report or document, including but not limited to incident reports, financial records such as travel, payroll, purchase vouchers, and supporting documents, time and attendance records to include leave requests, overtime, compensatory time, or other leave records.	2	5	3	5	4	5
8	Soliciting or accepting a bribe.	5					
9	Embezzlement or misappropriation of State funds or other funds that come into the employee's possession because of their official position for personal gain.	5					
10	Negligent falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not resulting in personal financial gain. b. Resulting in personal financial gain.	1 3	3 5	4 5	5	5	
11	Willful falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not resulting in personal financial gain; b. Resulting in personal financial gain.	2 5	5	3	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
12	Negligent falsification of time and attendance records including leave requests, overtime, compensatory time, or any leave record.	1	2	3	4	5	
13	Willful falsification of time and attendance records including leave requests, overtime, compensatory time, or any leave record.	3	5	5			
14	Willful concealment of material facts by omission from records.	2	3	4	5	5	
15	Unauthorized taking or using property belonging to the Federal or State government or fellow employees.	1	3	2	5	5	
16	Making unauthorized departmental transactions for personal profit.	5					
17	Disregard and/or deliberate failure to comply with or enforce statewide, department, division, or office regulations and policies.	2	5	3	5	4	5
18	Unauthorized removal of secure or personal records, correspondence or documents from department files.	2	5	3	5	4	5
19	Failure to properly account for State or Federal funds where it is a known requirement of the position.	2	5	3	5	5	
20	Jeopardizing the security of departmental property.	1	3	2	5	3	5
21	Failure to ensure subordinate employees perform the required duties.	1	3	2	3	3	5
22	Misconduct of supervisor because of prejudice, anger or other unjustifiable reason, including the unequal or disparate exercise of authority toward an employee.	1	4	2	5	4	5
23	The suspension, revocation, cancellation or lapsing of any valid license, certificate or permit when the possession of a valid license, certificate, or permit is required as an essential function of the job.	2	5	3	5	5	
24	Failure to maintain a valid driver's license when possession of a valid driver's license is a requirement of the job.	2	5	3	5	5	
25	Failure of an employee, who is designated as a supervisor to fulfill their supervisory responsibilities, including but not limited to ensuring that employees adhere to the policies and procedures of the department and the actions of all personnel comply with all laws, taking corrective disciplinary action where such action is needed, preparing timely reports of performance, and accounting for employees' time and leave.	1	3	2	3	3	5
26	Willful falsification of any public record that involves the misuse of state or federal funds.	2	5	3	5	5	
C.	Neglect of, or Inexcusable Absence from the Job						
1	Negligence in performing official duties including failure to follow instructions or regulations.	1	3	2	5	3	5
2	Carelessness, indifference, inattention to duty that results in reduced productivity.	1	5	2	5	3	5
3	Failure to report to work at specified times and in the prescribed manner.	1	3	2	5	3	5
4	Conducting personal business during working hours.	1	3	2	4	3	5
5	Frequent or continual tardiness.	1	3	2	5	3	5

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
6	Failure to notify the supervisor or designated representative promptly when unable to report for work. Notification must occur for each shift unless otherwise pre-arranged.	1	3	2	5	3	5
7	Leaving a work area or a job without authorization or when specifically instructed to remain in the work area or at the job.	1	4	2	5	4	5
8	Unauthorized absence from duty or abuse of leave privileges.	1	4	2	5	5	
9	Absence from duty without leave after having been denied permission to take such leave.	2	5	5			
10	Failure to report to work or call supervisor for three (3) consecutive workdays without permission or justification.	5					
11	"Loafing" on the job; wasting time; failure to put in a full day's work.	1	3	2	5	3	5
12	Repeated extension of designated lunch periods, or rest periods beyond the prescribed 15 minutes in NAC 284.524 without supervisor approval.	1	3	2	3	3	5
13	Use of sick leave for a reason not authorized by NAC 284.554.	1	4	2	5	5	
14	Absence from duty without permission or without adequate justification.	1	4	2	5	5	
D. Relations with Supervisor, Fellow Employees, and the Public							
1	Insubordination: Refusal to comply with order or instruction from a supervisor (or superior in the employee's chain of command.)	2	5	3	5	5	
2	Discourteous treatment of the public, supervisor or a fellow employee. Using insulting, abusive or profane language to a supervisor, the public or fellow employee.	1	5	2	5	3	5
3	Making statements, false or otherwise, intended to demean or disparage supervisor, fellow employees or the public; or intended to disrupt the work environment.	2	3	3	4	4	5
4	A willful or reckless act of harm toward a supervisor, co-worker, or the public; abuse or omission to act which causes physical or mental injury including, but not limited to sexual exploitation, hitting or use of excessive force towards a supervisor, fellow employees, or the public.	3	5	4	5	5	
5	Failure to work with fellow employees as a team to best reach the goals of the agency and create an environment that promotes group work cohesiveness.	1	2	2	3	5	
6	Threatening, stalking, intimidating, attempting, or doing bodily harm to a supervisor, public, or fellow employee; or using insulting, intimidating or abusive language or conduct to supervisor, public or fellow employee.	2	5	3	5	5	
7	Improper disclosure of protected health information as identified by the Privacy Act of the Health Insurance Portability and Accountability Act (HIPAA).	1	3	3	5	5	
8	Failure to conduct oneself in a professional manner while meeting the responsibilities to the public.	2	3	3	4	4	5
9	Creating an atmosphere not conducive to a professional workplace, including creating discord among employees.	1	4	2	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
E.	Use of Alcohol, Controlled Substance or Drugs						
1	Consuming or being under the influence of alcohol, drugs or other controlled substances while on duty, to include lunch and work breaks, unless prescribed by a physician.	3	5	5			
2	Convicted of driving under the influence or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a State vehicle or a privately-owned vehicle while on State business.	3	5	4	5	5	
3	Convicted of violating any State or Federal law prohibiting the sale of a controlled substance.	5					
4	Failure to report a conviction of any alcohol or drug-related offense as described in NAC 284.653 to the appointing authority within five (5) working days after it occurs.	5					
5	Refusal to take any drug and/or alcohol test when there is a reasonable belief an employee is under the influence of drugs or alcohol.	5					
6	Except as otherwise provided in Section E, Item 5, refusal to submit to a screening test for any drug and/or alcohol test mandated by Federal or State law or regulation.	5					
7	Unlawful possession of a controlled substance at work or while on department business.	5					
8	Inability to perform the duties of the position because of being under the influence of alcohol, drugs, or any other controlled substance (includes prescription medication.)	1	5	2	5	3	5
9	Failure to pass any drug and or alcohol test mandated by Federal or State law or regulation.	3	5	5			
10	Driving under the influence in violation of NRS 484C.110 or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a State vehicle, or a privately-owned vehicle on State business.	3	5	4	5	5	
11	Failure to complete any rehabilitation program recommended in the evaluation of an employee who is a mandated referral to an employee assistance program.	5					
12	Convicted of the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance at work or while on state business.	3	5	5			
13	Manufacturing, distribution, selling, giving, or otherwise providing clients, a member of the public, or fellow employees with alcohol, drugs or any controlled substances during working hours unless specifically authorized to do so.	3	5	5			
F.	Misuse of Department or State Property						
1	Using State, department-owned or leased property without proper authorization following Department or Division policy.	1	3	2	5	5	
2	Operating State vehicle or equipment in an unsafe or negligent manner resulting in injury to a person or damage to the equipment or the property.	1	5	2	5	5	
3	Failure to have State vehicles or equipment properly maintained and/or serviced resulting in damage to equipment or injury to a person.	1	5	2	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
4	Operating State vehicles or equipment without a valid or proper license:						
	a. Without the knowledge that the license is no longer valid.	2	5	5			
	b. With the knowledge that the license is no longer valid.	4	5	5			
5	Removing property, equipment or documents from the workplace without approved from the appropriate authority.	1	5	2	5	5	
6	Operating State vehicles or equipment without proper authorization or credentials.	2	5	5			
7	Negligently leaving state equipment or machinery, which results in damage to the equipment or other property.	1	5	3	5	5	
8	Failure to disclose an arrest or a criminal conviction when disclosure is required by law, regulation, or agency policy.	3	5	4	5	5	
9	Negligent damage to, destruction, waste or loss of State material, property or equipment.	1	5	2	5	4	5
10	Jeopardizing the security of departmental/Secretary of State (SOS) property.	1	5	2	5	3	5
11	Failure to report an accident involving State equipment or vehicles assigned to the employee within 24 hours.	2	5	3	5	4	5
G. Misuse of Information Technology							
1	Use that interferes with employee performance or department functions to include the downloading and using entertainment software such as games or other non-work-related materials, or on-line gambling.	1	5	2	5	3	5
2	Use for activities that are illegal, inappropriate, or offensive to fellow employees or the public such as harassment or hate speech to include language that discriminates against others based on race, religion, gender, disability, national origin, sexual orientation, genetic information or gender identity and expression, or any other State or Federal anti-discrimination laws.	1	5	2	5	5	
3	Obtaining unauthorized access to another's e-mail or data files or confidential records maintained by the Department.	2	4	3	4	5	
4	Accessing, displaying and/or printing material or images that are sexually explicit or serve to create a hostile environment in the workplace.	1	4	2	5	5	
5	Use that violates copyright laws, software licensing agreements, property rights, the privacy of others, or local, State, or Federal laws.	1	5	3	5	5	
6	Accessing a website that results in a fee being charged to the State.	1	2	3	4	5	
7	Personal use that could slow down, delay, or disrupt computer services such as chain letter, greeting cards, and streaming of radio or TV broadcasts or other audio or video material.	1	2	3	4	5	
8	Revealing passwords or using another person's user identification or password to access confidential information without authorization.	2	5	3	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
9	Negligent use of information technology that results in the introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to the equipment, software, or data.	1	5	2	5	4	5
10	Willful sabotage of information technology resources such as the introduction of computer viruses, system monitoring devices, or devices that can cause damage or limit access to the equipment, software, or data.	5					
11	Using state information technology resources, including but not limited to computing and communications equipment, services or facilities for soliciting business, selling products or otherwise engaging in commercial activities.	2	5	3	5	5	
12	Excessive internet usage for personal or non-work-related purposes.	1	3	2	4	3	5
13	Intentionally viewing or distributing pornographic material at the premises of the workplace, including, without limitation, intentionally viewing or distributing pornographic material on any computer owned by the State, unless such viewing or distributing is a requirement of the employee's position.	5					
14	Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	2	5	3	5	5	
15	Accessing or communicating data, not about official job duties without authorization.	1	4	2	5	3	5
16	Malicious and willful alteration, deletion or other destruction of documents, data, information or other materials stored on any Department information technology system.	5					
H. Other Acts of Misconduct or Incompatibility							
1	Engage in an outside employment activity or enterprise which the appointing authority considers being inconsistent, incompatible or a conflict of interest with employment without authorization.	1	3	2	4	5	
2	Unauthorized or improper disclosure of confidential information.	2	5	3	5	5	
3	Disgraceful personal conduct which impairs job performance.	1	5	3	5	5	
4	Accepting or soliciting gifts, service, favor, employment, engagement or economic opportunity from any individual, firm, or organization doing business with the State when the employee is responsible for making any recommendations or decisions affecting their business activities.	1	5	2	5	3	5
5	Misrepresentation of official capacity or authority.	2	5	4	5	5	
6	Bringing into state owned, leased or occupied buildings any firearm, or implement considered to be a weapon, unless permitted by law to do so and appointing authority receives prior notification.	3	5	4	5	5	
7	Conviction of any criminal act related to their work activity or conviction of any criminal act involving moral turpitude when it is related to the employee's work.	2	5	3	5	5	
8	Sleeping on duty or failure to remain fully awake while on duty.	1	5	3	5	5	

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
9	Engaging in unlawful or unauthorized electronic surveillance or recording of conversations or actions of persons in facilities owned or leased by the State.	3	4	4	5	5	
I. Improper Political Activity							
1	Directly or indirectly solicit or be in any manner concerned in soliciting or receiving any assessment, subscription, a monetary, or non-monetary contribution for a political purpose from anyone who is in the same department and who is a subordinate of the solicitor.	1	5	4	5	5	
2	Engage in political activity during the hours of employment to improve the chance of a political party or individual seeking office.	1	3	2	4	3	5
3	Engage in political activity to secure preference for promotion, transfer or salary advancement.	1	5	2	5	5	
J. Discrimination and Harassment							
1	Engaging in sexual harassment as defined in Federal and State law, the State Executive Branch Sexual Harassment & Discrimination Policy, or SOS policy against an employee, an applicant for employment or any other another person in the workplace.	2	5	4	5	5	
2	Creating or endorsing a hostile work environment.	2	5	3	5	5	
3	Discrimination based on race, color, religion, sex, sexual orientation, age, disability, national origin, genetic information, gender identity and expression or other violations of Title VII of the Civil Rights Act, or any other State or Federal anti- discrimination laws.	3	5	4	5	5	
4	Failure of a supervisor to report instances of sexual harassment or discrimination as defined and required in Federal and State law, the State Executive Branch Sexual Harassment & Discrimination Policy, or the agency's policy.	1	5	3	5	5	
K. Safety and Health							
1	Willful removal or interference with a safety device or safeguard.	2	3	2	4	3	5
2	Participating in dangerous horseplay or inattention that threatens the health, safety or life of any person.	2	5	3	5	5	
3	Participating in workplace violence, the threat of workplace violence, harassment, or intimidation.	2	5	3	5	5	
4	Endangering self, fellow employees, clients or public through negligent or willful violation of agency policy as contained in performance standards, procedures and various federal and state laws, regulations and guidelines.	2	5	3	5	5	

ACKNOWLEDGMENT FORM

**SECRETARY OF STATE’S OFFICE
PROHIBITIONS AND PENALTIES**

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

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

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

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

Acknowledgment of Receipt:

I acknowledge receipt of the Secretary of State’s Office Prohibitions and Penalties.

Print Employee Name Employee Signature Employee ID Date

Human Resource Representative or
Immediate Supervisor Date

ITEM IV

Human Resources Commission Meeting
June 28, 2024

FOR DISCUSSION AND POSSIBLE ACTION

The current contract with the Department of Administration's Hearings Division will expire on June 30, 2024. The Division of Human Resource Management (Division) is requesting that the Human Resources Commission advise the Division whether to enter into a new contract for a term of one year.

Contracting with the Hearings Division has proven to be advantageous to the Division. The Hearings Division has the facilities and expertise to continue performing as the hearing officers for disciplinary and Whistleblower appeals.

If approved, an inter-local agreement will be forwarded requesting approval by the Board of Examiners pursuant to the relevant rules. DHRM has confirmed the following billing structure will continue to apply to the new contract with the Hearings Division should the Human Resources Commission choose this option.

Billing Structure

\$100/hr. in 15-minute increments

\$50/hr. in 15-minute increments for clerical staff

Charge for postal expenditures at current rate

\$0.25/page for copies

Transcription costs for petitions for judicial review

Reimbursement for travel expenditures (mileage, hotel, meals, airfare, ground transportation)

ITEM V

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:

June 28, 2024.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.364	Licensed Practical Nurse III	33*	C	10.364	Licensed Practical Nurse III	33*	C
10.360	Licensed Practical Nurse II	31*	C	10.360	Licensed Practical Nurse II	31*	C
10.365	Licensed Practical Nurse I	29*	C	10.365	Licensed Practical Nurse I	29*	C
10.363	Licensed Practical Nurse Trainee	27*	C	10.363	Licensed Practical Nurse Trainee	27*	C

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Licensed Practical Nurse series.

In consultation with the Subject Matter Experts from the Department of Health and Human Services Aging and Disability Services Division and Division of Public and Behavioral Health, and the Departments of Veteran’s Services and Corrections, the Office of Veterans’ Services and Analysts from DHRM, it was determined that the Series and Class Concept for each level were consistent with current expectations and require no changes at this time.

Minor changes were made to the Entry Level and Full Performance Knowledge, Skills, and Abilities sections within the Minimum Qualifications, at every level, to maintain consistency with verbiage formatting and structure.

Throughout the review management and agency staff within the agencies and analysts within DHRM participated in the review and they support this recommendation.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LICENSED PRACTICAL NURSE III	33*	C	10.364
LICENSED PRACTICAL NURSE II	31*	C	10.360
LICENSED PRACTICAL NURSE I	29*	C	10.365
LICENSED PRACTICAL NURSE TRAINEE	27*	C	10.363

SERIES CONCEPT

Under the direction of a Registered Nurse, Mid-Level Practitioner, or physician, Licensed Practical Nurses (LPN) provide general or psychiatric practical nursing care in accordance with the authorized scope of practice specified in the Nurse Practice Act.

Contribute to the assessment of patient health status by collecting, reporting and recording objective and subjective data; observe condition or change in condition; note signs and symptoms of deviation from normal health; participate in developing written care plans.

Assist in carrying out therapeutic procedures which provide for the emotional and physical comfort of patients; maintain safety, health and well-being of individuals in the therapeutic environment and as allowed in the practice setting; assist in physically restraining patients who are a threat to themselves or others and may be hostile and combative; follow facility procedures regarding techniques and duration of confinement; notify appropriate personnel of action taken and document as required.

Administer medications as prescribed by a physician or designee, ensuring route of administration; count controlled medications to ensure security; monitor patient for medication side effects and/or allergic reaction; observe patient to determine if medication is effective for prescribed treatment and document; if necessary, notify appropriate personnel of action taken.

Document nurse progress notes in medical charts including patient health status, changes in condition and medication administered; review charts for changes in orders and transcribe; prepare written reports, records and summaries; assist with quality improvement activities such as auditing charts and compiling statistics; ensure applicable regulatory standards are met including documentation of the care delivery process.

Provide emergency medical treatment such as cardiopulmonary resuscitation (CPR) and first aid required to stabilize the patient's condition and prevent more serious complications pursuant to established policy; complete accident and incident reports as required.

Prepare and maintain medical treatment rooms, ensuring supplies are available and ready for use; order and stock medical and related supplies as needed.

Provide prescribed education to patients and their families related to good health habits and answer questions regarding prescribed treatment; provide health related education and training to staff as assigned.

Assist patients with activities of daily living and encourage them to perform activities without help as appropriate; supervise and/or participate in therapeutic interventions; serve as a positive role model at all times.

May delegate to auxiliary personnel direct care duties consistent with their licensure, certification and competency and as allowed in the practice setting.

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

LICENSED PRACTICAL NURSE III	33*	C	10.364
LICENSED PRACTICAL NURSE II	31*	C	10.360
LICENSED PRACTICAL NURSE I	29*	C	10.365
LICENSED PRACTICAL NURSE TRAINEE	27*	C	10.363

Page 2 of 5

SERIES CONCEPT (cont'd)

May schedule and transport patients to outside doctor or dental appointments as allowed in the practice setting; coordinate and/or participate in clinics as allowed in the practice setting; receive prior approval for billing purposes as needed; conduct screening tests; give immunization injections; create and maintain associated records.

Perform related duties as assigned.

CLASS CONCEPTS

Licensed Practical Nurse III: Under limited direction, incumbents serve as a first-line supervisor, providing administrative direction, development and evaluation of subordinate licensed practical nurses, direct care staff and others as assigned, within the scope of the Nurse Practice Act on an assigned shift. Additionally, incumbents perform all of the duties in the series concept and the Licensed Practical Nurse II class concepts, providing nursing care to inmates in a correctional setting or to individuals with mental illness and/or developmental disabilities.

Licensed Practical Nurse II: Under general supervision, incumbents perform the full range of duties outlined in the series concept, providing nursing care to inmates in a correctional setting to individuals with mental illness and/or developmental disabilities, or patients in a 24-hour inpatient skilled nursing facility (e.g., convalescent or nursing home). Incumbents maintain the safety, health, and well-being of patients in the practice setting using the least restrictive interventions appropriate for patients who may be hostile and combative. This is the journey level in the series.

Licensed Practical Nurse I: Under immediate supervision, incumbents either: 1) provide nursing services in a clinical, rehabilitation, research, student health or similar non-restrictive outpatient setting. Licensed Practical Nurse I positions assigned to a non-restrictive work setting are permanently assigned to this level and may not progress to Licensed Practical Nurse II; or 2) provide nursing care to inmates in a correctional setting to individuals with mental illness/developmental disabilities, or to patients in an inpatient skilled nursing facility. Incumbents may progress to Licensed Practical Nurse II upon meeting minimum qualifications successfully and with the recommendation of the appointing authority.

Licensed Practical Nurse Trainee: Under close supervision, incumbents gain experience in performing the duties outlined in the series concept. This is the entry level in the series, and progression to the next level may occur upon meeting minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.
- * Some positions require CPR certification at time of appointment and as a condition of continuing employment.
- * Some positions require intravenous (IV) certification at the time of appointment and as a condition of continuing employment.
- * Some positions require a phlebotomy certification at the time of appointment and as a condition of continuing employment.

LICENSED PRACTICAL NURSE III	33*	C	10.364
LICENSED PRACTICAL NURSE II	31*	C	10.360
LICENSED PRACTICAL NURSE I	29*	C	10.365
LICENSED PRACTICAL NURSE TRAINEE	27*	C	10.363

Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS (cont'd)

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

INFORMATIONAL NOTE:

- * Probationary employees working in a correctional setting must successfully complete 40 hours of "pre-service" training provided by the Department of Corrections.

LICENSED PRACTICAL NURSE III

EDUCATION AND EXPERIENCE: Current license to practice as a Licensed Practical Nurse in the State of Nevada and three years of experience as a Licensed Practical Nurse, two years of which were providing nursing care to inmates in a correctional setting or to individuals with mental illness and/or developmental disabilities. *(See Special Requirements and Informational Note)*

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

Detailed knowledge of: documentation process. **Working knowledge of:** organization and communication techniques. **General knowledge of:** staff education and training techniques. **Ability to:** apply compliance and regulatory standards to nursing care; effectively delegate work to subordinate staff; respond to and resolve patient care issues; participate in internal investigations; *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: staffing requirements for an assigned work area on a shift; staff education and training techniques; principles and practices of supervision; application of work performance standards for subordinate staff; *agency regulations, policies and procedures related to patient care.* **General knowledge of:** cost impact of staffing levels, overtime, equipment and supplies. **Ability to:** deal effectively with personnel and staffing issues; plan and organize the work of subordinate staff.

LICENSED PRACTICAL NURSE II

EDUCATION AND EXPERIENCE: Current license to practice as a Licensed Practical Nurse in the State of Nevada and two years of experience as a Licensed Practical Nurse, one year of which was providing nursing care to inmates in a correctional setting, individuals with mental illness and/or developmental disabilities, or patients in a hospital or skilled nursing facility (e.g., convalescent or nursing home). *(See Special Requirements and Informational Note)*

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

Working knowledge of: theory and practice of practical nursing as applied to patients in a mental health, developmental disabilities, correctional setting, or skilled nursing facility; nursing principles and therapeutic interventions utilized in nursing care of individuals with chronic or acute conditions or mental illness and/or developmental disabilities; commonly prescribed medications used to treat chronic and/or acute conditions; quality assurance compliance activities including applicable regulatory standards; routine laboratory tests and diagnostic procedures; operation and use of standard medical equipment; *theory and practices of practical nursing and common nursing techniques; methods and techniques used in the personal care of patients; operation and use of standard medical equipment; documentation process; commonly prescribed medications and possible side effects; quality assurance compliance activities including applicable regulatory standards.* **Ability to:** recognize and respond appropriately to hostile and combative behavior;

LICENSED PRACTICAL NURSE III	33*	C	10.364
LICENSED PRACTICAL NURSE II	31*	C	10.360
LICENSED PRACTICAL NURSE I	29*	C	10.365
LICENSED PRACTICAL NURSE TRAINEE	27*	C	10.363

Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

LICENSED PRACTICAL NURSE II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
provide health education to patients; provide emergency medical treatment as required; recognize and report changes in condition; identify and report possible medication side effects and interactions; delegate appropriate assignments to subordinate staff; and all knowledge, skills, and abilities required at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
~~[Working knowledge of: agency regulations, policies and procedures related to patient care.]~~
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Licensed Practical Nurse III.)

LICENSED PRACTICAL NURSE I

EDUCATION AND EXPERIENCE: Current license to practice as a Licensed Practical Nurse in the State of Nevada and one year of experience as a Licensed Practical Nurse. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: universal precautions and infection control techniques and procedures; medical terminology sufficient to understand doctor's orders; methods and techniques used in the personal care of patients; *techniques used to diagnose and treat human diseases and illnesses; documenting observations and care provided.* **General knowledge of:** theory and practices of practical nursing and common nursing techniques; commonly prescribed medications and possible side effects; operation and use of standard medical equipment; documentation process; quality assurance compliance activities including applicable regulatory standards. **Ability to:** collect data from patients regarding health history, symptoms and/or complaints; follow detailed oral and written instructions; prepare and maintain accurate medical records; establish and maintain cooperative working relationships with supervisors, staff and patients; provide basic patient care such as bathing, feeding and administering medication; use standard medical equipment appropriately; *monitor and review patient health and behavior to detect or assess problems; keep up-to-date technically and apply new knowledge to your job; analyze information and evaluate results to choose the best solution and solve problems.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
~~[Working knowledge of: theory and practices of practical nursing and common nursing techniques; methods and techniques used in the personal care of patients; operation and use of standard medical equipment; documentation process; commonly prescribed medications and possible side effects; quality assurance compliance activities including applicable regulatory standards. Ability to: provide health education to patients; provide emergency medical treatment as required; recognize and report changes in condition; identify and report possible medication side effects and interactions; delegate appropriate assignments to subordinate staff.]~~
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Licensed Practical Nurse II.)

LICENSED PRACTICAL NURSE TRAINEE

EDUCATION AND EXPERIENCE: Current license to practice as a Licensed Practical Nurse in the State of Nevada. *(See Special Requirements and Informational Note)*

LICENSED PRACTICAL NURSE III	33*	C	10.364
LICENSED PRACTICAL NURSE II	31*	C	10.360
LICENSED PRACTICAL NURSE I	29*	C	10.365
LICENSED PRACTICAL NURSE TRAINEE	27*	C	10.363

Page 5 of 5

MINIMUM QUALIFICATIONS (cont'd)

LICENSED PRACTICAL NURSE TRAINEE (cont'd)

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

Working knowledge of: theory and practices of practical nursing; distribution of prescribed medicines and drug interactions. **General knowledge of:** medical terminology sufficient to understand doctors' orders; methods and techniques used in the personal care of patients. **Skilled in:** organizational skills; providing care within the scope of the Nevada Nurse Practice Act; maintaining compliance with all federal and State regulations. **Ability to:** communicate information and ideas in speaking so others will understand; observe, receive, and obtain information from all relevant sources.

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

~~[Working knowledge of: techniques used to diagnose and treat human diseases and illnesses; documenting observations and care provided. Ability to: monitor and review patient health and behavior to detect or assess problems; keep up to date technically and apply new knowledge to your job; analyze information and evaluate results to choose the best solution and solve problems.]~~

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Licensed Practical Nurse I.)

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

	<u>10.364</u>	<u>10.360</u>	<u>10.365</u>	<u>10.363</u>
ESTABLISHED:	7/1/99P	4/26/74	9/1/63	2/9/04UC
REVISED:	10/2/98PC		4/26/74	
REVISED:		3/1/85	3/1/85	
REVISED:		7/1/99P	7/1/99P	
		10/2/98PC	10/2/98PC	
REVISED:	5/25/01UC	5/25/01UC	5/25/01UC	
REVISED:	7/1/03LG	7/1/03LG	7/1/03LG	
REVISED:	2/9/04UC	2/9/04UC	2/9/04UC	
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	6/28/24HRC	6/28/24HRC	6/28/24HRC	6/28/24HRC

ITEM VI

Human Resources Commission Meeting
June 28, 2024

REPORT OF CLASSIFICATION CHANGES NOT REQUIRING HUMAN RESOURCES COMMISSION APPROVAL

Attached is a report of changes made to the classification plan pursuant to NRS 284.160, sections 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 affected:

REPORT OF CLASSIFICATION CHANGES

POSTING#: 24-24

Effective: 05/08/24

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.475	Water System Manager	36*	G	<i>9.475</i>	<i>Water System Manager</i>	<i>36*</i>	<i>G</i>
9.498	Water System Operator II	33*	G	<i>9.498</i>	<i>Water System Operator II</i>	<i>33*</i>	<i>G</i>
9.478	Water System Operator I	31*	G	<i>9.478</i>	<i>Water System Operator I</i>	<i>31*</i>	<i>G</i>
9.499	Water System Worker	29*	G	<i>9.499</i>	<i>No Change</i>		

Basis for Recommendation

At the request of the State Public Works Division (SPWD), the Division of Human Resource Management (DHRM) conducted a review of the Water System Manager/Operator series. Water System Operators perform technical duties related to testing and treatment of ground and surface water, the operational duties associated with the collection and storage of ground and surface water, and the treatment and distribution of water.

In coordination with subject matter experts from SPWD and analysts within DHRM it was determined that the requirement to have a Water Treatment Operator, grade 1 certification was no longer a requirement for some employees, as the Marlette Lake Water System delivers raw water to their customers and does not treat the water. It is therefore recommended that the class concepts for the Water System Manager, Water System Operator II, and Water System Operator I be amended to read “may require certification” as a Water Distribution Operator, grade 1. In addition, it is recommended that the Special Requirements of the Minimum Qualifications be amended to include verbiage indicating that “some positions” may require this certification and that these positions would be identified at the time of recruitment. Minor revisions were also made to the series concept to maintain consistent with verbiage used.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
WATER SYSTEM MANAGER	36*	G	9.475
WATER SYSTEM OPERATOR II	33*	G	9.498
WATER SYSTEM OPERATOR I	31*	G	9.478
WATER SYSTEM WORKER	29*	G	9.499

SERIES CONCEPT

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

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

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

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

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

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

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

Perform related duties as assigned.

CLASS CONCEPTS

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

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

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

CLASS CONCEPTS (cont'd)

Water System Manager: (cont'd)

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

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

Water System Operator II:

Buildings & Grounds: Under general direction, incumbents function as a lead worker over lower-level Water System Operator and/or Water System Worker positions to include training, work assignment and review, and providing input regarding performance evaluations and work performance standards. Incumbents function at the journey level and are certified as a [~~Water Treatment Operator, grade 1 and~~] Water Distribution Operator, grade 2 *and may require certification as a* Water Treatment Operator, grade 1.

State Parks: Under general direction, incumbents work at the advanced journey level on a water system designated by the Nevada Division of Environmental Protection as requiring certification as a Water Treatment Operator, grade 2 or higher or a Water Distribution Operator, grade 2. Duties at this level require advanced knowledge of treatment technology and operation of associated equipment.

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

Depending on the needs of the agency, incumbents may be permanently assigned to this level and function below the journey level, or progress to the next level in the series upon attainment of the required certification, license endorsement, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

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

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *Some positions require a [A] valid Class C driver's license and/or commercial drivers license Class A or B [is required] at the time of appointment and as a condition of continuing employment. These positions will be identified at the time of recruitment.*

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

Page 3 of 6

MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

- * Working outdoors is required. Duties frequently require walking to elevations over 6000 feet and using snowmobiles and snowshoes to inspect and maintain the water system and equipment.
- * Working weekends may be required.
- * Positions are subject to callout or callback.
- * Water System Manager positions require certification [~~as a Water Treatment Operator, grade 1 and a~~] **as a** Water Distribution Operator, grade 2 at the time of appointment and as a condition of continued employment.
- * *Some Water System Manager positions may require certification as a Water Treatment Operator, grade 1 at the time of appointment and as a condition of continuing employment. These positions will be identified at the time of recruitment.*
- * Water System Operator II, Buildings & Grounds, positions require certification as a [~~Water Treatment Operator, grade 1 and~~] Water Distribution Operator, grade 2 at the time of appointment and as a condition of continuing employment.
- * *Some positions at the Water System Operator II, Buildings & Grounds may require certification as a Water Treatment Operator, grade 1 at the time of appointment and as a condition of continuing employment. These positions will be identified at the time of recruitment.*
- * Water System Operator II, State Parks, positions require certification as a Water Treatment Operator, grade 2 and Water Distribution Operator, grade 2 at the time of appointment and as a condition of continuing employment.
- * Water System Operator I positions require certification as a [~~Water Treatment Operator, grade 1 at the time of appointment and a~~] Water Distribution Operator, grade 1 within 12 months of appointment and as a condition of continuing employment.
- * *Some Water System Operator I positions may require certification as a Water Treatment Operator, grade 1 at the time of appointment and as a condition of continuing employment. These positions will be identified at the time of recruitment.*

INFORMATIONAL NOTES:

- * Some Water System Worker positions may be required to obtain a commercial driver's license with hazardous materials and tanker endorsements within 12 months of appointment.
- * All licenses, endorsements, and certifications must be issued by the State of Nevada and must be maintained as a condition of continuing employment.

WATER SYSTEM MANAGER

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

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

Detailed knowledge of: principles and techniques of operating and maintaining a reservoir water system including reservoir management and intake structures, coagulation and flocculation, sedimentation, filtration, disinfections, corrosion control, taste and odor control, plant operation, safety, and laboratory procedures; principles and techniques of surveying water sources and surface storage for capacity and potential contamination, and operation of water distribution system including storage facilities, distribution system operation and maintenance, disinfections, and safety; computer logging and graphing methods related to water treatment and distribution; federal statutes regarding water quality, treatment, and reporting requirements.

Ability to: establish work performance standards, assign and review work, provide work direction, evaluate

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

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

WATER SYSTEM MANAGER (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 performance, and provide counseling and discipline to subordinate staff; read and interpret statutes and regulations regarding water quality, distribution, water rights, easements, and right-of-way; organize work and direct staff and inmates; prepare monthly reports from field data and maintenance logs; establish and maintain effective working relationships with staff and interested parties; *and all knowledge, skills, and abilities required at the lower levels.*

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

WATER SYSTEM OPERATOR II

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

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

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

WATER SYSTEM OPERATOR I

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

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

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

WATER SYSTEM OPERATOR I (cont'd)

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

General knowledge of: principles and techniques of operating and maintaining a reservoir water system including reservoir management and intake structures, coagulation and flocculation, sedimentation, filtration, disinfections, corrosion control, taste and odor control, plant operation, safety, and laboratory procedures; principles and techniques of surveying water sources and surface storage for capacity and potential contamination; federal and State rules and regulations regarding water quality, treatment, and reporting requirements; transportation of fuel using a tanker truck. **Ability to:** operate a water treatment plant according to federal and State statutes and regulations regarding water quality and treatment; analyze water samples and calculate correct chemical dosages; inspect equipment to assess maintenance and replace needs; use tools and operate heavy equipment to maintain roads, and maintain, repair or replace pipelines, culverts, valves, pumps,

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

meters and other devices; conduct on-site inspections and maintain inspection logs of equipment, pipelines, catchments, and reservoirs; record and chart data using computer graphing software; direct the work of seasonal employees and inmates; *and all knowledge, skills, and abilities required at the lower level.* **Working knowledge of:** operation of water distribution systems including storage facilities, distribution system facilities, distribution system operation and maintenance, disinfections, and safety procedures. **Ability to:** oversee assigned projects and provide work direction to seasonal employees and inmates; read plans and determine materials and equipment needs to complete a project; develop reports, cost estimates and projections related to water collection, treatment, and distribution.

WATER SYSTEM WORKER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of semi-skilled experience maintaining equipment, operating machinery, constructing pipelines, and/or other related work experience; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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

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

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

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

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

	<u>9.475</u>	<u>9.498</u>	<u>9.478</u>	<u>9.499</u>
ESTABLISHED:	8/17/01R 7/5/02UC	6/22/70	12/26/91R	12/26/91R
REVISED:		1/24/84-3	11/3/92UC	11/3/92UC

WATER SYSTEM MANAGER
WATER SYSTEM OPERATOR II
WATER SYSTEM OPERATOR I
WATER SYSTEM WORKER

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

Page 6 of 6

9.475

9.498

9.478

9.499

REVISED:

3/3/89

REVISED:

7/1/91P

11/29/90PC

REVISED:

4/17/02R

4/17/02R

4/17/02R

7/5/02UC

7/5/02UC

7/5/02UC

REVISED:

6/27/03PC

6/27/03PC

6/27/03PC

6/27/03PC

REVISED:

7/1/07LG

7/1/07LG

7/1/07LG

7/1/07LG

REVISED:

1/24/08UC

1/24/08UC

1/24/08UC

1/24/08UC

REVISED:

3/25/22PC

3/25/22PC

3/25/22PC

3/25/22PC

REVISED:

3/20/23UC

REVISED:

5/8/24UC

5/8/24UC

5/8/24UC

5/8/24UC

REPORT OF CLASSIFICATION CHANGES

POSTING#: 25-24

Effective: 05/08/24

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.231	Professional Engineering Specialist, P.E.	42	B	6.231	<i>Professional Engineering Specialist, P.E.</i>	42	B

Basis for Recommendation

At the request of the Nevada Department of Transportation (NDOT), the Division of Human Resource Management (DHRM) conducted a review of the Professional Engineering Specialist, P.E. class. Professional Engineering Specialists are experience Professional Engineers (P.E.) who have detailed in-depth knowledge and expertise that enables them to develop solutions to complex atypical design and/or construction challenges; advise management, engineering professionals and technical staff department wide on contract interpretation, conceptual design alternatives analyses, code interpretation, and specialized research and analysis related to best methods, materials, and practices.

In coordination with subject matter experts from NDOT and analysts within DHRM it was determined that the Education and Experience section of the Minimum Qualifications be amended to include an equivalency of five (5) years of professional experience as a Licensed Professional engineer performing engineering work relevant to the assignment. This change will assist with recruitment efforts by broadening the applicant pool.

In addition, minor revisions were made to the series concept to maintain consistency with verbiage used, formatting, and structure.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PROFESSIONAL ENGINEERING SPECIALIST, P.E.	42	B	6.231

Professional Engineering Specialists are experienced Professional Engineers (P.E.) who have detailed and in-depth knowledge and expertise that enables them to develop solutions to complex atypical design and/or construction challenges; advise management, engineering professionals and technical staff division/department-wide on contract interpretation, conceptual design alternatives analyses, code interpretation, and specialized research and analysis related to best methods, materials and practices. The preponderance of duties and responsibilities of positions in this class is providing technical expertise for project development, specialized systems and/or functions and advanced research, analysis and problem solving in specialized areas of highway maintenance and construction.

Consult with management regarding solutions and alternatives in specialized areas and on special projects; provide technical expertise in the application of advanced theories, concepts, and processes; research new technologies and processes to solve existing problems; develop innovative approaches to the application and utilization of new and advanced technology; and support management and staff department-wide by providing expertise, research, and analysis in specialized engineering areas.

Evaluate specific elements of research conducted by others and determine the applicability to specific design, construction, or maintenance projects in Nevada; prepare reports for management defining the issues, evaluation, possible solutions, costs, risks, and alternatives on projects that significantly impact the department's mission.

Research and analyze design proposals, specifications, manuals, new technology and new products, and other data to evaluate the feasibility, cost and maintenance requirements of designs or applications; conduct risk analysis based on cost benefit and probability of success or failure to quantify the risk associated with each recommended alternative.

Evaluate and interpret code requirements in relation to specific projects and recommend deviations as appropriate to the circumstances; provide technical direction to Professional Engineers and administration on the interpretation of the American Association of State & Highway Transportation Officials (AASHTO) policy and applicable codes; review and make recommendations regarding the AASHTO policies; and develop and recommend design policies and procedures when there are no standard practices.

Act as lead designer on complex or major projects, directing the work assignments of a group of professional engineers; coordinate project activities on major projects with departmental divisions and various private and public agencies to determine and address their requirements.

Participate in public hearings to inform the public and receive comments about upcoming projects related to the area of specialization; participate in preliminary site investigations for complex projects with other division representatives.

Provide technical advice regarding design, construction, or program modifications and structural repairs to management and personnel in other divisions.

Serve on local, regional, and national technical committees and serve as the professional technical expert in court and/or litigation cases.

May serve as project lead and oversee the work of others or supervise subordinate staff as assigned.

Examples of projects and assignments include:

Roadway Design Division

Roadway Design Section: Provide technical direction to Professional Engineers, Landscape Architects and other design staff on the proper interpretation, selection and implementation of design standards relating to roadside design elements; develop department standards for barrier and other roadside element design and product selection using current research in finite element simulation and crash testing.

Prepare designs for new and relocated utility infrastructure planned or impacted by department projects; research applicable utility design standards, clearances, and materials selection for inclusion into department projects.

Provide technical direction to Professional Engineers and Design Division administration on the interpretation of research prepared by the Transportation Research Board, the National Cooperative Highway Research Program, and others; review and make recommendations regarding the applicability and department implementation of this research and develop and recommend design policies and procedures based upon them.

Act as lead designer or technical advisor on complex or major projects involving intricate geometric design, alignment constraints, operational and constructability issues, and synchronization of multi-disciplinary designs.

Evaluate new design-related (roadway geometrics, roadside element selection and safety analysis, cost/benefit analysis) software, technologies, and innovations considering their technical soundness and application to department needs, and develop guidance, standards and specifications for their use and implementation.

Research and analyze the impact of deviations from geometric policy and prepare geometric design exception reports for concurrence by administration and/or the Federal Highway Administration.

Hydraulics Design Division

Hydraulics Section: Develop hydrology, hydraulics and water quality technical standards, guidelines, standard plans, and specifications; provide technical support to committees; develop and provide technical training in hydrology, hydraulic engineering, and water quality for hydraulic engineers; provide technical advice to Professional Engineers based on thorough understanding of hydrologic, hydraulic engineering and water quality theoretical concepts and mathematical principles.

Act as a technical leader for complex, high risk and extraordinary projects such as design of regional flood control facilities, design of dams, and sediment transport studies; oversee and coordinate the work of Professional Engineers; determine applicability and appropriateness of technical procedures; set technical standards and perform quality assurance.

Evaluate new hydrologic and hydraulics computer software, technologies and innovations considering their technical soundness and application to department needs, and develop guidance, standards, and specifications for their use.

Develop hydrologic and hydraulic technologies, processes and innovations that warrant deployment within the department and/or nationwide.

Assess current practices in hydrology, hydraulic engineering, and water quality; identify research needs and apply for research funding and/or grants; perform or direct the research of high priority issues; develop standards and guidelines based on research results.

Perform sediment transport studies, numerical modeling, hydraulic modeling of unsteady flow, supercritical channel design, risk analysis, pressure flow modeling, pump station design, advanced hydraulic design of flood control facilities (dams, channels, spillways), advanced hydrologic analysis and modeling and/or river mechanics studies.

Materials Division

Roadbed Design, Geotechnical, Bituminous Operations: Perform advanced studies in pavement structural design, geotechnical design, and ~~[bituminous materials]~~ *pavement* engineering requiring in-depth understanding of theoretical concepts, processes and computer program operations, and related algorithms.

Provide technical leadership for complex projects, research, and quality control; evaluate new products and technology; develop technical training program for pavement design and geotechnical engineers.

Provide technical direction regarding interpretation of AASHTO design codes, pavement structural design methods, and bituminous mix design methods; develop and recommend design policies and procedures; review, recommend and coordinate research activities.

Provide technical direction to Professional Engineers on the use of pavement structural design methods and geotechnical, seismic and foundation analysis and design methods and associated software.

Serve as professional technical expert on AASHTO policies, Transportation Research Board (TRB), National Cooperative Highway Research Program (NCHRP), or other national research project committees; evaluate research results to make recommendations regarding implementation to administration.

Perform advanced modeling, analysis, and design evaluations of ~~[bituminous mixtures]~~ *pavement performance* to determine and evaluate performance properties related to rutting resistance, fatigue resistance, thermal cracking resistance, and durability.

Evaluate and recommend tests, properties, analysis methods, design methods, and research projects to evaluate ~~[bituminous mixtures]~~ *pavement performance*; conduct, or act as project manager, on research projects for in-depth evaluation of ~~[bituminous mixtures]~~ *pavement performance*.

Perform advanced modeling (i.e., finite element, mechanistic design) analysis, and design evaluations of pavement structural sections to determine pavement performance or to evaluate existing pavement sections.

Structural Design Division

Bridge Design Section: Provide technical direction to Professional Engineers on the appropriate method of structural design analysis which may include methods such as linear elastic, grid, finite element, or strut and tie as indicated by the nature and complexity of design issues; and assist with interpretation of the analytical results.

Provide technical advice regarding design, construction, or program modifications and structural repairs to management and personnel in other divisions.

MINIMUM QUALIFICATIONS**INFORMATIONAL NOTE:**

- * Any person that is a licensed Professional Engineer in another state must become licensed as a Professional Engineer in Nevada within six months of appointment as a condition of employment.

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in a civil engineering field such as geotechnical, structural, *water resources*, transportation or construction engineering, and licensure as a Professional Engineer which included practical experience relevant to the assignment; **OR** Bachelor's degree from an accredited college or university in civil engineering, completion of 12 units of graduate level coursework relevant to the assignment, licensure as a Professional Engineer, and one year of professional post-licensure civil engineering experience; ***OR five years of professional experience as a Licensed Professional Engineer performing engineering work relevant to the assignment.*** (See Informational Note)

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

Detailed knowledge of: mathematics, calculus, and differential equations to formulate and solve civil engineering problems; strength of materials as applied to the area of specialty. **Working knowledge of:** civil engineering principles and practices applicable to the area of specialization; economic analysis; finite element methods; probability and statistical analysis methods and techniques; design methods, applicable codes and associated theory related to the area of specialization; computer applications and the theoretical basis related to the area of specialization; project management methods and their application. **Ability to:** conduct research to develop conclusions and recommendations; organize, analyze, and synthesize complex data and issues specific to the area of specialization; analyze and communicate technical ideas and solutions; delegate assignments; demonstrate leadership and project management skills. **Skill in:** making effective oral presentations to internal and external groups and organizations.

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

Detailed knowledge of: computer applications related to the area of specialization. **Working knowledge of:** State laws and regulations pertinent to engineering assignments. **Ability to:** develop computer programs for solutions to engineering problems.

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

6.231

ESTABLISHED: 7/1/07P
8/11/06PC
REVISED: 5/8/24UC

REPORT OF CLASSIFICATION CHANGES

POSTING#: 26-24
Effective: 05/15/24

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	New			2.421	<i>AG Legal Office Manager</i>	36	F
	New			2.422	<i>AG Supervising Legal Secretary</i>	34	F
	New			2.423	<i>AG Legal Secretary</i>	32	F
	New			2.424	<i>AG Legal Secretary Trainee</i>	30	F

Basis for Recommendation

As a result of a 3-grade special salary adjustment approved by the 2023 Legislature, and in partnership with subject matter experts from the Attorney General’s Office (AGO), it has been determined that a new classification series should be created due to nature and complexity of the work performed by Legal Secretaries within the AGO.

Legal Secretaries within the AGO perform specialized, complex project and case management duties for attorneys, the executive team, and other staff within the AGO to include, but not limited to, conducting research; preparing administrative, civil, criminal, legal and general documents, pleadings, and published materials; calendaring; maintaining records; assisting on legal argument preparation for all courts, bodies, and other entities; and assisting with problems and inquiries which are of a legal and general nature.

- 1) *AG Legal Office Manager, 2.421, grade 36*: Under general direction, incumbents manage and oversee the overall operation and services of one or more legal offices, including satellite offices and other off-site office locations. Incumbents supervise AG Supervising Legal Secretary position(s) to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline; and may supervise other administrative staff as assigned. In addition, incumbents must interpret and apply information to specific situations and problems for which there may be no clear-cut procedures, guidelines, or precedent. Solutions to problems frequently require independent research, factual comparisons, and the examination of detailed information. Incumbents assist with budget preparation and monitoring; develop and implement standard operational procedures; review requests for purchase orders; assist with annual inventory; and process ongoing inventory disposal, transfers, and excessing. Incumbents provide administrative support to professional staff including acting as an executive assistant; overseeing special projects; gathering information; and preparing program related reports and statistics. Incumbents may also assist with developing, monitoring, and reviewing contracts in addition to recommending approval or modification to contracts. This is the manager level of the series.

- 2) *AG Supervising Legal Secretary, 2.422, grade 34*: Under general supervision, incumbents perform the full range of duties outlined in the series concept and perform the more difficult or complex legal secretarial duties for the work unit. Incumbents supervise two or more AG Legal Secretary positions to include performance evaluations, work performance standards,

scheduling, work assignment and review, training, and discipline. In addition, incumbents provide technical assistance in the preparation of documents, pleadings, and published materials; act as liaison between professional and administrative staff; compile unit statistics; prepare reports; may assist in ordering and monitoring office supplies and arranging for archiving and storage of legal documents. This is the supervisory level of the series.

- 3) *AG Legal Secretary, 2.423, grade 32*: Under general supervision, incumbents perform the full range of duties outlined in the series concept. This is the journey level of the series.
- 4) *AG Legal Secretary Trainee, 2.424, grade 30*: Under close supervision, incumbents acquire skills and experience in performing the duties outlined in the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory job performance and with the recommendation of the appointing authority.

In reviewing the job duties, it was determined the class aligns with the Occupational Group 2, Clerical and Related Services, Subgroup C, Legal Support Services. The Occupational Group 9, Subgroup C is appropriate because the duties and responsibilities of an AG Legal Secretary are closely related to the provision of legal support. The EEO Administrator assigned an EEO-4 code of "F" Administrative Support which are occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office. The grade determination was based on the 3-grade increase approved by the 2023 Legislature.

Throughout the process, management, and staff within the AGO and analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the proposed class specification, AG Legal Office Manager/Supervising Legal Secretary/Legal Secretary/Legal Secretary Trainee.

Note: This is a new class specification.



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>
AG LEGAL OFFICE MANAGER	36*	F	2.421
AG SUPERVISING LEGAL SECRETARY	34*	F	2.422
AG LEGAL SECRETARY	32*	F	2.423
AG LEGAL SECRETARY TRAINEE	30*	F	2.424

SERIES CONCEPT

Legal Secretaries within the Attorney General's Office (AGO) perform specialized, complex project and case management duties for attorneys, the executive team, and other staff within the AGO to include, but not limited to, conducting research; preparing administrative, civil, criminal, legal and general documents, pleadings, and published materials; calendaring; maintaining records; assisting on legal argument preparation for all courts, bodies, and other entities; and assisting with problems and inquiries which are of a legal and general nature.

Provide specialized legal secretarial project and case management duties for the AGO, other departments, agencies, boards, and commissions, within the State, and other professional legal and general staff; respond to, or handle inquiries on a variety of matters such as the status of pending projects and cases.

Research, draft, format, and prepare legal and general documents, pleadings, and published materials, including materials requiring specific knowledge of applicable rules, operational methods, policies, procedures, and jurisdictional requirements, all of which are subject to professional staff review; proofread and review for proper citations.

Process and file documents, pleadings, and published materials with appropriate courts, quasi-judicial bodies, and other entities, in accordance with the specific and applicable rules, operational methods, policies, procedures, and jurisdictional requirements of each court, body, or entity, including researching and following the manner of filing and established timelines; track responses and receipts due upon or after submittals/filings, and dates for other required actions subsequent to submittals/filings. Where appropriate, have documents, pleadings, and published materials served in accordance with specific and applicable rules.

Gather, compile, organize, and prepare relevant material for professional staff to use in legal and general proceedings, meetings, and professional settings; review project and case files and references to obtain information needed by professional legal and general staff; locate and verify specific and abstract information from projects and case files and records; and verify the accuracy of citations and quotations by researching and checking legal sources and rules.

Establish and maintain legal and general documents and pleadings filing and cross-filing systems as necessary; record project and case inventory information to maintain accurate records and provide for efficient retrieval of information; prepare project and case files for archiving and storage in compliance with established retention schedules.

Research and maintain technical applications and related information of portals, dashboards, systems, and programs to ensure registration, filing, and retrieval of documents, pleadings, and published materials from courts and bodies.

Provide general and specific information to State and local governments, attorneys, in and out-of-state court personnel, individuals and personnel involved in transmitting or serving documents and pleadings, the executive team, various office personnel, and the public; act as liaison between professional legal staff, departmental personnel, and the public; gather and research information related to consumer complaints, public records requests, inquiries,

*** Reflects a 3-grade special salary adjustment granted by the 2023 Legislature to improve recruitment and retention and to distinguish them from other Legal Secretary positions within the State.**

AG LEGAL OFFICE MANAGER	36*	F	2.421
AG SUPERVISING LEGAL SECRETARY	34*	F	2.422
AG LEGAL SECRETARY	32*	F	2.423
AG LEGAL SECRETARY TRAINEE	30*	F	2.424

Page 2 of 6

SERIES CONCEPT (cont'd)

restitution, and forfeiture; determine what information may be provided, and which requests must be referred to professional legal staff and/or the executive team; refer certain inquiries to another State agency, board, or commission, applicable court, body, federal agency, or entity if necessary.

Open and review incoming postal and electronic mail and determine priority of professional legal staff's attention when routing; mail postal items according to postal and statutory requirements and electronic items according to statutory requirements and policies; maintain multiple calendars for professional legal staff's appointments, due dates for documents, pleadings, and published materials, court and administrative appearances, conferences, meetings, and other engagements; schedule meetings and trainings; make travel arrangements as necessary; track and process payments and travel claims; and prepare and type requisitions and purchase orders, as required.

Perform related duties as assigned.

CLASS CONCEPTS

AG Legal Office Manager: Under general direction, incumbents manage and oversee the overall operation and services of one or more legal offices, including satellite offices and other off-site office locations. Incumbents supervise AG Supervising Legal Secretary position(s) to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline; and may supervise other administrative staff as assigned. In addition, incumbents must interpret and apply information to specific situations and problems for which there may be no clear-cut procedures, guidelines, or precedent. Solutions to problems frequently require independent research, factual comparisons, and the examination of detailed information. Incumbents assist with budget preparation and monitoring; develop and implement standard operational procedures; review requests for purchase orders; assist with annual inventory; and process ongoing inventory disposal, transfers, and excessing. Incumbents provide administrative support to professional staff including acting as an executive assistant; overseeing special projects; gathering information; and preparing program related reports and statistics. Incumbents may also assist with developing, monitoring, and reviewing contracts in addition to recommending approval or modification to contracts. This is the manager level of the series.

AG Supervising Legal Secretary: Under general supervision, incumbents perform the full range of duties outlined in the series concept and perform the more difficult or complex legal secretarial duties for the work unit. Incumbents supervise two or more AG Legal Secretary positions to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline. In addition, incumbents provide technical assistance in the preparation of documents, pleadings, and published materials; act as liaison between professional and administrative staff; compile unit statistics; prepare reports; may assist in ordering and monitoring office supplies and arranging for archiving and storage of legal documents. This is the supervisory level of the series.

AG Legal Secretary: Under general supervision, incumbents perform the full range of duties outlined in the series concept. This is the journey level of the series.

AG Legal Secretary Trainee: Under close supervision, incumbents acquire skills and experience in performing the duties outlined in the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory job performance and with the recommendation of the appointing authority.

AG LEGAL OFFICE MANAGER	36*	F	2.421
AG SUPERVISING LEGAL SECRETARY	34*	F	2.422
AG LEGAL SECRETARY	32*	F	2.423
AG LEGAL SECRETARY TRAINEE	30*	F	2.424

Page 3 of 6

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Some positions require incumbents to be a notary public.

INFORMATIONAL NOTE:

- * Positions will be required to follow legal authority, rules, and policies, to format Documents, Pleadings, and Published Materials, which include without limitation, the Bluebook, Westlaw, Black's Law Dictionary, Gregg's Reference Manual, Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, Federal Rules of Bankruptcy Procedure, United States Code Annotated, Rules and Procedures of Federal Agencies, Nevada Revised Statutes, Nevada Administrative Code, Nevada Rules of Civil Procedure, Nevada Rules of Criminal Procedure, Nevada Rules of Local Practice, Case Management Orders, Court Orders and policies, and policies and procedures of the Nevada Attorney General's Office.
- * Formatting and format mean without limitation, alignment, Bates stamping, clipping, copying, inserting, cutting, editing, redacting, paginating, checking grammar and spelling, and removing metadata of Documents, Pleadings, and Published Materials.
- * Documents include but are not limited to agreements, contracts, correspondence, memorandums, emails, letters, meeting minutes, notices, spreadsheets, statistical charts, exhibits, special sections, indexes, table of points and authorities, tables of contents, certificates of service, brief covers, and transcriptions.
- * Pleadings include but are not limited to briefs, affidavits, answers, assurances, complaints, declarations, forfeitures, indictments, informations, interrogatories, interstate compacts, motions, oppositions, replies, orders, subpoenas, and warrants.
- * Published Materials include but are not limited to Attorney General Opinions, treatises, presentations, slide decks, and various reports.

AG LEGAL OFFICE MANAGER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of legal secretarial experience, one year of which included supervision of legal secretarial staff; **OR** an Associate degree with legal secretarial or paralegal emphasis, or completion of a legal secretarial diploma program from an accredited college, or equivalent education, and four years of legal secretarial experience, one year of which included supervision of legal secretarial staff; **OR** one year of experience as an AG Supervising Legal Secretary in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement*)

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

Working knowledge of: case and project management; legal research, terms, forms, documents, pleadings, and published materials; processing and filing; rules, procedures, and protocol; principles of supervision and training; the legal and administrative support needs and requirements of attorneys and professional staff. **Ability to:** make operational decisions related to program activities and office management within established limits of authority; compile and analyze records, numerical, and descriptive information and present findings and recommendations; provide administrative assistance and legal secretarial support to professional and executive staff; manage staff and equipment to achieve optimum efficiency; establish office practices and policies; gather information and prepare program related reports and statistics; *and all knowledge, skills, and abilities required at the lower levels.*

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

Detailed knowledge of: case and project management; legal research, terms, forms, documents, pleadings, and published materials; processing and filing; rules, procedures, and protocol. **Working knowledge of:** agency mission, functions, programs, activities, and operating policies; State and federal statutes, regulations, rules, and requirements related to purchasing, budget development and maintenance, and personnel

AG LEGAL OFFICE MANAGER	36*	F	2.421
AG SUPERVISING LEGAL SECRETARY	34*	F	2.422
AG LEGAL SECRETARY	32*	F	2.423
AG LEGAL SECRETARY TRAINEE	30*	F	2.424

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

AG LEGAL OFFICE MANAGER (cont'd)

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

administration; basic principles and State practices used in financial management including clerical accounting, purchasing, and budgeting. **Ability to:** assist in the preparation and maintenance of the agency budget and related activities; assist in a variety of projects and attend programs, conferences, and meetings.

AG SUPERVISING LEGAL SECRETARY

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of legal secretarial experience; **OR** an Associate degree with legal secretarial or paralegal emphasis, or completion of a legal secretarial diploma program from an accredited college, or equivalent education, and three years of legal secretarial experience; **OR** one year of experience as an AG Legal Secretary in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

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

Working knowledge of: case and project management; variety of alternative recordkeeping and filing systems; document archiving techniques and requirements. **Ability to:** organize office workflow and adjust assignments of staff as required to meet schedules and timelines; develop and implement work performance standards and evaluate performance; compose effective documents, pleadings, and published materials including announcements, training materials, and statistical reports; 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 AG Legal Office Manager.)

AG LEGAL SECRETARY

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of legal secretarial experience; **OR** one year of experience as an AG Legal Secretary Trainee in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

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

Working knowledge of: case and project management; legal practices and procedures for various courts and judicial districts; legal terminology; administrative requirements for preparing, typing, and formatting a variety of complex legal documents pleadings, and published materials, or other related materials; procedures for processing and filing documents, pleadings and published materials with courts, boards, commissions and/or other entities; researching and ensuring accuracy of legal citations; legal office procedures. **General Knowledge:** administrative, civil, and criminal law and the differences between them. **Ability to:** work independently and follow through on assignments; interpret and apply complex rules, regulations, policies, and procedures to specific problems and issues; receive inquiries and resolve complaints from staff, clientele, and the public; establish, organize, and maintain complex filing systems including indexed and cross-referenced materials; research information from a variety of departmental and available sources; compile and update information and prepare reports related to specific and general activities; transcribe recordings which may be of a complex nature and which requires a comprehensive knowledge of legal procedures and terminology; *and all knowledge, skills, and abilities required at the lower levels.*

AG LEGAL OFFICE MANAGER	36*	F	2.421
AG SUPERVISING LEGAL SECRETARY	34*	F	2.422
AG LEGAL SECRETARY	32*	F	2.423
AG LEGAL SECRETARY TRAINEE	30*	F	2.424

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

AG LEGAL SECRETARY (cont'd)

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

AG LEGAL SECRETARY TRAINEE

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of clerical experience, one year of which was performing legal secretarial work in a trainee capacity; **OR** one year of experience as a Legal Secretary II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement and Informational Note)*

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

Working knowledge of: standard office procedures such as filing, typing, formatting, duplicating materials, answering telephones, and distributing mail; data entry techniques; telephone etiquette; correct English usage, grammar, and punctuation; proper spelling of commonly used words; operation of current computers and other modern office equipment; manual and computerized filing methods; basic math. **General knowledge of:** legal practices and procedures for various courts and judicial districts; legal terminology; requirements for preparing, typing, and formatting a variety of complex legal documents, pleadings, or published materials, or other related materials; procedures for processing and filing documents, pleadings, and published materials with courts, boards, and/or commissions and/or other entities; researching and ensuring accuracy of legal citations; legal office procedures; business English; and basic customer service skills. **Ability to:** interpret and apply information to specific situations and problems for which there may be no clear-cut procedures, guidelines, or precedent; find solutions to problems through independent research, critical thinking, logical reasoning, factual comparisons, and examination of detailed information; accurately prepare, type, format, process, and file a variety of complex documents, pleadings, and published materials in accordance with established timelines and procedures with appropriate courts, boards, commissions and/or other entities; maintain accurate calendaring of deadlines; compose general documents and published materials; read and comprehend court rules, policies, and procedures of state and federal law; proofread and format documents, pleadings, and published materials; maintain accurate time records for various project and case management; set up, maintain, and manage projects and cases, including legal files; differentiate between public and confidential information and ensure confidentiality where appropriate; act as a liaison with other entities; perform a variety of tasks often changing from one assignment to another; use computers, telephones, copiers, facsimile machines, and other office equipment; apply and understand statutes, regulations, codes, ordinances, rules, policies, and procedures related to a specific program or service; read and understand manuals and other detailed written instructions; review documents, pleadings, and published materials for completeness and conformance to established rules, procedures, and requirements; maintain records including manual and electronic files; type proficiently at a rate of speed acceptable to the hiring authority; type, format, and produce routine business documents, pleadings, and published materials using a computer; understand and follow oral and written directions; work as part of a team and communicate and work cooperatively with others including co-workers, clientele, and the public; add, subtract, multiply, and divide numbers accurately; schedule meetings and appointments; perform reception duties. **Skill in:** the operation and use of modern office equipment.

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

AG LEGAL OFFICE MANAGER	36*	F	2.421
AG SUPERVISING LEGAL SECRETARY	34*	F	2.422
AG LEGAL SECRETARY	32*	F	2.423
AG LEGAL SECRETARY TRAINEE	30*	F	2.424

Page 6 of 6

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

	<u>2.421</u>	<u>2.422</u>	<u>2.423</u>	<u>2.424</u>
ESTABLISHED:	7/11/23R 5/15/24UC	7/11/23R 5/15/24UC	7/11/23R 5/15/24UC	7/11/23R 5/15/24UC

REPORT OF CLASSIFICATION CHANGES

POSTING#: 28-24

Effective: 06/11/24

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.152	Workforce Services Representative V	34	B	<i>12.152</i>	<i>No Change</i>		
12.153	Workforce Services Representative IV	32	B	<i>12.153</i>	<i>Workforce Services Representative IV</i>	<i>32</i>	<i>B</i>
12.157	Workforce Services Representative III	30	B	<i>12.157</i>	<i>Workforce Services Representative III</i>	<i>30</i>	<i>B</i>
12.158	Workforce Services Representative II	28	E	<i>12.158</i>	<i>Workforce Services Representative II</i>	<i>28</i>	<i>E</i>
12.159	Workforce Services Representative I	26	E	<i>12.159</i>	<i>No Change</i>		

Basis for Recommendation

As the result of a United States Department of Labor audit, the Department of Employment, Training, and Rehabilitation (DETR), Employment Services Division (ESD) has requested a review of the Workforce Services Representative series as it relates to the Local Veterans Employment Representative (LVER) positions within the Workforce Services Representative IV and the Disabled Veterans Outreach Program (DVOP) positions located within the Workforce Services Representative III and II levels. Workforce Services Representatives provide a broad range of services in accordance with the Workforce Investment Act; assist job seeking customers and business customers seeking qualified applicants; and provide priority employment services to eligible veterans and disabled veterans as defined by the Department of Labor.

In coordination with subject matter experts from ESD and analysts within the Division of Human Resource Management (DHRM) it was determined that a LVER option be included in the Workforce Services Representative IV to identify representative job duties expected of incumbents in the LVER position(s). In addition, the DVOP options at the Workforce Services Representative III and II were amended to clarify the representative job duties expected of incumbents in the DVOP position(s).

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
WORKFORCE SERVICES REPRESENTATIVE V	34	B	12.152
WORKFORCE SERVICES REPRESENTATIVE IV	32	B	12.153
WORKFORCE SERVICES REPRESENTATIVE III	30	B	12.157
WORKFORCE SERVICES REPRESENTATIVE II	28	E	12.158
WORKFORCE SERVICES REPRESENTATIVE I	26	E	12.159

SERIES CONCEPT

Workforce Services Representatives provide a broad range of services in accordance with the Workforce Investment Act; assist job seeking customers and business customers seeking qualified applicants; and provide priority employment services to eligible veterans and disabled veterans as defined by the Department of Labor.

Interview customers to elicit information regarding education, training, work experience, and occupational goals or interests; assist customers in registering for services; search current job listings and screen job seeking customers to ensure education and experience meet job order specifications; contact businesses on behalf of job seekers; refer qualified customers to businesses and verify referral results; provide information and referrals to programs available in the community; identify customers who are eligible for assistance offered through the Trade Readjustment Act, Career Enhancement Program, or veterans services; gather required information and make appropriate referrals to community-based services, partner services, or other federal programs.

Assist customers to use the resource center's automated equipment to search for employment on the Internet, access career/employer statistics and information, utilize the interest and skills assessment and training software, and prepare resumes and cover letters; provide explanations understandable to the customer regarding procedures and resource center usage.

Advise job seeker on results of self-assessment tests and career direction options; suggest training and other resources to assist in career pursuit; edit and proof resumes; identify obstacles to employment and coach job seeking customers regarding the application process, job interviews, and other job search skills.

Conduct individual or group orientation sessions to inform customers of programs and services available; answer inquiries from the public and employers regarding workforce investment services and programs.

Perform related duties as assigned.

CLASS CONCEPTS

Workforce Services Representative V:

Incumbents at this level typically supervise Workforce Services Representative II's, III's, and IV's in a large metropolitan office or are responsible for the daily operation of a casual labor employment office in a metropolitan area.

Compile information and submit a variety of reports to management regarding staff, production, or special projects; review periodic reports to track quality assurance, timeliness, and customer service goal achievement for individual employees and the office; participate in the development and implementation of corrective

WORKFORCE SERVICES REPRESENTATIVE V	34	B	12.152
WORKFORCE SERVICES REPRESENTATIVE IV	32	B	12.153
WORKFORCE SERVICES REPRESENTATIVE III	30	B	12.157
WORKFORCE SERVICES REPRESENTATIVE II	28	E	12.158
WORKFORCE SERVICES REPRESENTATIVE I	26	E	12.159

Page 2 of 9

CLASS CONCEPTS (cont'd)

Workforce Services Representative V: (cont'd)

action plans when established goals are not met; review and approve customer classroom and on-the-job training contracts and payment documentation; answer subordinates' questions and resolve problems with staff and customers.

Supervise subordinate paraprofessional and professional staff; participate in hiring interviews; prepare work performance standards for subordinates; prepare and conduct performance evaluations; determine individual training requirements; deliver on-the-job training to address areas of deficiency for individual employees or to introduce new procedures; recommend and prepare documentation for disciplinary action.

Workforce Services Representative IV:

Representative duties of positions assigned to EMPLOYMENT SERVICES:

Positions in this class are distinguished from the lower levels by their significant involvement in outreach efforts to the community and business customers. Incumbents spend the majority of the time communicating with business customers to develop jobs or market and provide the services offered through the Employment Security Division (ESD). This level is also distinguished from the lower levels by the independence and judgment required when performing these duties in the community.

Contact or respond to private and public business customers, community organizations and groups to explain the programs; educate business customers on available services and financial incentives and other advantages of using agency services; provide technical information such as competitive wage and labor market information; describe attributes and skills of job seeking customers and coordinate with staff/other agencies to write on-the-job training contracts; promote appropriate programs to qualified employers; maintain files on data collected for future use; conduct oral presentations before groups such as chambers of commerce, and effectively develop written communications such as letters and reports.

Monitor on-the-job training contracts to ensure compliance by both business and job seeking customers; intervene to resolve problems or issues; review and approve time sheets for payment and investigate discrepancies.

Market and provide the services offered through ESD and local workforce and one-stop offices to promote economic development within the State; visit business customers to provide information on available workforce solutions which include recruitment and referral, education and training, business resource centers, and information services.

Interview business customers to elicit information to determine present or future workforce needs; engage in rapid response activities to address the needs of business and job seeking customers in large layoff situations.

Provide technical expertise and explain guidelines and regulations to employers regarding special programs such as alien certification, immigration, permanent labor certification, and similar programs; coordinate program efforts and activities and ensure compliance with applicable regulations and requirements.

Promote workforce investment resources; participate in cooperative agency meetings, attend community sponsored workshops, and maintain liaison with Chamber of Commerce, industrial development agencies personnel associations and other community organizations; hold meetings and exchange correspondence to coordinate employment service activities with other community agencies; resolve job order verification problems and complaints.

Provide local office staff with information on industry and individual businesses for continuity of the

WORKFORCE SERVICES REPRESENTATIVE V	34	B	12.152
WORKFORCE SERVICES REPRESENTATIVE IV	32	B	12.153
WORKFORCE SERVICES REPRESENTATIVE III	30	B	12.157
WORKFORCE SERVICES REPRESENTATIVE II	28	E	12.158
WORKFORCE SERVICES REPRESENTATIVE I	26	E	12.159

Page 3 of 9

CLASS CONCEPTS (cont'd)

Workforce Services Representative IV: (cont'd)

Representative duties of positions assigned to EMPLOYMENT SERVICES: (cont'd)

recruitment effort; attend staff meetings and correspond in writing to explain procedures or disseminate information.

Conduct research on labor force availability to encourage business customers to locate in Nevada; select data from existing publications, conduct surveys, and review computer printouts; develop and implement marketing strategies to penetrate the labor market, increase the market share and secure job listings in occupations prevalent in the applicant pool; compose and place newspaper, radio, Web site, and television advertisements and public service announcements; analyze data resulting from employer contacts to write reports; document information to ensure program accountability.

Representative duties of positions assigned to LOCAL VETERANS EMPLOYMENT REPRESENTATIVE:

Positions allocated to this option provide most of the services described in the above Employment Services section at this level for veteran employment and assist Employment Services and the Disabled Veterans Outreach Program in obtaining employment for veterans as needed.

Workforce Services Representative III:

Representative duties of positions assigned to EMPLOYMENT SERVICES:

Positions allocated to this option either work as program representatives and determine job seekers' eligibility to participate in special programs such as the Career Enhancement Program or Trade Readjustment Act which provide training or specific tools or equipment required for employment in a chosen occupation **OR** supervise a unit of Workforce Service Representative II's. Positions at this level are distinguished from Workforce Services Representative II's by responsibility for intense client contact, authority to determine eligibility to participate in programs, carrying an ongoing case load of program participants, or supervision of subordinate Workforce Services Representatives II's.

Evaluate resource center test results to assess job seekers' interests, skills, and aptitudes; provide vocational guidance to job seeking customers in making occupational choices, changes, and adjustments; identify potential barriers to employment as well as skills, abilities, attitudes, educational achievements, and limitations on conditions of employment; identify steps leading to achievement of occupational goals; prepare a written contract outlining a mutually agreed upon action plan; process intake forms and make decisions on services to be provided.

Contact businesses on behalf of job seekers to make a referral or promote on-the-job-training opportunities; advise clients regarding appropriate job search behavior; monitor job seeking customer's progress through training to ensure compliance with contract and program provisions; process required documentation to encumber funds for individual contracts and invoices to facilitate payment; provide assistance and encouragement to customers; refer customers to services provided by workforce investment partners and coordinate service delivery with partners; conduct workshops to teach job seeking and job related skills.

Evaluate and process documents prepared by others to ensure program compliance; identify discrepancies, resolve problems and provide guidance to local office staff; authorize and approve documents within assigned parameters; compile and summarize program information related to program budget, clientele and operations for inclusion in management or federal reports; assist program vendors by researching requested information and resolving problems or complaints.

WORKFORCE SERVICES REPRESENTATIVE V	34	B	12.152
WORKFORCE SERVICES REPRESENTATIVE IV	32	B	12.153
WORKFORCE SERVICES REPRESENTATIVE III	30	B	12.157
WORKFORCE SERVICES REPRESENTATIVE II	28	E	12.158
WORKFORCE SERVICES REPRESENTATIVE I	26	E	12.159

Page 4 of 9

CLASS CONCEPTS (cont'd)

Workforce Services Representative III: (cont'd)

Representative duties of positions assigned to EMPLOYMENT SERVICES: (cont'd)

Perform group orientations to inform unemployment insurance benefit claimants of reemployment services available through the workforce investment partners and assist with completion of necessary forms; conduct individual eligibility reviews with unemployment insurance benefit claimants to verify identity, evaluate and develop appropriate work search plans, verify job search efforts, and examine information for potential issues that would affect payment of unemployment benefits; enter required information in the computer.

Supervisory positions train, supervise, and evaluate the performance of assigned staff; assign and review work; recommend and compile documentation for disciplinary action; monitor production to ensure the unit's goals are met and compliance with regulations and policy; resolve complaints and answer inquiries from customers and the public.

Representative duties of positions assigned to the DISABLED VETERANS OUTREACH PROGRAM:

Positions allocated to this option provide *some of* the ~~[full range of]~~ services described in the above Employment Services section at this level *only* for veterans *and other eligible individuals* who have been categorized as having a Significant Barrier to Employment (SBE) as defined by federal regulations; provide technical advice and guidance to office staff regarding federal and State laws and departmental policies and procedures to ensure the proper delivery of program services; recommend action to improve program performance; provide outreach to the community; ~~[and business customers;]~~ and maintain close liaison with veterans organizations and local social service providers.

Workforce Services Representative II:

Representative duties of positions assigned to EMPLOYMENT SERVICES:

Under supervision, incumbents typically work in a local workforce investment or one-stop office and perform most of the duties described in the series concept. Some positions serve a specific customer base such as public assistance clients, or business customers placing job listings.

Approve and assist business customers to register in the workforce development system; assist employers in developing job descriptions and enter job listings into the computer system; evaluate and approve job listings entered into the job bank by business customers to ensure clarity and compliance with regulations; and contact business customers to inquire about job order results and status of job seeker referrals.

Evaluate the education, training, and work history of job seeking customers and assess their qualifications for referral to business customers or programs that provide training or other assistance within or outside the agency.

Representative duties of positions assigned to the DISABLED VETERANS OUTREACH PROGRAM:

Under close supervision, incumbents continue to receive training in the duties described in the series concept *only* for veterans *and other eligible individuals* with Significant Barriers to Employment (SBE). Positions allocated to this assignment perform duties in a continuing trainee capacity which provides for progression to the Workforce Services Representative III - Disabled Veterans Outreach Program upon the satisfactory completion of the required training period, meeting minimum qualifications, and with the recommendation of the appointing authority.

WORKFORCE SERVICES REPRESENTATIVE V	34	B	12.152
WORKFORCE SERVICES REPRESENTATIVE IV	32	B	12.153
WORKFORCE SERVICES REPRESENTATIVE III	30	B	12.157
WORKFORCE SERVICES REPRESENTATIVE II	28	E	12.158
WORKFORCE SERVICES REPRESENTATIVE I	26	E	12.159

Page 5 of 9

CLASS CONCEPTS (cont'd)

Workforce Services Representative I:

Under close supervision, incumbents receive classroom and on-the-job training in the duties described in the series concept for their relevant program area. This is the trainee level in the series which provides for progression to the next level upon satisfactory completion of the required training period, meeting minimum qualifications, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.
- * Some positions require verification of an honorable discharge from the U.S. military service.

INFORMATIONAL NOTES:

- * Preference shall be given in the appointment of Disabled Veterans Outreach Program positions to qualified disabled veterans. If the appointing authority finds that no qualified disabled veteran is available for appointment, appointment may be given to any qualified veteran.
- * Some positions allocated to the Disabled Veterans Outreach Program may require program specific experience, which will be identified at the time of recruitment.
- * Up to one year of experience may be substituted by completion of 30 semester credits in social or behavioral science, business administration, or related field for Workforce Services Representative III.
- * Up to two years of experience may be substituted by completion of 60 semester credits in social or behavioral science, business administration, or related field for Workforce Services Representative IV and V.

WORKFORCE SERVICES REPRESENTATIVE V

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of relevant employment services experience which included one year of Employment Services program experience coordinating and monitoring employer/employment services and activities; mediating between parties or groups to resolve problems; providing leadership to motivate staff and customers to achieve goals, improve performance, or utilize program services; researching and analyzing various types of materials or situations to prepare reports or identify problems or alternative solutions and recommend corrective action; **OR** one year as a Workforce Services Representative IV in Nevada State service; **OR** two years of experience as a Workforce Services Representative III in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirements and Informational Notes*)

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

Working knowledge of: group dynamics and leadership roles; current effective marketing techniques and strategies. **General knowledge of:** basic principles of supervision, training, and team leadership. **Ability to:** develop and implement marketing strategies; coordinate employment service activities with other community agencies; identify business customers' current and future workforce needs and apply solutions available through Employment Services Programs; prepare and maintain reports regarding outreach, contacts, referrals, training, placements, and contracted services and costs; research and analyze various types of materials to prepare comprehensive reports; reason and apply logic to develop proposals for new work procedures; instruct employees in correct methods and procedures; identify problems, alternative solutions and recommend

WORKFORCE SERVICES REPRESENTATIVE V	34	B	12.152
WORKFORCE SERVICES REPRESENTATIVE IV	32	B	12.153
WORKFORCE SERVICES REPRESENTATIVE III	30	B	12.157
WORKFORCE SERVICES REPRESENTATIVE II	28	E	12.158
WORKFORCE SERVICES REPRESENTATIVE I	26	E	12.159

Page 6 of 9

MINIMUM QUALIFICATIONS (cont'd)

WORKFORCE SERVICES REPRESENTATIVE V (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 corrective action; motivate staff to achieve goals and increase performance; coordinate and monitor the activities of several functions. **Skill in:** developing and implementing marketing strategies to penetrate the labor market, increase market share and secure job listings relevant to the applicant pool; mediating between parties or groups to resolve problems; performing and prioritizing a variety of duties, often changing from one task to another; *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: one-stop-operating-system programs and processes to troubleshoot or identify and report problems and advise staff on proper usage; federal and State workload standards governing quality, quantity and timeliness for the assigned programs; supervisory techniques and practices; State personnel rules for supervision of subordinate personnel. **Ability to:** supervise, plan, organize and monitor the workload of the office; conduct performance evaluations; negotiate and formulate complaint resolution; organize, coordinate and implement training for staff in technical areas.

WORKFORCE SERVICES REPRESENTATIVE IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of employment services experience which included interviewing job seeking customers to gather education and work history information or job requirements from business customers; evaluating job seeking customers' education and training and applying a knowledge of occupational requirements and labor market conditions to identify and develop appropriate training opportunities; determining eligibility for agency services based on established policies, procedures and requirements; establishing working relationships with business customers to clarify job listing requirements, discuss possible referrals for job listings, and promote services offered through Employment Services and one-stop offices; and managing a case load of customers receiving program services; **OR** three years of sales and/or marketing experience which included making public presentations, soliciting new business accounts and/or promoting goods and services; **OR** one year of experience as a Workforce Services Representative III in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: federal and State laws and regulations and agency policies and procedures for assigned programs; training providers within the community; computer modules used for case management, customer assessment and developing an employment plan; unemployment insurance benefit job search requirements; marketing techniques. **General knowledge of:** behavior modification techniques used to assist job seeking customers change behaviors which present barriers to employment. **Ability to:** establish rapport and gain trust of customers in order to analyze, discuss and advise them on sensitive personal attributes, attitudes or behaviors which may present obstacles to employment; analyze a customer's behavior and attitudes and provide insight to overcome barriers to employment; identify job seeking customers' strengths and weaknesses and develop mutual strategies to promote employment; identify appropriate training to enhance a customer's employability in their chose occupation; train staff on assigned program requirements, policies and procedures; train staff on assigned program requirements; participate in and represent the division at cooperative agency meetings, community sponsored workshops and with community organizations; monitor vendor contracts for compliance; mediate between parties with opposing views; respond quickly to unexpected situations; compose newspaper, radio and television advertisements and public service announcements; speak publicly and extemporaneously to provide information and persuade others to accept or adopt a specific course of action; prepare and maintain reports. **Skill in:** coordinating efforts to supply information and needed services; composing business correspondence and reports; managing an ongoing case load of customers receiving program services and/or assistance; building and maintaining working

WORKFORCE SERVICES REPRESENTATIVE V	34	B	12.152
WORKFORCE SERVICES REPRESENTATIVE IV	32	B	12.153
WORKFORCE SERVICES REPRESENTATIVE III	30	B	12.157
WORKFORCE SERVICES REPRESENTATIVE II	28	E	12.158
WORKFORCE SERVICES REPRESENTATIVE I	26	E	12.159

Page 7 of 9

MINIMUM QUALIFICATIONS (cont'd)

WORKFORCE SERVICES REPRESENTATIVE IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
relationships with other agencies, business customers, professional groups and organizations; *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 Workforce Services Representative V.)

WORKFORCE SERVICES REPRESENTATIVE III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of relevant program experience which included interviewing job seeking customers to gather education and work history information, or business representatives to determine job requirements from business customers; evaluating education and training and applying knowledge of specific occupational requirements and labor market conditions to make referrals to job openings; assisting customers to use computer equipment and software to develop resumes, assess skills and aptitude, search the Internet for job openings, or enter job listings in the Internet; recording information gathered from customers using program related computer software; identifying barriers to employment and explaining program requirements and regulations; **OR** one year of experience as a Workforce Services Representative II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

EMPLOYMENT SERVICES & DISABLED VETERANS OUTREACH PROGRAM

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: federal and State equal employment opportunity laws and regulations for assigned program area; computer programs used to assess job seeking customers' interests, skills, and aptitudes; labor market information, local prevailing wage information and minimum wage laws; occupational requirements and current labor conditions; active listening and communication techniques used to establish rapport and trust with customers. **General knowledge of:** services, roles, and responsibilities of local human service agencies; policies and procedures related to workforce development service programs; programs and types of assistance available through Employment Services and affiliated partners. **Ability to:** assess job seeking customers' education, training and work history to provide vocational guidance and identify steps required to achieve occupational goals; resolve complaints and answer inquiries from business customers regarding job listing procedures; manage a case load of customers; apply program regulations, policies and procedures to identify customers' eligibility for assistance; monitor customer progress through training and ensure compliance with contract and program provisions; establish and maintain case files; encourage customers to comply with program regulations; speak before groups to relay program information and requirements; promote employment services with business customers via telephone and the office staff through training and consultation; prepare and maintain reports; *and all knowledge, skills and abilities required at the lower levels.*

EMPLOYMENT SERVICES

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job)
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Workforce Services Representative IV.)

WORKFORCE SERVICES REPRESENTATIVE V	34	B	12.152
WORKFORCE SERVICES REPRESENTATIVE IV	32	B	12.153
WORKFORCE SERVICES REPRESENTATIVE III	30	B	12.157
WORKFORCE SERVICES REPRESENTATIVE II	28	E	12.158
WORKFORCE SERVICES REPRESENTATIVE I	26	E	12.159

Page 8 of 9

MINIMUM QUALIFICATIONS (cont'd)

WORKFORCE SERVICES REPRESENTATIVE III (cont'd)

DISABLED VETERANS OUTREACH PROGRAM

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

Working knowledge of: adjustment and vocational problems prevalent among veterans with substantial barriers to employment (SBE); federal and State laws and regulations governing rights and benefits for veterans with an SBE. **Detailed knowledge of:** local area programs, agencies, organizations, and benefits available to assist veterans with a SBE. **Ability to:** interpret and explain SBE programs to staff, employers, and program participants; prepare and maintain reports regarding outreach, contacts, referrals, training, and placements.

WORKFORCE SERVICES REPRESENTATIVE II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of relevant program experience which included interviewing job seeking customers to gather education and work history information or job requirements from business customers; evaluating education and training and applying knowledge of specific occupational requirements and labor market conditions to make referrals to job openings; assisting customers to use computer equipment and software to develop resumes, assess skills and aptitude and search the Internet for job openings, or post job listings on the Internet; recording information gathered from customers using program related computer software; identifying barriers to employment and explaining program requirements and regulations; **OR** one year as a Workforce Services Representative I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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

Working knowledge of: customer service and interviewing techniques used to gather education and work history from job seeking customers or job requirement from business customers; techniques necessary to establish rapport and gain the trust of customers; resource center equipment and software used to assist job seeking customers in developing resumes, assessing skills and searching the Internet for job openings; occupational requirements of positions and current labor market conditions in Nevada; program related computer software and reports, codes, screens, formats, and key entry sequences; laws, regulations, policies and procedures applicable to Employment Services Programs. **Ability to:** enter, process and retrieve data from the One-Stop Operating System; assist customers in the use of computer hardware and software in resource centers; enter job listings; advise and encourage job seeking customers to follow through on job referrals; evaluate job listings to determine compliance with federal and State laws and regulations; evaluate customers' education, training and work history and assess qualifications for job referral; establish and maintain cooperative working relationships with co-workers, the public, business customers and other agencies; assist customers with resume development by editing and proof reading drafts and recommending appropriate language and format; make oral presentations to groups or individuals regarding program information, policies and procedures; identify customers' barriers to employment; advise customers on job search skills; *and all knowledge, skills and abilities required at the lower level.*

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Workforce Services Representative III.)

WORKFORCE SERVICES REPRESENTATIVE I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience which included providing services to customers; reading and applying written policies, procedures,

WORKFORCE SERVICES REPRESENTATIVE V	34	B	12.152
WORKFORCE SERVICES REPRESENTATIVE IV	32	B	12.153
WORKFORCE SERVICES REPRESENTATIVE III	30	B	12.157
WORKFORCE SERVICES REPRESENTATIVE II	28	E	12.158
WORKFORCE SERVICES REPRESENTATIVE I	26	E	12.159

Page 9 of 9

MINIMUM QUALIFICATIONS (cont'd)

WORKFORCE SERVICES REPRESENTATIVE I (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

or instructions; operating personal computers to enter and retrieve data; and interviewing individuals to gather information; **OR** a Bachelor's degree in social or behavioral science, business administration, or related field; **OR** an equivalent combination of education and experience as described above. *(See Special Notes and Requirements)*

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

Working knowledge of: English grammar, spelling, punctuation, vocabulary and composition. **General knowledge of:** customer service techniques; modern office practices, procedures and equipment; telephone techniques and etiquette; record-keeping and filing methods. **Ability to:** read, comprehend and apply written policies and procedures to specific situations; perform basic mathematical computations including the addition, subtraction, multiplication, and division of whole numbers; compose basic business communications and document interviews; interview customers to gather accurate factual information; interact effectively with customers of diverse backgrounds; compare information and identify similarities, differences and inconsistencies; accurately copy, post or transcribe information from one source to another; explain program services, policies and requirements; establish and maintain cooperative working relationships with co-workers and the public; understand and follow oral and written directions. **Skill in:** operating a personal computer to enter, retrieve and process data.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Workforce Services Representative II.)

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

	<u>12.152</u>	<u>12.153</u>	<u>12.157</u>	<u>12.158</u>	<u>12.159</u>
ESTABLISHED:	7/1/03P 7/2/02PC	7/1/03P 7/2/02PC	7/1/03P 7/2/02PC	7/1/03P 7/2/02PC	7/1/03P 7/2/02PC
REVISED:	4/20/09R	4/20/09R	4/20/09R		
REVISED:	6/4/09	6/4/09	6/4/09		
REVISED:	5/21/10UC	5/21/10UC	5/21/10UC		
REVISED:		12/27/11UC	12/27/11UC	12/27/11UC	
REVISED	6/9/15RNC	6/9/15RNC	6/9/15UC	6/9/15UC	6/9/15RNC
REVISED:		6/11/24UC	6/11/24UC	6/11/24UC	

REPORT OF CLASSIFICATION CHANGES

POSTING#: 29-24
Effective: 05/24/24

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.343	GIS Analyst IV	40	B	6.343	<i>No Change</i>		
6.342	GIS Analyst III	38	B	6.342	<i>No Change</i>		
6.341	GIS Analyst II	36	B	6.341	<i>No Change</i>		
6.340	GIS Analyst I	33	B	6.340	<i>GIS Analyst I</i>	33	<i>B</i>
6.339	GIS Analyst Trainee	31	B	6.339	<i>No Change</i>		

Basis for Recommendation

As the result of a Nevada Position Questionnaire (NPD-19), the Division of Human Resource Management conducted a review of the GIS Analyst I class. GIS Analysts are responsible for designing, implementing, supporting and administering a department's and/or division's enterprise geographic information system.

In coordination with subject matter experts from the Department of Conservation and Natural Resources (DCNR), staff within the Nevada Department of Transportation (NDOT) and analysts within the Division of Human Resource Management (DHRM) it is recommended that the GIS Analyst I class concepts be amended to include verbiage that would allow positions to be permanently allocated at this level to perform duties of the series in a more limited manner as determined by the agency.

This change will allow State agencies more flexibility in task assignments and will further assist with recruitment efforts by broadening the applicant pool.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
GIS ANALYST IV	40	B	6.343
GIS ANALYST III	38	B	6.342
GIS ANALYST II	36	B	6.341
GIS ANALYST I	33	B	6.340
GIS ANALYST TRAINEE	31	B	6.339

SERIES CONCEPT

GIS Analysts are responsible for designing, implementing, supporting and administering all aspects of a department's and/or division's enterprise geographic information system.

Develop and maintain the Geographic Information Systems (GIS) which may include any of the following: maintenance of the statewide road network, calibrated linear referencing methods and associated GIS data layers and/or maintenance of the enterprise GIS servers, databases, associated data layers, web maps and other GIS data products as needed; ensure agency business units' ability to integrate and synchronize business data.

Plan, design, modify, implement and administer multiple spatial databases; develop and enforce administration procedures and security standards; facilitate and monitor multi-user versioned editing and viewing workflows; design, implement and monitor spatial database security, performance and availability; create database objects, user and roles; create and maintain spatial database replication environment, schedule and monitor replica synchronizations; test and perform software updates.

Install, configure and administer GIS Server application software; create, optimize, publish and monitor multiple web map, feature, geoprocessing, and search services on the intranet and internet; document web service data source dependencies.

Develop, implement, document and enforce GIS server-related administration procedures and security standards; monitor system utilization and responsiveness, and tune server configurations to enhance performance and ensure availability of published services; test and perform software updates; collect user requirements, design, write, test, deploy and maintain multiple statewide custom GIS software applications using multiple programming languages; develop and enforce GIS application-related operational procedures and security standards; adhere to software development best practices, maintain code in shared source code repositories, and maintain technical currency with coding techniques and relevant Information Technology (IT) and GIS technologies.

Analyze user requirements, existing business workflows, policies, regulations and statutes to develop and implement enhanced GIS-based solutions and workflows; 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 appropriate implementation platform; identify required sequencing of steps and coordination with other personnel; execute project steps and ensure that project deliverables meet customer requirements; provide technical support to end users in order to resolve software and database related issues.

Design, implement and maintain GIS datasets and perform quality assurance/quality control procedures and corrections; perform spatial analyses and interpret and communicate analytical results; use Global Positioning System (GPS) hardware and software to collect and validate data in the field; may utilize Unmanned Aerial Systems (UAS) consisting of hardware, to include Unmanned Aerial Vehicles (UAV), to collect data in the field and use associated software to post process and validate collected data; produce digital and printed cartographic products using GIS software.

GIS ANALYST IV	40	B	6.343
GIS ANALYST III	38	B	6.342
GIS ANALYST II	36	B	6.341
GIS ANALYST I	33	B	6.340
GIS ANALYST TRAINEE	31	B	6.339

Page 2 of 6

SERIES CONCEPT (cont'd)

Coordinate and conduct formal and informal training sessions to educate end users on the usage of off-the-shelf and custom GIS software; coordinate with internal and external entities to disseminate and share GIS data, and collaborate on GIS projects.

Perform related duties as assigned.

CLASS CONCEPTS

GIS Analyst IV: Under administrative direction, performs duties outlined in the series concept and, in addition, manages GIS functions for the department/division and supervises subordinate GIS Analyst III positions to include performance evaluations, work performance standards, work assignment and review, scheduling, training and discipline and may supervise technical and administrative staff as assigned. The incumbent is responsible for ensuring the provision of timely, efficient, and cost-effective GIS products and services including the development and maintenance of GIS applications, tools, enterprise GIS databases, and linear referencing systems as needed to meet operational and decision support needs.

Manage the design, development, enhancement and delivery of GIS products and services to meet on going and ad hoc business and information needs; manage development and maintenance of geospatial data layers and databases; manage and may participate in the design and development of GIS applications and tools to automate processes and facilitate analyses and reporting; coordinate the delivery of services and sharing of data with other departments and outside entities; research alternatives and recommend appropriate, cost effective technology solutions.

Oversee and participate in the design, development, integration and maintenance of GIS database architectures, data layers and databases; perform highly complex analytical projects, including spatial and other analyses and forecast modeling; analyze, research, develop, implement and maintain processes for enhancing the utilization of GIS technologies and solutions to support internal business requirements and GIS initiatives; work with staff in the planning, design, development, configuration, testing, implementation and maintenance of large-scale GIS applications and web portals, backend processing modules and associated data layers and databases; develop, implement and monitor work plans to achieve goals and objectives.

Analyze and evaluate technology solutions to ensure their consistency and integration with technology standards; participate in developing enterprise GIS policies, standards and procedures; serve as an expert resource and provide advice to agency staff and other departments or agencies on complex GIS technical issues; may serve on steering committees and advisory groups to foster cooperation and ensure consistent practices for storage, sharing, maintenance and utilization of geospatial data; write reports and prepare custom maps and other GIS products.

Participate in the preparation and evaluation of proposals, bids, contracts and service agreements for GIS software, equipment and consulting services; may administer contracts; develop or assist in the development of the GIS budget; monitor expenditures against budget; participate in the development, implementation and evaluation of goals and objectives; supervise and oversee development, implementation and evaluation of programs, work processes, systems, policies and procedures to achieve annual goals, objectives and work standards; serve 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. This is the managerial level in the series.

GIS Analyst III: Under general direction, incumbents perform the full range of duties outlined in the series concept and function as technical expert and project manager over either: design, development, testing, implementation and maintenance of large-scale or highly complex departmental and/or divisional GIS software

GIS ANALYST IV	40	B	6.343
GIS ANALYST III	38	B	6.342
GIS ANALYST II	36	B	6.341
GIS ANALYST I	33	B	6.340
GIS ANALYST TRAINEE	31	B	6.339

CLASS CONCEPTS (cont'd)

GIS Analyst III: (cont'd)

applications, tools, and backend processing modules; **OR** data management projects, and associated data layers and databases. Incumbents review GIS products for accuracy, completeness and aesthetics and for compliance with customer requirements; evaluate GIS technologies and solutions; develop policies, standards and procedures; develop plans and approaches to meet project objectives; oversee or perform complex technical work associated with projects and ongoing assignments; guide and mentor other GIS professionals and/or those utilizing GIS; develop training materials and conduct training for GIS professionals and/or other staff as assigned; and supervise a staff of lower level GIS Analysts. This is the supervisory level in the series.

GIS Analyst II: Under general supervision, incumbents perform the full range of duties outlined in the series concept and participate in design, testing, implementation and maintenance of GIS software applications, tools, data management projects, and associated data layers and databases. Incumbents perform spatial analyses such as buffering, spatial overlays and distance calculations using established methods and procedures; assist in the evaluation of GIS technologies and solutions and the development of GIS policies, procedures and standards. This is the journey level in the series.

GIS Analyst I: Under ~~close~~ *general* supervision, incumbents ~~continue to receive training in performing~~ *perform some of* the duties described in the series concept *in a more limited manner as determined by the agency. Some positions are permanently allocated to this level in the series and do not provide for automatic progression to the next level in the series. This is the sub-journey level in the series. [This is the continuing trainee level in the series and progression to the next level may occur upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.]*

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

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Certification as a Geographic Information Systems Professional (GISP) from the GIS Certification Institute is equivalent to one year of work experience.

GIS ANALYST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in geographic information systems, geography, cartography, computer information systems, or a closely related field and four years of professional GIS experience which included GIS/GPS data collection, analysis and validation; GIS software application development; and/or cartographic design. Two years of this experience must have also included project management in one or more of the following: spatial database development and management, GIS application development, and/or GIS application server administration; **OR** an Associate's degree from an accredited college or university in geographic information systems, geography, cartography, computer information systems, or a closely related field and five years of professional GIS experience as described above; **OR** graduation from high school or equivalent education and six years of professional GIS experience as described above; **OR** one year of experience as a GIS Analyst III in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Informational Note)*

GIS ANALYST IV	40	B	6.343
GIS ANALYST III	38	B	6.342
GIS ANALYST II	36	B	6.341
GIS ANALYST I	33	B	6.340
GIS ANALYST TRAINEE	31	B	6.339

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

GIS ANALYST IV (cont'd)

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

Detailed knowledge of: capabilities and functionality of at least one major GIS software suite; enterprise database management systems; project management techniques and/or software application development methodologies; two or more general purpose programming or scripting languages; critical spatial and non-spatial datasets. **Working knowledge of:** GIS system architecture design and planning; multiple enterprise database management systems and/or linear referencing and dynamic segmentation. **Ability to:** develop and prioritize task lists and resolve problems; supervise and mentor assigned staff; *and all knowledge, skills, and abilities required of the lower levels.*

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

Detailed knowledge of: State and departmental regulations and policies concerning information security, purchasing and personnel administration; critical departmental spatial and non-spatial datasets and their relationship to the enterprise GIS system; application of linear referencing and dynamic segmentation techniques to GIS data; major state and federally mandated reporting requirements that include or rely upon GIS data.

GIS ANALYST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in geographic information systems, geography, cartography, computer information systems, or a closely related field and three years of professional GIS experience which included GIS/GPS data collection, analysis and validation; GIS software application development; and/or cartographic design. One year of this experience must have also included one or more of the following: spatial database development and management, GIS application development, and/or GIS application server administration; **OR** an Associate's degree from an accredited college or university in geographic information systems, geography, cartography, computer information systems, or a closely related field and four years of professional GIS experience as described above; **OR** graduation from high school or equivalent education and five years of professional GIS experience as described above; **OR** one year of experience as a GIS Analyst II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Informational Note)*

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

Detailed knowledge of: structured query language (SQL); spatial data validation techniques; spatial topologies; GIS analysis tools; multi-user GIS editing workflows. **Working knowledge of:** linear referencing and dynamic segmentation and/or server and web-based GIS technologies; mobile GIS technology and GPS data collection; enterprise spatial databases and database security; map services. **Ability to:** create GIS software add-ins and stand-alone programs or web mapping applications or write moderately complex scripts to automate GIS processes; install and administer spatial databases; install and administer GIS application server software and publish map services; integrate non-spatial data with the enterprise linear referencing system and/or related GIS systems and dynamically segment data; automate routines to make corrections to improve database quality; develop geospatial data structures to model complex interrelated geographic features; lead highly complex GIS development and maintenance projects; manage and perform highly complex analytical projects; serve as an expert resource to other GIS specialists and end users; *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 for GIS Analyst IV.)

GIS ANALYST IV	40	B	6.343
GIS ANALYST III	38	B	6.342
GIS ANALYST II	36	B	6.341
GIS ANALYST I	33	B	6.340
GIS ANALYST TRAINEE	31	B	6.339

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

GIS ANALYST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in geographic information systems, geography, cartography, computer information systems, or a closely related field and two years of professional GIS experience which included GIS/GPS data collection, analysis and validation; GIS software application development; and/or cartographic design; **OR** an Associate's degree from an accredited college or university in geographic information systems, geography, cartography, computer information systems, or a closely related field and three years of professional GIS experience as described above; **OR** graduation from high school or equivalent education and four years of professional GIS experience as described above; **OR** one year of experience as a GIS Analyst I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Informational Note)*

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

Detailed knowledge of: basic GIS software functionality, spatial relationships; theories, principles, and concepts related to GIS technology; geoprocessing and editing tools, and spatial data validation techniques; GIS analysis tools. **Working knowledge of:** spatial topologies; structured query language (SQL); cartographic principles, map projections and coordinate systems. **General knowledge of:** map services; enterprise spatial databases; multi-user GIS editing workflows; linear referencing and dynamic segmentation; mobile GIS technology and GPS data collection. **Ability to:** collect user requirements and design GIS datasets/databases that includes data validation and quality assurance mechanisms; solve moderately complex GIS problems; differentiate between common GIS- and IT-related problems; write basic scripts to automate GIS processes; effectively train and mentor low-level users and end users in the use of GIS Software; solve moderately complex GIS software problems and assist end users with second-level technical support; perform moderately difficult spatial analyses; *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 GIS Supervisor.)

GIS ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in geographic information systems, geography, cartography, computer information systems, or a closely related field and one year of professional GIS experience which included GIS/GPS data collection, analysis and/or validation; GIS software application development; and/or cartographic design; **OR** an Associate's degree from an accredited college or university in geographic information systems, geography, cartography, computer information systems, or a closely related field and two years of GIS experience as described above, to include at least one year of professional GIS experience; **OR** graduation from high school or equivalent education and three years of GIS experience as described above to include at least one year of professional GIS experience; **OR** an equivalent combination of education and experience as described above. *(See Informational Note)*

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

Working knowledge of: basic GIS software functionality; spatial relationships; theories, principles, and concepts related to GIS technology. **General knowledge of:** basic cartographic principles, map projections and coordinate systems; sources of information and research techniques; problem-solving methods. **Ability to:** create a map layout suitable for printing, edit GIS data, perform spatial and attribute queries, label features on a map; solve simple GIS software problems and assist end users with first-level technical support; understand and utilize computer systems and GIS software; make mathematical and statistical computations including addition, subtraction, multiplication, division and algebra; establish and maintain effective working relationships with others; *and all knowledge, skills, and abilities required at the lower level.*

GIS ANALYST IV	40	B	6.343
GIS ANALYST III	38	B	6.342
GIS ANALYST II	36	B	6.341
GIS ANALYST I	33	B	6.340
GIS ANALYST TRAINEE	31	B	6.339

Page 6 of 6

MINIMUM QUALIFICATIONS (cont'd)

GIS ANALYST 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 required for GIS Analyst II.)

GIS ANALYST TRAINEE

EDUCATION & EXPERIENCE: Bachelor's degree from an accredited college or university in geographic information systems, geography, cartography, computer information systems, or a closely related field; **OR** an Associate's degree from an accredited college or university in geographic information systems, geography, cartography, computer science, computer information systems, or closely related field and one year of paraprofessional GIS experience which included GIS/GPS data collection, analysis and/or validation; GIS software application development; and/or cartographic design; **OR** graduation from high school or equivalent education and two years of experience as described above; **OR** an equivalent combination of education and experience as described above. *(See Informational Note)*

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

Working knowledge of: theories, principles and concepts related to Information Technology (IT) or GIS technology. **General knowledge of:** basic GIS principles and practices; sources of information and research techniques related to GIS; problem-solving methods; mathematical and statistical computations; English language sufficient to write grammatically correct business correspondence. **Ability to:** communicate effectively both verbally and in writing; analyze data and reach logical conclusions; write grammatically correct business correspondence; read and understand technical information.

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

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

	<u>6.343</u>	<u>6.342</u>	<u>6.341</u>	<u>6.340</u>	<u>6.339</u>
ESTABLISHED:	3/07/13R 6/18/15UC	3/07/13R 6/18/15UC	3/07/13R 6/18/15UC	3/07/13R 6/18/15UC	5/13/19UC
REVISED:	5/13/19UC	5/13/19UC	5/13/19UC	5/13/19UC 5/24/24UC	

REPORT OF CLASSIFICATION CHANGES

POSTING#: 30-24
Effective: 05/24/24

CURRENT				PROPOSED			
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	<i>1.404</i>	<i>Weights & Measures Inspector III</i>	<i>33</i>	<i>C</i>
1.407	Weights & Measures Inspector II	31	C	<i>1.407</i>	<i>Weights & Measures Inspector II</i>	<i>31</i>	<i>C</i>
1.410	Weights & Measures Inspector I	29	C	<i>1.410</i>	<i>Weights & Measures Inspector I</i>	<i>29</i>	<i>C</i>

Basis for Recommendation

At the request of the Nevada Department of Agriculture (NDA), the Division of Human Resource Management (DHRM) conducted a review of the Weights and Measures Inspector series. Weights and Measures Inspectors inspect all commercial weighting and measuring devices, enforce applicable regulations, and sample gasoline and diesel fuel for quality to protect the economic interests of consumers and merchants in the State.

In coordination with subject matter experts from the NDA and analysts within DHRM it is recommended that the Minimum Qualifications, Education and Experience section of the Weights and Measures Inspector I be amended to clarify additional types of education and experience that can be utilized to qualify applicants for employment. In addition, the Education and Experience sections of the rest of the series was amended to reflect this change.

This change will allow the department more flexibility in the hiring process by broadening the applicant pool.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
WEIGHTS AND MEASURES INSPECTOR IV	36	C	1.401
WEIGHTS AND MEASURES INSPECTOR III	33	C	1.404
WEIGHTS AND MEASURES INSPECTOR II	31	C	1.407
WEIGHTS AND MEASURES INSPECTOR I	29	C	1.410

SERIES CONCEPT

Weights and Measures Inspectors inspect all commercial weighing and measuring devices, enforce applicable regulations, and sample gasoline and diesel fuel for quality to protect the economic interests of consumers and merchants in the State.

Test gasoline dispensers, linear measuring devices, petroleum gas measuring devices, small and large capacity scales, and large capacity meters; check equipment for wear, malfunctioning, or other problems; verify weighing or measuring accuracy with appropriate weights, meters, or measuring standard; record information on report form; calculate allowable tolerance; determine if devices are within compliance; remove and release from service in order to protect the public and business owners from inaccurate scales and measuring devices.

Perform petroleum inspections; visually check advertising and labeling; obtain samples for laboratory analysis, and verify brands are properly registered to prevent confusion and fraud, promote fair competition in the industry, and protect the environment from pollution.

Investigate violations and consumer complaints; record available data; complete consumer interview; check devices suspected of malfunctioning; evaluate information obtained; prepare report; recommend corrective actions for restitutions substantiated; collect, preserve, and safeguard evidence; and report information to enforcement agencies as appropriate.

Maintain testing equipment and standards; perform preventive and minor maintenance; maintain records of equipment servicing; and test against official State standards to ensure accuracy and proper calibration.

Audit Public Weighmasters; review certificates of weights to verify that transactions are accurately reported, and records are properly maintained; and test weighing devices.

Verify prices in retail establishments; ensure that commodity prices reflect the point-of-sale system price.

Prepare and maintain files, records, and reports; file inspection documents; record information; document consumer complaints; submit work activity reports; list businesses with weighing and measuring devices; remove obsolete files; and develop an annual inspection schedule, to document work completed, account for fees assessed, and plan future activities.

Perform related duties as assigned.

CLASS CONCEPTS

Weights and Measures Inspector IV: Under limited supervision, incumbents are responsible for a regional weights and measures inspection program. The incumbents supervise Weights and Measures Inspectors at the I,

WEIGHTS AND MEASURES INSPECTOR IV	36	C	1.401
WEIGHTS AND MEASURES INSPECTOR III	33	C	1.404
WEIGHTS AND MEASURES INSPECTOR II	31	C	1.407
WEIGHTS AND MEASURES INSPECTOR I	29	C	1.410

Page 2 of 5

CLASS CONCEPTS (cont'd)

Weights and Measures Inspector IV: (cont'd)

II, and III levels involved in ensuring that weighing and measuring devices in commercial use in the State are licensed, accurate and suitable for their intended use. Supervisory duties include but are not limited to performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline.

Weights and Measures Inspector III: Under general supervision, incumbents, in addition to performing the full range of duties outlined in the series concept, supervise lower-level Weights and Measures Inspectors in a designated geographic area to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline.

Weights and Measures Inspector II: Under general supervision, incumbents perform the full range of duties outlined in the series concept and may provide field training to newly hired personnel as needed. This is the journey level in the series.

Weights and Measures Inspector 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 in the series. Progression to the journey level may occur upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

INFORMATIONAL NOTES:

- * Some positions in this series must operate a diesel truck and trailer. Incumbents in those positions must obtain a Nevada Commercial Driver's License (CDL) within one year of appointment and maintain a current CDL for continuing employment.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Positions in this series must be able to obtain and maintain applicable professional certifications issued by the National Institute of Standards and Technology and the National Conference on Weights and Measures (NCWM) as a condition for continuing employment.

WEIGHTS AND MEASURES INSPECTOR IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in science, mathematics, statistics, physics, engineering, *agriculture*, or a closely related field and three years of experience in the inspection, maintenance or installation of mechanical or electrical equipment which included weighing and/or measuring devices and applying weights and measures regulations; **OR** Associate's degree from an accredited college of university in science, mathematics, statistics, physics, engineering, *agriculture*, or a closely related field and four years of experience as described above; **OR** graduation from high school or equivalent education and five years of *applicable work* experience, *three years of which were* as described above; **OR** one year of experience as a Metrologist II or Weights and Measures Inspector III in Nevada State service; **OR** two years of experience as a Weights and Measures Inspector II in Nevada State service; **OR** an

WEIGHTS AND MEASURES INSPECTOR IV	36	C	1.401
WEIGHTS AND MEASURES INSPECTOR III	33	C	1.404
WEIGHTS AND MEASURES INSPECTOR II	31	C	1.407
WEIGHTS AND MEASURES INSPECTOR I	29	C	1.410

Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

WEIGHTS AND MEASURES INSPECTOR IV (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

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

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

Detailed knowledge of: weighing and measuring devices; businesses which use weighing and measuring devices. **Working knowledge of:** adopted National Institute of Standards and Technology (NIST) Handbook 44 and 133. **Ability to:** use technical test equipment necessary for the proper inspection of weighing and measuring devices; read and interpret technical manuals and adopted handbooks officially used in the examination of weighing and measuring devices; develop procedures and correspond with regulated industries and governmental agencies conducting activities involving weights, measures and petroleum products; perform measurement operations involving customary weights and measures; use metric measurements and make conversions to customary equivalents; supervise personnel; utilize resources effectively; mediate between contending parties; *and all knowledge, skills, and abilities required at the lower levels.*

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

Detailed knowledge of: Weights and Measures policies and procedures. **Working knowledge of:** supervisory principles and techniques; State purchasing policies and procedures; hearing procedures; regulations administered by Weights and Measures.

WEIGHTS AND MEASURES INSPECTOR III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in science, mathematics, statistics, physics, engineering, *agriculture*, or a closely related field and two years of experience in the inspection, maintenance or installation of mechanical or electrical equipment which included weighing and/or measuring devices and applying weights and measures regulations; **OR** Associate's degree from an accredited college or university in science, mathematics, statistics, physics, engineering, *agriculture*, or a closely related field and three years of experience as described above; **OR** graduation from high school or equivalent education and four years of *applicable work* experience, *two years of which were* as described above; **OR** one year of experience as a Weights and Measures Inspector II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement and Informational Notes)*

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

Working knowledge of: laws covering the operation of a multiple axle truck and trailer; math, physics, and electronics as applied to weights and measures; scale and petroleum systems to enable correct analysis of their operation; proper safety procedures when working with hazardous chemicals, flammable liquids, and handling of mass weights; weighing and measuring devices; NIST regulations including Handbook-133 as pertains to package checking and inspections. **Ability to:** apply and enforce weights and measures regulations and procedures; make independent decisions in the field; interpret statutes, rules, and procedures; independently investigate and resolve consumer complaints; train lower-level inspectors; communicate effectively both orally and in writing; *and all knowledge, skills, and abilities required at the lower levels.*

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Weights and Measures Inspector IV.)

WEIGHTS AND MEASURES INSPECTOR II

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

WEIGHTS AND MEASURES INSPECTOR IV	36	C	1.401
WEIGHTS AND MEASURES INSPECTOR III	33	C	1.404
WEIGHTS AND MEASURES INSPECTOR II	31	C	1.407
WEIGHTS AND MEASURES INSPECTOR I	29	C	1.410

Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

WEIGHTS AND MEASURES INSPECTOR II (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

mathematics, statistics, physics, engineering, *agriculture*, or a closely related field and one year of experience in the inspection, maintenance or installation of mechanical or electrical equipment which included weighing and/or measuring devices and applying weights and measures regulations; **OR** Associate's degree from an accredited college or university in science, mathematics, statistics, physics, engineering, *agriculture*, or a closely related field and two years of experience as described above; **OR** graduation from high school or equivalent education and three years of *applicable work* experience, *one year of which was* as described above; **OR** one year of experience as a Weights and Measures Inspector I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement and Informational Notes*)

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

Working knowledge of: weight categories and conversions, such as troy ounce to grams and carets to grains. **General knowledge of:** math, physics, and electronics as applied to weights and measures; proper safety procedures when working with hazardous chemicals, flammable liquids, and handling of heavy weights; laws covering the operation of a multiple axle truck and trailer. **Ability to:** plan, schedule, and budget time; prepare written reports; properly handle monies assessed and received for State services; explain policies and procedures related to weighing and measuring devices; *and all knowledge, skills, and abilities required at the lower level.*

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Weights and Measures Inspector III.)

WEIGHTS AND MEASURES INSPECTOR I

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in science, mathematics, statistics, physics, engineering, *agriculture*, or a closely related field and one year of experience in the inspection, maintenance, *and/or* installation of mechanical and/or electrical equipment; **OR** graduation from high school or equivalent education and two years of *work* experience, *one year of which was in the agricultural industry field; in a general maintenance and/or construction trade; operation and/or maintenance of commercial scales, gas pumps and/or propane tanks; operation of a diesel, heavy duty, and/or semi-truck with a commercial driving license; and/or the inspection, maintenance, and/or installation of mechanical and/or electrical equipment; [as described above;]* **OR** an equivalent combination of education and experience as described above. (*See Special Requirement and Informational Notes*)

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

General knowledge of: basic math, physics and electronics as applied to weights and measures; weight categories and conversions; basic safety procedures used when working with hazardous chemicals, flammable liquids, and handling mass weights; basic mechanical principles; safe and defensive driving techniques. **Ability to:** prepare routine reports and explain procedures and policies; communicate effectively with the public.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Weights and Measures Inspector II.)

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

WEIGHTS AND MEASURES INSPECTOR IV	36	C	1.401
WEIGHTS AND MEASURES INSPECTOR III	33	C	1.404
WEIGHTS AND MEASURES INSPECTOR II	31	C	1.407
WEIGHTS AND MEASURES INSPECTOR I	29	C	1.410

Page 5 of 5

	<u>1.401</u>	<u>1.404</u>	<u>1.407</u>	<u>1.410</u>
ESTABLISHED:	7/1/71	6/4/61	6/5/61	6/5/61
REVISED:			6/1/63	
REVISED:				7/1/63
REVISED:		11/30/64		
REVISED:		7/1/71	7/1/71	7/1/71
REVISED:	3/1/72			
REVISED:	7/2/75R	7/2/75R	7/2/75R	7/2/75R
	5/28/76PC	5/28/76PC	5/28/76PC	5/28/76PC
REVISED:				
REVISED:		7/27/84-3		
REVISED:	7/1/87-12	7/1/87-12	7/1/87-12	7/1/87-12
	10/17/86PC	10/17/86PC	10/17/86PC	10/17/86PC
REVISED:	7/1/97P	7/1/97P	7/1/97P	7/1/97P
	6/6/96PC	6/4/96PC	6/4/96PC	6/4/96PC
REVISED:	3/8/13PC	3/8/13PC	3/8/13PC	3/8/13PC
REVISED:	6/30/15UC	6/30/15RNC	6/30/15RNC	6/30/15RNC
REVISED:	6/23/17PC	6/23/17PC	6/23/17PC	6/23/17PC
REVISED:	9/20/19PC	9/20/19PC	9/20/19PC	9/20/19PC
REVISED:	4/23/20UC	4/23/20UC	4/23/20UC	4/23/20UC
REVISED:	5/24/24UC	5/24/24UC	5/24/24UC	5/24/24UC