



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
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HUMAN RESOURCES COMMISSION

Meeting Notice

DATE: Friday, April 5, 2024

TIME: 9:00 a.m.

LOCATION:

State Library and Archives Building 100 N. Stewart Street Room 110 Carson City, Nevada 89701	Eureka Building 7251 Amigo Street Room 120 Las Vegas, Nevada 89119
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The sites will be connected by videoconference. The public is invited to attend at either location. As video conferencing gives the Commission, staff, and others flexibility to attend meetings in either northern or southern Nevada, handouts to the Commission on the day of the meeting may not be transmitted to the distant locations.

Notice: The 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. Approval of Minutes of Previous Meeting:**
 - A. September 22, 2023

FOR POSSIBLE ACTION

IV. 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. Business and Industry

FOR POSSIBLE ACTION

V. Discussion and Approval or Denial of Proposed Permanent Regulation Changes to Nevada Administrative Code, Chapter 284

A. LCB File No. R046-22

Sec. 1. Amends Chapter 284 to add sections 2 and 3.

Sec. 2. NEW Succession plan; appointments.

Sec. 3. NEW Certification of employees who prepare succession plans.

Sec. 4. NAC 284.058 "Eligible person" defined.

Sec. 5. NAC 284.313 Limitation of competition in recruitment; applications.

B. LCB File No. R134-22

Sec. 1. NAC 284.126 Creation of new class, reclassification of position or reallocation of existing class.

Sec. 2. NAC 284.3745 Refusal to examine applicant or certify eligible person: Review of action; appeal.

C. LCB File No. R141-22

Sec. 1. NAC 284.524 Reporting for work; workweeks and workdays; periods for meals and rest.

FOR POSSIBLE ACTION

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

A. Engineering & Allied

1. Subgroup: Engineering

A. 6.417 Chief, Hearings Section

B. Mechanical & Construction Trades

1. Subgroup: Road Construction & Maintenance

A. 9.106 Highway Maintenance Supervisor Series

2. Subgroup: Equipment Management, Maintenance Repair

A. 9.327 Auto Body Worker

INFORMATIONAL ITEM

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

Posting: #21-23

09.334 Fleet Service Worker Series

Posting: #22-23

09.117 Highway Maintenance Worker Series
Posting: #23-23
10.237 Health Program Specialist Series
Posting: #01-24
12.345 Social Worker Series
Posting: #02-24
10.124 Corrections Counselor Series
Posting: #03-24
07.610 Governmental Liaison- ABOLISH
Posting: #04-24
13.201 DPS Lieutenant Colonel- ABOLISH
Posting: #06-24
07.131 Retirement Examiner Series- ABOLISH
Posting: #07-24
07.127 Retirement Technician- ABOLISH
Posting: #08-24
07.117 Division Chief, Retirement- ABOLISH
Posting: #09-24
10.338 Mental Health Technician Series
Posting: #10-24
01.112 Plant Industry Regional Manager
Posting: #11-24
06.715 Chief, Water Planning & Drought Resiliency
Posting: #12-24
09.401 Building Automation System Series
Posting: #13-24
01.918 Lifeguard Series
Posting: #14-24
11.117 Public Safety Dispatcher Series
Posting: #15-24
06.305 Engineering Technician Series
Posting: #16-24
09.117 Highway Maintenance Worker Series
Posting: #17-24
07.773 Skillbridge Trainee
Posting: #18-24
1.810 Conservation Staff Specialist
1.804 Forestry Fleet Coordinator
Posting: #19-24
10.260 Dental Assistant Series
Posting: #21-24
11.701 Deputy Fire Chief/Firefighter (Air National
Guard) Series
Posting: #22-24
07.868 Deputy Division Administrator, Historical
Preservation
Posting: #23-24
07.500 State Payroll Manager

VIII. Discussion of Dates for Upcoming Meetings

IX. Commission Comments

X. Public Comment: No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

XI. Adjournment

Supporting material for this meeting is available at the Division of Human Resource Management at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 7251 Amigo Street, Suite 120, Las Vegas, NV, 89119; or on our website:

http://hr.nv.gov/Boards/PersonnelCommission/Personnel_Commission_-_Meetings/. To obtain a copy of the supporting material, you may contact Ernie Hernandez at (775) 684-0135 or ernestinahernandez@admin.nv.gov.

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

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

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

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

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

Carson City

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

Las Vegas

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

**STATE OF NEVADA
HUMAN RESOURCES
COMMISSION**

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

**MEETING MINUTES
September 22, 2023
(Subject to Commission Approval)**

COMMISSIONERS PRESENT:

Ms. Patricia Hurley, Commissioner
Mr. Andreas Spurlock, Commissioner
Ms. Angela Scurry, Alternate Commissioner
Mr. Rick McCann, Commissioner
Mr. Mark Olson, Commissioner

STAFF PRESENT:

Ms. Mandee Bowsmith, Administrator, DHRM
Ms. Heather Dapice, DHRM
Ms. Carrie Hughes, DHRM

I. DISCUSSION AND APPROVAL OF DHRM ADMINISTRATOR AS MEETING FACILITATOR IN LIEU OF MEMBER CHAIR DUE TO VACANCY FOR THIS MEETING

Mandee Bowsmith: The first item on the agenda is discussion and approval of the DHRM administrator to act as the meeting facilitator in lieu of a member Chair due to a vacancy. May I call a vote of the members?

The motion passes unanimously.

MOTION: Moved to approve the DHRM administrator to act as the meeting facilitator in lieu of a member Chair due to a vacancy.
VOTE: The vote was unanimous in favor of the motion

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

Mandee Bowsmith: I'd like to call the Human Resources Commission meeting for Friday, September 22, 2023 to order. We'll do the roll call.

III. PUBLIC COMMENT

Mandee Bowsmith: No vote or action may be taken upon a matter raised under public comment until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Is there any public comment in the south? Okay. Seeing none, is there any public comment in the north? Okay. Seeing none, we will move on to Item 4.

IV. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

- A. June 24, 2022
- B. August 09, 2022
- C. August 26, 2022
- D. March 03, 2023
- E. June 09, 2023

Mandee Bowsmith: This is for possible action, approval of minutes of previous meetings. These are the meeting minutes for the June 24, 2022; August 9, 2022; August 26, 2022; March 3, 2023; and June 9, 2023 meetings. Are there any questions, comments, or concerns about these meeting minutes?

The motion passes unanimously.

MOTION: Moved to approve the minutes as written for June 24, 2022; August 8, 2022; August 26, 2022; March 3, 2023; and June 9, 2023.
BY: Commissioner McCann
SECOND: Commissioner Hurley
VOTE: The vote was unanimous in favor of the motion

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

- A. LCB File No. R138-22
Sec. 1. NAC 284.589 Administrative Leave with pay

Mandee Bowsmith: We have a representative from DHRM here to present this item.

Carrie Hughes: The proposed amendment to NAC 284.589 will provide administrative leave to veterans to attend medical appointments during the first 12 months of their employment. Specifically, they will be able to use up to 96 hours of paid administrative leave for healthcare provider appointments relating to determining whether the veteran

has a service-connected disability or receiving healthcare services related to a service-connected disability. Additionally, the amendment defines the terms healthcare services and provider of healthcare. This new provision has been proposed in recognition that some newly separated service members are still undergoing medical evaluation by the Department of Veterans Affairs to determine if the individual has a service-connected disability. These evaluations can be time-sensitive, and service members may have to wait months to be scheduled for an evaluation. Delays may cause further medical and/or financial harm. Additionally, there may be a need for medical treatment due to a service-connected disability while they do not yet have sufficient sick leave as a new state employee. Additionally, we're proposing changes to the provided draft language of Subsection 9. This change is being proposed due to the concern that applying these definitions to the entire regulation will impact the application of other provisions or cause confusion. The other proposed change will replace provider of healthcare. This change is being proposed to standardize the definition for most medical-related leave events and to reduce complexity and confusion. Thank you for your consideration of this amendment.

Mandee Bowsmith: Are there any questions or concerns about Item 5A? May I have a motion on Item 5A?

The motion passes unanimously.

MOTION: Moved to approve Item 5a, LCB file number R138-22, Section 1, NAC 284.589, administrative leave with pay
BY: Commissioner Hurley
SECOND: Commissioner Olson
VOTE: The vote was unanimous in favor of the motion

B. LCB File No. R141-22
Sec. 1. NAC 284.524 Reporting for work; workweeks and workdays; periods for meals and rest.

Mandee Bowsmith: We have a DHRM representative here to present this item.

Carrie Hughes: I'm presenting a regulation of amendment to NAC 284.524. This proposed amendment to the regulation is in response to a recent decision out of the First Judicial District Court of the State of Nevada remanding a decision to the Employee Management Committee to determine a compensation standard regarding which activities performed before or after a regularly scheduled shift are compensable. While the Committee does not have the jurisdiction to create standards for compensation, the administrative regulation making process is appropriate to address this judicial decision. The amendment establishes that the purposes of determining whether an employee is reporting for a work shift on time, the work shift of an employee who is not working remotely begins when the employee arrives at the entrance to the physical location at which the employee performs his or her duties or responsibilities. Thank you for your consideration of this amendment.

Mandee Bowsmith: Is there any question or concern regarding Item 5B? I am not sure we can take questions from the public.

Deputy Attorney General Greg Ott: This is an adoption hearing. You can take public comment before the vote.

Rachel Gansburg, DMV: Just a question of clarification. If somebody shows up for work at the entrance to their established, you know, department, they work at say a half an hour early, they're going to be paid at that point or within a reasonable amount of time, 10 to 15 minutes ahead of time?

Carrie Hughes: The regulation reads is for determining whether an employee's in compliance with the requirement that an employee report for a work shift on time. I don't think that this regulation change will change how agencies would handle an employee reporting to work on time.

Mandee Bowsmith: For a point of clarification, this regulation is a direct response to a Supreme Court decision. This decision was concerning corrections officers specifically and because when they get to the gate house and then have to make their way to the post, depending on what facility they are stationed at, that can take as long as 10 minutes or 20 minutes for them to get from the front of the facility to their post, get briefed for the post change, and then start their day.

So this contemplates, for example, a corrections officer being paid the minute they get to the gatehouse because they are on duty and should something occur with an inmate population or an emergency happen, they would have to respond, they would be expected to respond, and therefore it's paid time. This is what we're contemplating. Are there any questions from the Commissioners down south?

Rick McCann: Let me just suggest that there is the employee who decides I dropped the kids off at school this morning about 45 minutes early, I got nothing else to do, I'll just go to work and I show up at the entrance to my physical location and I walk in, and that shows up on their payroll because they're there a half hour early or something before their shift is even designed to begin. How is this not allowing them to be paid for that additional half hour since they did, in fact, their work shift starts when they show up and they just modified their work shift by saying, well, I showed up a half hour early, and again, I'm not trying to be a stick in the mud about this, but there are people who will do that. How are we going to allow this statute, this gauge to not allow that to happen?

Mandee Bowsmith: My thought is that the regulation itself is the wide guardrail and that departments individually will need to institute policies with respect to what is considered work time, and when an employee has the ability to perform work or start performing work versus when they do not.

Rick McCann: I'm just looking at 284.524, Subsection 1. It says: for the purposes of determining whether an employee is in compliance with the requirement that an employee report for a work shift on time. Might I offer one word? The scheduled work shift of an employee who is not working remotely begins when the employee arrives at the entrance. To me, that will make it clear for all divisions and all departments that it is their scheduled work shift we're dealing with.

Deputy Attorney General Greg Ott: The way this is intended is not to confer an unlimited right of overtime for anyone who just happens to be at the location, it is intended to start the work shift and to prevent discipline for people who are in that transitory time. I don't know whether the scheduled revision that Mr. McCann proposed is going to be sufficient. I'm a little hesitant that if the Commission is concerned about the language, fixing it here on the fly is appropriate. I will note that 233(b) does require 30 days posting for an adoption hearing. For a second adoption hearing, you only need three days. So if you want to pull this, you could bring it back with only three days' notice.

Mandee Bowsmith: Then why don't we pull item 5B and continue to work on tightening up this language to address the concerns raised in terms of the shift by Commissioner McCann and also by Ms. Gansburg so that we can at least feel comfortable that we're not putting something out that is so loosely worded.

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

A. Fiscal Management & Staff Services

1. Subgroup: Public Information

A. 7.811 Audiovisual Unit Supervisor/Technician Series

B. Mechanical & Construction Trades

1. Subgroup: Aviation

A. 9.357 Aircraft Maintenance Specialist

C. Medical & Health Related Services

1. Subgroup: Health Related Services

A. 10.239 Health Emergency Preparedness Evaluator

Heather Dapice: Beginning with item 6A, 1A, audiovisual supervisor and technician series subgroup, public information analysts within DHRM in consultation with subject matter experts from the Office of the Chief Information Officer, formerly Enterprise IT services determined that the series and class concepts were consistent with current

expectations and required no changes at this time. It is recommended, however, that a minor change be made to the minimum qualifications at every level to maintain consistency with the verbiage, formatting, and structure. In addition, the EEO administrator recommends that the EEO-4 code be changed from G, skilled craft worker, to C, technicians.

Heather Dapice: Moving on to item 6B, 1A, aircraft maintenance specialist, subgroup aviation. Analysts within DHRM in consultation with subject matter experts from the Department of Conservation and Natural Resources, Division of Forestry, and the Department of Wildlife recommend that representative duty statements in the series concepts be amended to remove those tasks no longer being performed and equipment no longer being used. The entry-level knowledge, skills and abilities within the minimal qualifications were amended to reflect these changes. In addition, a minor change was made to the informational notes and the minimal qualifications to clarify the Division of Forestry requires a Class B commercial driver's license with appropriate endorsements within one year of appointment.

Heather Dapice: Lastly, item 6C, 1A, health emergency preparedness evaluation, subgroup health related services analysts. Analysts within the Department of Human Resource Management, in consultation with subject-matter experts in the Department of Health and Human Services Division of Public and Behavioral Health, recommend that a minor change be made to the duty statements to include responsibility for federal reporting. Additionally, due to the nature of the position, fingerprinting and a criminal history check are required and are reflected in a new special requirement. Informational notes were also added related to the position being subject to callback during times of public health incidents and emergencies, and specific certifications are required to be obtained within six months of employment.

Commissioner Spurlock: Is it my understanding that the state does not operate any regular airplanes and just helicopters?

Chris Clark: The two agencies that specifically were mentioned by Heather are NDF and NDOW, so Department of Wildlife. Both the DCNR and the Nevada Division of Forestry, we only operate rotorcraft aircraft. Now my understanding is that this is directly related to those two agencies. I don't know if the class spec goes beyond that because in your question, yes, the state does operate more than rotorcraft. There are fixed wing aircraft that are operated by Department of Transportation. Obviously the governor has two aircraft that he flies in and that the state operates.

Commissioner Spurlock: So the specialist doesn't maintain those particular aircraft then?

Chris Clark: No.

Heather Dapice: At this time, the only agencies that utilize this class classification are Division of Forestry and the Department of Wildlife.

Mandee Bowsmith: Are there any further questions on items 6A, B, or C? Hearing none, may I have a motion?

The motion passes unanimously.

MOTION: Moved to approve the approval of the proposed class specifications set forth in Agenda Item 6, Sub A, B, and C.
BY: Commissioner McCann
SECOND: Alternate Commissioner Scurry
VOTE: The vote was unanimous in favor of the motion

VII. REPORT OF UNCONTESTED CLASSIFICATION CHANGES NOT REQUIRING HUMAN RESOURCES COMMISSOIN APPROVAL PER NRS 284.160

- Posting: #15-23**
13.205 DPS Sergeant/Officer Series
- Posting: #16-23**
05.174 Child Care Worker Series
- Posting: #17-23**

05.223 School/Community Nutrition Supervisor/Specialist
Posting: #18-23
13.312 Correctional Officer Series
Posting: #19-23
07.634 Executive Branch Budget Officer Series
Posting: #20-23
12.274 Family Services Specialist Series

Mandee Bowsmith: This item is an informational item. This is reports of uncontested classification changes not requiring the Human Resources Commission's approval per Nevada advised Statutes 284.160, and this discusses the postings of changes to DPS Sergeant Officer Series, the Childcare Worker Series, the School Community Nutrition Supervisor specialist series, the Correctional Officer series, the Executive Branch Budget Officer series, and the Family Services Specialist series.

VIII. DISCUSSION OF DATES FOR UPCOMING MEETING

Mandee Bowsmith: Moving on to Item Number 8, discussion of dates for an upcoming meeting, we have slated December 15 for the next Human Resources Commission meeting. Okay. Does that work for the Commissioners in the South?

Commissioner Olson: Yes.

Commissioner Hurley: Works for me.

Commissioner Spurlock: Yes.

Mandee Bowsmith: So the next meeting of the Human Resources Commission will be December 15, 2023. One item of note for our Southern Nevada Commissioners, we will likely be holding that meeting in our new location and we will send you the information about that, but you may have seen recently that the state has purchased a couple of buildings, and the DHRM team down south is going to be moving into one of those buildings here in the next month or so, and so there will be a new location where we will hold the meeting in the South.

Commissioner Olson: I am just looking at our agenda, it says Human Resources Commission and remembering back to June, said Personnel Commission. I'm wondering did it change?

Mandee Bowsmith: Yes, sir. The state is very forward thinking and so in 2023, this legislative session, we were able to accomplish a change and any reference to personnel in Nevada Revised Statutes 284 has been changed to Human Resources to include that you are now the Human Resources Commission versus the Personnel Commission. Do we have any further Commissioner comments?

IX. COMMISSION COMMENTS

Mandee Bowsmith: Are there any comments that Commissioner wish to make at this time?

Commissioner Olson: I am just looking at our agenda, it says Human Resources Commission and remembering back to June, said Personnel Commission. I'm wondering did it change?

Mandee Bowsmith: Yes, sir. The state is very forward thinking and so in 2023, this legislative session, we were able to accomplish a change and any reference to personnel in Nevada Revised Statutes 284 has been changed to Human Resources to include that you are now the Human Resources Commission versus the Personnel Commission. Do we have any further Commissioner comments?

X. PUBLIC COMMENT

Mandee Bowsmith: 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. Is there any public comment at this time? None heard or seen.

XI. Adjournment

Mandee Bowsmith: This meeting is adjourned.

ITEM IV

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY



PROHIBITIONS AND PENALTIES

**A GUIDE FOR EMPLOYEES OF THE DEPARTMENT OF
BUSINESS AND INDUSTRY**

~~December 7, 2012~~ Approved by the ~~Personnel~~ Human Resources Commission on _____

FORWARD

This Prohibitions and Penalties document is intended as a guide to clarify existing ~~rules-statutes~~ 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 cover the majority of situations that are important to the State of Nevada Department of Business and Industry (B&I) management. All employees of B&I will be issued a copy of the "Prohibitions and Penalties" ~~handbookguide~~.

After receipt of this ~~handbookguide~~, please sign the "Acknowledgement Form," which is the last page of this ~~handbook-guide~~ and return it to ~~your agency~~ Human Resources ~~Management representative~~ or to 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 "Disciplinary Procedures, Adjustment of Grievances, and Prohibitions and Offenses" section of~~ NAC 284 provides that each appointing authority will determine and describe ~~in writing~~ standards of conduct ~~that are prohibited as inconsistent, incompatible or in conflict with their duties as an employee appropriate to the mission of the Agency~~. These standards are in addition to prohibitions and penalties that are listed ~~statute and regulation that in NAC 284 and~~ are applicable to all State employees. ~~All employees of this agency will be issued a copy of the "Employees Guide to Prohibitions and Penalties"~~.

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

TYPES OF CORRECTIVE ACTIONS AND THE PROGRESSIVE DISCIPLINE PROCESS

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 training and~~ establishes documentation that the employee has been made aware of his or her responsibility ~~with regard to~~ regarding a particular situation or set of circumstances. The Letter of Instruction is intended as a coaching tool and is not part of the disciplinary process and, therefore, is not included in the order of disciplinary actions that follow.

Progressive discipline normally follows the sequence outlined below. However, accelerated action may be taken when necessary.

1. Oral Warning. ~~When instruction and training have not resulted in the 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~~ ~~The oral warning~~ typically comes from the supervisor responsible for the employee's activities. The oral warning is

~~documented may actually be oral or written, or both. Oral warnings issued in writing are and~~ maintained in the supervisor's file. Oral warnings are not forwarded to the employee's departmental personnel file or to 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 supervisor responsible for the employee's activities ~~also issues written reprimands. This action should be both oral and written. The supervisor and employee must sign it. A copy is given to the employee and copies are sent to the employee's departmental personnel file as well as the~~ Division of Human Resource Management's Central Records section. ~~Written reprimands must be on the standardized form NPD-52.~~ If the employee refuses to sign the form, the supervisor will state this fact on the NPD-52 form.
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 is without pay and may not exceed 30 calendar days. ~~A copy of the It requires an NPD-41 form~~ 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. ~~If the employee refuses to sign the form, the supervisor will state this fact on the NPD-41 form.~~
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 ~~A demotion to a lower class also requires the NPD-41 form Specificity of Charges.~~ If the employee refuses to sign the form, the supervisor will state this fact on the NPD-41 form.
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 demotion is maintained in the employee's permanent personnel file held by the~~ Division of Human Resource Management's Central Records section. ~~Dismissal from services also requires NDP-41 form Specificity of Charges.~~ If the employee refuses to sign the form, the supervisor will state this fact on the NPD-41 form.

7.

NOTE: The Division Administrator of the employee's assigned Division will review pending disciplinary ~~actions~~ steps and grievances and consult with Agency Human Resource Services, and the Attorney General's Office as necessary, to ensure proper documentation, timely processing of disciplinary ~~actions~~ steps and grievances, and accuracy of employee files. ~~Agency HR Services must consult with According to NRS section 284.385 the Attorney General's Office must be consulted~~ prior to all disciplinary ~~actions~~ steps involving a recommendation of suspension (3), demotion (4), or dismissal (5)

The attached chart shows recommended minimum and maximum penalties for the first, second, and additional offenses for a wide range of prohibited activities. If disciplinary actions 3, 4 or 5, described at the top of each chart are recommended for a permanent employee, the pre-disciplinary hearing-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 ~~Actions~~ that result in an oral warning or a written reprimand can be grieved through the formal grievance process. Disciplinary steps ~~Corrective actions~~ resulting in suspension, demotion or dismissal may be appealed provide for a pre-disciplinary hearing process and a post-disciplinary appeal before ~~the Division of Human Resource Management a~~ Hearing Officer provided by the Personnel Human Resources Commission.

Department of Business and Industry (B&I) Prohibitions and Penalties

1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal							
		1st Offense		2nd Offense		Additional	
A.	Fraud In Securing Appointment	Min	Max	Min	Max	Min	Max
1	Falsification of application <u>or Identity</u> 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 appointment.	5					
2	Taking, for another person, or permitting another person to take for you <u>the employee</u> , an examination <u>examination</u> , or a portion thereof.	5					
3	Refusal, upon hire, and <u>and/or upon revision</u> to sign the Acknowledgement of Receipt of Prohibitions and Penalties <u>and/or Department-and/or/Division policies and procedures.-</u>	5					
4	<u>Willfully withholding information which may appear when initial background check completed, or agencies mandated 3-year background re-check completed, or when applying for state job not divulging disciplinary actions which may hinder ability to perform work functions.</u>	<u>5</u>					
5 4	Refusal, upon hire and/or upon revision , to sign the Acknowledgement of the Governor's Policy Against Sexual Harassment and Discrimination <u>and/or the Governor's Alcohol and Drug Free Workplace Policy.-</u>	5					
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal							
		1 st Offense		2nd Offense		Additional	
B.	Performance On The Job	Min	Max	Min	Max	Min	Max
1	Failure of 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 <u>and/or negligently</u> 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 action where such action is needed.	1	2	2	3	4	5

77	Misconduct of supervisor because of prejudice, anger or other unjustifiable reason including the unequal or disparate exercise of authority toward an employee. Waste or loss of State material, property or equipment.	1	3	2	5	4	5
88	Failure to maintain a valid driver's license when possession of a valid driver's license is a requirement of the job. Negligent destruction of, or damage to, State or Federal property.	3	5	2	5	4	5
99	Failure to notify the appointing authority within five (5) days of the suspension, revocation, or cancellation of a professional or occupational license or certification when such possession is a job requirement. Willful destruction of, or damage to, State or Federal property.	1	5	3	5	5	5
1040	Jeopardizing the security of departmental property.	1	3	2	5	3	5
1144	Failure to handle property or evidence in a manner which preserves the integrity of its use in criminal and/or administrative proceedings. Unauthorized and willful destruction or alteration of departmental records.	2	5	5	5	5	
1242	Neglecting to participate in required firearms qualification. Soliciting or accepting a bribe.	5	5	3	5	5	
1343	Engaging in any investigation or official action which is not part of their assigned duties without the authorization of a supervisor or commander unless the circumstances demand immediate action where it is a known requirement of the position. Embezzlement or misappropriation of State funds or other funds which come into the employee's possession by reason of their official position for personal gain.	5	3	3	4	5	
1414	Negligent falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents:						
	a. Not for personal financial gain;	1	3	4	5	5	
	b. For personal financial gain.	3	5	5			
1545	Willful falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents:						
	a. Not for personal financial gain;	2	5	3	5	5	
	b. For personal financial gain.	5					
16	Negligent falsification of time and attendance records including leave requests, overtime, compensatory time or any leave record.	1	2	3	4	5	
17	Willful falsification of time and attendance records including leave requests, overtime, compensatory time or any leave record.	3	5	5			
18	Willful concealment of material facts by omission from records.	2	3	4	5	5	
1949	Willful falsification of any public record that involves misuse of State or Federal funds. Unauthorized taking or using property belonging to the Federal or State government or fellow employees.	1	3	2	5	5	

20 20	Making unauthorized departmental transactions for personal profit.	3	5	5		
21 21 -	Disregard and/or deliberate failure to comply with or enforce statewide, Department, Division or office regulations and policies.	2	5	3	5	4 5
22 22	Unauthorized removal of secure or personal records, correspondence or documents from departmental files.	2	5	3	5	4 5
23 23	Failure to properly account for State or Federal funds where it is a known requirement of the position.	2	5	3	5	5
24	<u>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.</u>	<u>2</u>	<u>5</u>	<u>3</u>	<u>5</u>	<u>5</u>
25	<u>Failure to ensure subordinate employees perform required duties.</u>	<u>1</u>	<u>3</u>	<u>2</u>	<u>3</u>	<u>3</u> <u>5</u>
26	<u>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.</u>	<u>1</u>	<u>5</u>	<u>2</u>	<u>5</u>	<u>5</u>
27	<u>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 and taking corrective disciplinary action where such action is needed, preparing timely reports of performance, and accounting for employees' time and leave, and maintaining current work performance standards.</u>	<u>1</u>	<u>3</u>	<u>2</u>	<u>3</u>	<u>3</u> <u>5</u>
28	<u>Negligence in performing official duties including failure to follow instructions or regulations.</u>	<u>1</u>	<u>3</u>	<u>2</u>	<u>5</u>	<u>3</u> <u>5</u>
29	<u>Failure to wear appropriate clothing or PPE consistent with assigned duties, as directed by supervisor, manager or state directive, policy or guidance.</u>	<u>1</u>	<u>3</u>	<u>2</u>	<u>4</u>	<u>3</u> <u>5</u>
24 30 -	Carelessness, indifference, inattention to duty that results in reduced productivity. Theft of property belonging to Federal or State government or fellow employees.	1	3	2	<u>5</u>	<u>3</u> <u>5</u>
25	Endangering self, fellow employees, clients or public through careless 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
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal						
		1 st Offense		2nd Offense		Additional
C.	Neglect Of, or Inexcusable Absence From The Job	Min	Max	Min	Max	Min Max
1 1 -	Repeated extension of designated lunch periods, or of rest periods beyond the prescribed 15 minutes in NAC 284.524 without supervisor approval. Negligence in performing	1	3	2	4	3 5

	official duties including failure to follow instructions or regulations.						
22	Use of sick leave for a reason not authorized by NAC 284.554. Carelessness, indifference, and/or inattention to duty that results in reduced productivity.	12	5	24	5	35	5
3	Failure to report to work at specified times and in the prescribed manner, <u>or unauthorized absence from duty.</u>	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	4	3	5
6	Failure to notify supervisor or designated representative promptly when unable to report for work. Notification must occur for prior to each shift <u>or within 30 minutes of each shift unless otherwise pre-arranged with supervisor.</u>	1	3	2	5	3	5
7	Leaving a work area or a job without authorization or when specifically instructed to remain in work area or at the job.	1	4	2	5	4	5
8	Unauthorized absence from duty or abuse of leave privileges.	1	3	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 work days <u>workdays</u> 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

-1 = Oral Warning—2 = Written Reprimand—3 = Suspension—4 = Demotion—5 = Dismissal					
		1 st Offense		2nd Offense	Additional
Relations With Clients, Licensees, or Grantees		Min	Max	Min	Max
Willfully abridging or denying the rights of clients, licensees or grantees as specified in NRS or agency policy.		-3	5	-3	5
Negligently abridging or denying the rights of clients, licensees or grantees as specified in NRS or agency policy.		-1	4	-3	5
Borrowing items from a client, licensee or grantee, selling to or trading items with a client, licensee or grantee or entering into a transaction with a client, licensee or grantee involving the transfer of the client's, licensee's or grantee's property for personal gain.		-2	5	-3	5
Entering into a romantic or sexual relationship with any client of the employee's agency or program when said employee is involved in the delivery of service to the client; or entering into a romantic or sexual relationship with a licensee or grantee and conditioning their licensure on the relationship.		-3	5	-3	5
Using insulting, intimidating or abusive language to clients, licensees or grantees; neglecting, threatening or causing bodily harm to clients, licensees or grantees.		-3	5	-3	5
Having personal or business relationships with clients, licensees or grantees for the purpose of, or which results in, any program advantages, considerations or benefits to either party which exceeds normal entitlement.		-3	5	-3	5
Soliciting clients, licensees, grantees and/or agency contacts for the establishment or maintenance of a private professional practice similar to their work activities.		-2	5	-3	5
Improper disclosure of protected health information as identified by the Privacy Act of the Health Insurance Portability and Accountability Act (HIPAA.)		-1	5	-2	5

1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal								
		1 st Offense		2nd Offense		Additional		
DE.	Relations With Supervisor, Fellow Employees, and The Public	Min	Max	Min	Max	Min	Max	
1	Insubordination: Refusal to comply with order or instruction from a supervisor (or superior in employee's chain of command.)	2	5	3	5	5		
2	<u>Any act of violence, unauthorized or unlawful fighting, threatening, including stalking, intimidation</u> -or attempting bodily harm to supervisor, the public or fellow employee.	2	5	5				
3	Any act of violence in the course of duties, including stalking, threats, intimidation, assault <u>assault</u> , or battery.	2	5	3	5	5		
4	Using insulting, abusive, <u>intimidating</u> -or profane language to a supervisor, <u>a subordinate</u> , the public or fellow employee.	1	5	2	5	3	5	
5	Discourteous <u>bullying, or disrespectful</u> treatment of the public, supervisor <u>supervisor</u> , or a fellow employee.	1	5	2	5	3	5	
6	Deliberately making false statements to or about supervisor <u>or fellow employee, or knowingly providing misleading statements to supervisor at any time.</u>	2	3	3	4	5		
7	Making statements, false or otherwise, intended to demean or disparage supervisor, fellow employees <u>employees</u> , or the public; or intended to disrupt the work environment.	2	3	3	4	4	5	
	<u>Engaging in a romantic/sexual relationship with supervisor.</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>5</u>		
	<u>Engaging in a sexual relationship with any state employee while in the workplace. Any on-duty sexual relations including but not limited to, sexual intercourse, excessive displays of public affection, or other sexual contact.</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>5</u>		
	<u>Failure to work with fellow employees as a team to best reach the goals of the agency and create an environment which promotes group work cohesiveness.</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>		
	<u>Failure to conduct oneself in a professional manner while meeting the responsibilities of the public.</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>5</u>	
	<u>Failure to represent the Department or Division in a professional manner during any court and/or administrative proceeding.</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>5</u>	
	<u>Failure to take a complaint from a person in a professional and courteous manner and/or failure to act promptly and judiciously upon receipt of complaint in compliance with Department procedures.</u>	<u>1</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>5</u>	
	<u>Causing discord among employees to the detriment of morale.</u>	<u>1</u>	<u>4</u>	<u>2</u>	<u>5</u>	<u>5</u>		
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal								
		1 st Offense		2nd Offense		Additional		

			Min	Max	Min	Max	Min	Max
FE.		Use of Alcoholic Beverages, Narcotics, or Habit Forming Drugs						
	1	Consuming or being under the influence of alcohol, narcotics, drugs or other controlled substances while on duty, to include lunch and work breaks, unless prescribed by a physician <u>or medical provider, and complying with NAC 284.653 and any failure to complete mandatory treatment due to offense.</u>	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, <u>(while off duty and holding the position of a sworn officer with the Department)</u> and the offense occurred while driving a State vehicle or a privately owned vehicle while on State business.	5					
	3	Convicted of violating any State or Federal law prohibiting the sale of a controlled substance.	5					

4	Refusal to take any drug and/or alcohol test when there is reasonable belief an employee is under the influence of drugs or alcohol.	5				
5	Refusal to submit to a screening test for any drug and/or alcohol test mandated by Federal or State law.	2	5	3	5	5
6	Unlawful possession of a controlled substance at work or while on departmental business.	5				
7	Inability to perform the duties of the position because of being under the influence of an alcoholic beverage, narcotics or drugs, or any other controlled substance (includes prescription medication).	1	5	2	5	3 5
8	Failure to pass any drug and or alcohol test mandated by Federal or State law.	3	5	5		
9	<u>Driving under the influence in violation of NRS 484.379 or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a State vehicle, or a privately owned vehicle on State business.</u>	<u>5</u>				
10	<u>Failure to complete any rehabilitation program recommended in the evaluation of an employee who is referred to an employee assistance program who is suspended or demoted pursuant to any intoxicated related offense while driving any State vehicle or privately owned vehicle while on State business.</u>	<u>5</u>				
11	<u>Convicted of the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance at work on while on State business.</u>	<u>5</u>				
12	<u>Unlawful manufacture, distribution, dispensing, possession, selling or use of any controlled substance, narcotic, and/or drug, or being under the influence of alcohol at place of work or on State business, (including on meal or break periods, or while in uniform off-duty). An employee authorized to consume alcohol as part of a duty assignment is not permitted to do so to such a degree that it may impair on-duty performance.</u>	<u>5</u>				
13	<u>Failure to report a conviction or any alcohol or drug related offense, violating any State or Federal law prohibiting the sale of a controlled substance, to the appointing authority within five (5) working days after it occurs.</u>	<u>5</u>				
14	<u>Failure to notify a supervisor after consuming any drug, alcohol and/or substance which could interfere with the safe and efficient performance of his/her duties.</u>	<u>5</u>				
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal						
		1 st Offense		2nd Offense		Additional
FG.	Misuse of Departmental or State Property	Min	Max	Min	Max	Min Max
1	Using State or departmental <u>Federally</u> owned or leased property without proper authorization <u>and/or in accordance with departmental policy.</u>	1	3	2	5	5

2	Operating State, <u>Federal or personal</u> vehicle <u>while on department business</u> or equipment in an unsafe or negligent manner, or that results <u>resulting</u> in injury to a person, damage to the equipment, or to the property.	1	5	2	5	5
3	Failure to have State, <u>or Federal</u> vehicles <u>or equipment properly</u> maintained and/or serviced pursuant to Motor Pool Standards resulting in damage to equipment or personal injury to a person	1	5	2	5	5
4	Operating State vehicles or equipment without a valid or proper license: a. Without knowledge that the license is no longer valid. b. With knowledge that the license is no longer valid. c. <u>Without a valid or proper state defensive driver certification</u>	2	5	5		
		4	5	5		
		<u>1</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u> <u>5</u>
<u>5</u>	<u>Waste or loss of State material, property, resources, or equipment.</u>	<u>1</u>	<u>3</u>	<u>2</u>	<u>5</u>	<u>4</u> <u>5</u>
<u>6</u>	<u>Negligent destruction of, or damage to, State or Federal property or records.</u>	<u>1</u>	<u>5</u>	<u>2</u>	<u>5</u>	<u>4</u> <u>5</u>
<u>7</u>	<u>Willful destruction of, or damage to, State or Federal property or records.</u>	<u>2</u>	<u>5</u>	<u>3</u>	<u>5</u>	<u>5</u>
<u>8</u>	<u>Operating State or Federal vehicle or equipment without proper authorization or credentials.</u>	<u>2</u>	<u>5</u>	<u>5</u>		
<u>95</u>	Failure to report accident involving State equipment or vehicles assigned to the employee within 24 hours.	2	5	3	5	4 5
<u>10</u>	<u>Unauthorized taking or using property belonging to the Federal or State government or fellow employees.</u>	<u>1</u>	<u>3</u>	<u>2</u>	<u>5</u>	<u>5</u>
<u>11</u>	<u>Theft of property belonging to Federal or State government or fellow employees.</u>	<u>1</u>	<u>5</u>	<u>5</u>		
<u>126</u>	Removing property, equipment or documents from the workplace unless approved by the appropriate authority.	1	5	2	5	5
<u>137</u>	Negligently leaving state equipment or machinery, which results in damage to the equipment or other property.	1	5	3	5	5
<u>148</u>	Rendering of services or goods to recipients that is not in accordance with departmental or divisional policies.	1	5	3	5	5
<u>159</u>	Making unauthorized copies such as books, manuals, and computer software in violation of copyright laws or vendor licensing agreements.	1	5	2	5	5
<u>1610</u>	<u>Releasing or Cashing a paycheck before the State's designated payday.</u>	2	3	3	5	5
<u>1744</u>	All State <u>or Federal</u> issued charge cards are to be used for travel purposes according to the guidelines provided in the State Administrative Manual. No personal expenses are permitted to be charged on these <u>cards</u> .	3	5	4	5	5

18	<u>Taking a State or Federal Vehicle home at any time (even for a few minutes) without permission, or using a vehicle for personal use, including transportation of unauthorized parties.</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>5</u>	<u>5</u>
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal						
		1 st Offense		2nd Offense		Additional
HG.	Misuse of Information Technology	Min	Max	Min	Max	Min Max
1	Use that interferes with employee performance or departmental functions to include downloading and using entertainment software such as games or other non- work related <u>work-related</u> materials, or on-line gambling.	1	5	2	5	3 5
2	Use for activities that are illegal, inappropriate <u>inappropriate</u> , or offensive to fellow employees or the public such as harassment or hate speech to include language that discriminates against others on the basis of race, religion, gender, disability, national origin, sexual orientation, genetic information or gender identity and expression, or any other state or federal anti-discrimination laws.	1	5	2	5	5
3	Obtaining unauthorized access to another's e-mail or data files or to confidential records maintained by the Department.	2	4	3	4	5
4	Accessing, displaying and/or printing material or images that are sexually explicit and serve to create a hostile environment in the work place <u>workplace</u> .	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 letters, greeting cards and streaming of radio or TV broadcasts or other audio or video material. Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	1	2	3	4	5
8	Revealing passwords or using another person's user identification or password to access confidential information without authorization.	2	5	3	5	5
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, softwares <u>software</u> , or data.	1	5	2	5	4 5

10	Knowing and 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
<u>12</u>	<u>Completion of any business transaction for self, friends, family members or co-workers which may be inconsistent, incompatible, or a conflict of interest.</u>	<u>3</u>	<u>5</u>	<u>5</u>		
<u>13</u>	<u>Revealing or sharing office access control or alarm combinations or keys with unauthorized persons.</u>	<u>2</u>	<u>5</u>	<u>3</u>	<u>5</u>	<u>5</u>
<u>14</u>	<u>Accessing or communicating data not pertaining to official job duties without authorization.</u>	<u>1</u>	<u>4</u>	<u>2</u>	<u>5</u>	<u>5</u>
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal						
		1 st Offense		2nd Offense		Additional
III.	Other Acts of Misconduct or Incompatibility	Min	Max	Min	Max	Min Max
1	Creating an atmosphere not conducive to a professional workplace, including creating discord among employees.	1	4	2	5	5
2	Engaging in outside employment activity or enterprise which the appointing authority considers to be inconsistent, incompatible, or a conflict of interest with employment without authorization.	1	3	2	4	5
3	Disgraceful personal conduct which impairs job performance.	1	4	3	5	5
4	Accepting <u>or soliciting</u> gifts, service, favor, employment, engagement or economic opportunity from any individual, firm or organization doing business with B&I or 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
<u>6</u>	<u>Refusal to undergo a criminal background check when it is a requirement of the job by law, regulation, or Division policy.</u>	<u>5</u>				
<u>7</u>	<u>Failure to disclose, report an arrest or a criminal conviction when disclosure is required by law, regulation, or agency policy.</u>	<u>2</u>	<u>5</u>	<u>3</u>	<u>5</u>	<u>5</u>
<u>8</u>	<u>Failure to report an arrest or conviction or any misdemeanor, gross misdemeanor, or felony within three (3) working days.</u>	<u>3</u>	<u>5</u>	<u>5</u>		

9	<u>Conviction (*violation) of any criminal act related to their work activity or (*violation) conviction of any criminal act involving moral turpitude when it is related to the employee's work. (*Sworn Officer)</u>	<u>3</u>	<u>5</u>	<u>5</u>	
10	<u>Divulging confidential employer information obtained in the performance of official duties to any person outside the Department except as specified by law or policy; making public any investigation or proposed action or business of the Department to any unauthorized person.</u>	<u>2</u>	<u>5</u>	<u>5</u>	
11	<u>Failure to maintain personal appearance appropriate to the job.</u>	<u>1</u>	<u>2</u>	<u>2</u>	<u>3</u>
12	<u>Allowing unauthorized personnel to enter work areas without approval of appointing authority.</u>	<u>1</u>	<u>2</u>	<u>2</u>	<u>3</u>
13	<u>Sleeping on duty or failure to remain fully awake while on duty.</u>	<u>1</u>	<u>5</u>	<u>3</u>	<u>5</u>
14	<u>Improperly identifying self, displaying badge or identification, or making improper use of status as a department employee that could reasonably be perceived as an attempt to gain influence or authority for non-Department business or activity.</u>	<u>3</u>	<u>5</u>	<u>2</u>	<u>5</u>
15	<u>Any conduct whether on or off duty which negatively reflects upon the image of the State or the Department.</u>	<u>1</u>	<u>5</u>	<u>2</u>	<u>5</u>
16	<u>Engaging in unlawful or unauthorized electronic surveillance or recording of conversations or actions of persons in facilities owned or leased by the State.</u>	<u>3</u>	<u>5</u>	<u>3</u>	<u>5</u>
6 17	<u>Bringing into State and/or B&I buildings (owned, leased or occupied) buildings any firearm or implement considered to be a weapon, unless permitted by law to do so.</u>	3	5	4	5
18	<u>Soliciting or accepting a bribe.</u>	<u>5</u>			
19	<u>Embezzlement or misappropriation of State funds or other funds which come into the employee's possession by reason of their official position for personal gain.</u>	<u>5</u>			
207	<u>Unauthorized or improper disclosure of confidential information.</u>	2	5	3	5

1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal							
		1 st Offense		2nd Offense		Additional	
IJ.	Improper Political Activity	Min	Max	Min	Max	Min	Max
1	Directly or indirectly solicit or be in any manner concerned in soliciting or receiving any assessment, subscription, monetary, or non-monetary contribution for a political purpose from anyone who is in the same Department and who is a subordinate of the solicitor.	1	5	4	5	5	
2	Engaging in political activity during the hours of employment for the purpose of improving the chance of a political party or individual seeking office.	1	3	2	4	3	5
3	Engaging in political activity for the purpose of securing preference for promotion, transfer or salary advancement.	1	5	2	5	5	
1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal							
		1 st Offense		2nd Offense		Additional	
JK.	Discrimination and Harassment	Min	Max	Min	Max	Min	Max
1	Engaging in sexual harassment as defined in Federal and State law, the Governor's policy, or B & I policy against 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	Failure of a supervisor to report instances of sexual harassment or discrimination as defined and required in Federal and State law, the Governor's policy, or B & I policy.	1	5	3	5	5	
4	Discrimination on the basis of race, color, religion, sex, sexual-orientation sexual orientation, age, disability, national origin, genetic information, gender identity and expression or other-violations other violations of the Title VII of the Civil Rights Act, or any other state or federal anti-discrimination laws.	3	5	4	5	5	
<u>5</u>	<u>Retaliation: Taking adverse action against an employee for: 1) complaining about harassment and/or discrimination; 2) for supporting another employee's complaint about harassment and/or discrimination; 3) for disclosing improper governmental action; 4) for filing a grievance or appeal; or exercising any employment right protected under State or Federal law.</u>	<u>2</u>	<u>5</u>	<u>3</u>	<u>5</u>	<u>5</u>	

1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal

		1 = Oral Warning 2 = Written Reprimand 3 = Suspension 4 = Demotion 5 = Dismissal							
		1 st Offense		2nd Offense		Additional			
KH.	Safety and Health	Min	Max	Min	Max	Min	Max		
1	Willful removal or interference with a safety device or safeguard.	2	3	2	4	3	5		
2	<u>Participating in dangerous horseplay; inattention that may threaten the health, safety, or life of an individual, or negligence that may create additional health or safety concerns.</u> Dangerous horseplay or inattention that threatens the life of an individual.	2	5	3	5	5			
<u>3</u>	<u>Workplace violence, threat of workplace violence, harassment, or intimidation.</u>	<u>2</u>	<u>5</u>	<u>3</u>	<u>5</u>	<u>5</u>			
3 <u>4</u>	<u>Disregard of safety rules, health guidance regulations, rules, or directives.</u> Workplace violence, threat of workplace violence, harassment or intimidation.	2 <u>3</u>	5	3 <u>4</u>	5	5			
<u>5</u>	<u>Knowingly failing to appropriately and timely report any on-the-job or work-related accident or injury, including accident involving State equipment or vehicles assigned to the employee.</u>	<u>1</u>	<u>3</u>	<u>2</u>	<u>5</u>	<u>5</u>			

ACKNOWLEDGMENT FORM

DEPARTMENT OF BUSINESS AND INDUSTRY 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 Department of Business and Industry (B&I) employees.

The Department of Business and Industry's Prohibitions and Penalties document is a guide that intends to clarify existing ~~rules-statutes~~ and ~~regulations, but 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 State of Nevada Department of Business and Industry (B&I) 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~~deletions, or changes to the guide as they are approved by The State ~~Personnel-Human Resources~~ Commission, will be communicated to employees in the same manner as other Department of Business and Industry policies and procedures.

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

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

Acknowledgment of Receipt:

I acknowledge receipt of the Department of Business and Industry's Prohibitions and Penalties.

Print Employee Name

Employee Signature

Employee ID

Date

Human Resources Management Representative or
Immediate Supervisor

Date

ITEM V

EXPLANATION OF PROPOSED CHANGE
Permanent Regulations

LCB File No. R046-22

Explanation of proposed change: The following amendments, proposed by the Division of Human Resource Management (DHRM), will allow an agency to submit a request for the approval of a succession plan by the Administrator. Employees and the State of Nevada find value in identifying solid career paths for all employees. This process will engage staff and encourage them to stay with the State of Nevada by identifying goals and obtainable objectives. Succession planning provides agencies with the opportunity to develop career progression, without requiring employees to move to different agencies to gain experience. The succession plan program is intended to be used to hire for positions that have historically been difficult to fill, as well as for positions where outside candidates have not been successful.

Agencies that have identified an employee as exceedingly engaged and high achieving may submit a request for approval of his or her placement in a succession plan to the Administrator. The Administrator will ensure that succession plans include safeguards to maintain fairness and equity and are not discriminatory. The establishment of a succession plan will be a collaborative exercise between an agency and DHRM. The intent of these regulations is to develop and retain talent to make sure the State has the very best staff working in crucial roles, while ensuring the continuous operations of State functions and a high level of service to the community.

**PROPOSED REGULATION OF
THE HUMAN RESOURCES COMMISSION**

LCB File No. R046-22

March 1, 2024

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §§ 1 and 4, NRS 284.065, as amended by section 72 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3562; § 2, NRS 284.065, as amended by section 72 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3562, NRS 284.155, 284.250, as amended by section 88 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3569, and NRS 284.295, as amended by section 94 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3571; §§ 3 and 5, NRS 284.065, as amended by section 72 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3562, NRS 284.155 and 284.295, as amended by section 94 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3571.

A REGULATION relating to state personnel; authorizing an appointing authority to submit to the Administrator of the Division of Human Resource Management of the Department of Administration a written request for the approval of a succession plan; authorizing, under certain circumstances, an appointing authority to submit to the Administrator a written request for the appointment of a current state employee pursuant to an approved succession plan; requiring a state employee whose duties include the preparation of succession plans to obtain certain certification from the Division; and providing other matters properly relating thereto.

Legislative Counsel’s Digest:

Existing law requires the Human Resources Commission to adopt: (1) regulations to carry out the provisions governing the State’s Human Resources System; and (2) a code of regulations for the classified service. (NRS 284.065, as amended by section 72 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3562, NRS 284.155) Existing law additionally requires, in part, that, in compliance with regulations adopted by the Commission: (1) vacancies in positions within a department or agency be filled by the promotion of employees in the classified service; and (2) eligibility for promotion be determined by the recommendation and evaluation of an appointing authority that the employee meets certain qualifications. (NRS 284.295, as amended by section 94 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3571)

Section 2 of this regulation authorizes an appointing authority to submit a written request to the Administrator of the Division of Human Resource Management of the Department of

Administration for: (1) the approval of a succession plan to prepare employees for promotion to particular positions; and (2) the appointment, under certain circumstances, of a current state employee to a position set forth in an approved succession plan. **Section 3** of this regulation requires a state employee whose duties include the preparation of succession plans to be certified by the Division in the preparation of succession plans before preparing any such plan.

Existing regulations provide that competition in recruitment is limited to applicants who meet the minimum qualifications and other criteria as specified in the publicized job announcement. (NAC 284.313) **Section 5** of this regulation provides an exception to this requirement to allow for the competition in a recruitment by a current state employee who meets the requirements of a succession plan.

Existing regulations define “eligible person” for purposes of the provisions of the Nevada Administrative Code relating to the State’s Human Resources System. (NAC 284.058) **Section 4** of this regulation amends the definition to include an employee who meets the requirements of an approved succession plan and who is approved for appointment by the Administrator.

Section 1. Chapter 284 of NAC is hereby amended by adding thereto the provisions set forth as sections 2 and 3 of this regulation.

Sec. 2. 1. *An appointing authority may submit to the Administrator a written request for the approval of a succession plan to prepare employees for promotion to particular positions.*

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

3. Except as otherwise provided in NRS 284.305, as amended by section 2 of Senate Bill No. 87, chapter 59, Statutes of Nevada 2023, at page 285, and section 96 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3572, and NRS 284.327, as amended by section 100 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3573, if the Administrator has approved a succession plan submitted by the appointing authority pursuant to subsection 1, the appointing authority may submit to the Administrator a written request to appoint an employee to a position set forth in the succession plan. If an employee meets the requirements set forth in the succession plan, the Administrator may approve the appointment

of the employee, regardless of whether the employee meets the other minimum qualifications for the position.

Sec. 3. *Before preparing a succession plan described in section 2 of this regulation, any employee whose duties include the preparation of succession plans must be certified in the preparation of succession plans by completing the appropriate training class offered by the Division of Human Resource Management. The appointing authority and the supervisor of an employee whose duties include the preparation of succession plans are responsible for ensuring that the employee is certified in the preparation of succession plans pursuant to subsection 1 before the employee prepares a succession plan described in section 2 of this regulation.*

Sec. 4. NAC 284.058 is hereby amended to read as follows:

284.058 “Eligible person” means any person who : ~~meets the required minimum qualifications and;~~

1. Applies, *meets the required minimum qualifications*, successfully passes all phases of an examination, when required, and is placed on an appropriate eligible list; ~~or;~~
2. ~~Is;~~ *Meets the required minimum qualifications and is* eligible to be placed on a list described in paragraphs (a) to (d), inclusive, of subsection 1 of NAC 284.358 ~~or~~ ; *or*
3. *Is an employee who meets the requirements of a succession plan approved pursuant to section 2 of this regulation and who is approved for appointment by the Administrator pursuant to section 2 of this regulation.*

Sec. 5. NAC 284.313 is hereby amended to read as follows:

284.313 1. Except as otherwise provided in this subsection ~~or~~ *and section 2 of this regulation*, competition in a recruitment is limited to applicants who meet the minimum

qualifications and other criteria or conditions for the class or position as specified in the publicized job announcement. The publicized job announcement may provide for the consideration of applicants who do not currently meet those minimum qualifications but who will do so by the time their names are placed on an eligible list.

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

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

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

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

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

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

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

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

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

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

EXPLANATION OF PROPOSED CHANGE
Permanent Regulations

LCB File No. R134-22

Explanation of Proposed Change: The following amendment in Section 1 of this LCB File, proposed by the Division of Human Resource Management (DHRM), will allow for agencies to maintain the assignment of duties and responsibilities to a position in question through the reclassification process, rather than needing to allocate those duties to other positions. In addition, it will allow for reclassification to a more appropriate class absent significant change.

The amendment in Section 2 of this LCB File, also proposed by DHRM will change all deadlines related to appeals of refusal to examine or certify to calendar days for consistency.

**PROPOSED REGULATION OF
THE HUMAN RESOURCES COMMISSION**

LCB File No. R134-22

September 19, 2023

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: § 1, NRS 284.065, as amended by section 72 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3562, 284.155; § 2, NRS 284.065, as amended by section 72 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3562, NRS 284.155 and 284.245, as amended by section 87 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3569.

A REGULATION relating to the Human Resources System of the State; revising provisions relating to the reclassification of positions in the classified service of the State; revising provisions governing the review of certain actions related to certifying certain applicants and eligible persons; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Existing law requires the Administrator of the Division of the Human Resource Management of the Department of Administration to prepare, maintain and revise a master classification plan for all positions in the classified service of the State, based upon similarity of duties and responsibilities. Existing law also: (1) authorizes the Administrator to make changes in the classification of positions under certain circumstances; and (2) provides that the classification plan and changes therein are subject to approval by the Human Resources Commission. (NRS 284.160, as amended by section 80 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3565) Finally, existing law requires the Human Resources Commission to adopt a code of regulations for the classified service. (NRS 284.155)

Existing regulations provide for the reclassification of a position to a different class if a significant change in the duties and responsibilities assigned to the position has occurred or may occur. Under existing regulations, a position that has a significant change cannot be reclassified to a higher grade if the incumbent does not meet the minimum qualifications for the higher level position. (NAC 284.126) **Section 1** of this regulation revises this prohibition to provide instead that a position that has a significant change cannot be reclassified to a higher grade if the incumbent does not meet the minimum qualifications for the higher level position or is unable to meet such qualifications as an underfill within 1 year after the effective date of the reclassification decision.

Under existing regulations, an employee who does not meet the minimum qualifications to reclassify his or her position is not eligible for promotion. (NAC 284.126) **Section 1** instead provides that an employee is not eligible for promotion unless the employee meets the minimum

qualifications to reclassify his or her position or is able to meet such qualifications as an underfill within 1 year after the effective date of the reclassification decision.

Existing regulations authorize the Division to investigate the classification of an existing position on its own initiative. (NAC 284.130) **Section 1** provides that a position may be reclassified absent a significant change in the duties and responsibilities assigned to the position upon a determination by the Division that: (1) the position is incorrectly classified; or (2) the duties and responsibilities assigned to the position are more consistent with the duties and responsibilities assigned to a position in a different class.

In general, existing regulations require that an appointment to or within the classified service of the State be made from a certified list of eligible persons. (NAC 284.329-284.3745) Existing regulations authorize the Administrator to refuse to examine certain applicants for employment or refuse to certify an eligible person for inclusion on a list under certain circumstances. (NAC 284.374) Existing regulations: (1) authorize an applicant affected by such a refusal to request a review of the action; and (2) prescribe procedures for the review of an action. (NAC 284.3745) **Section 2** of this regulation requires certain actions relating to a review to be calculated using calendar days instead of working days.

Section 1. NAC 284.126 is hereby amended to read as follows:

284.126 1. For the purposes of this section:

(a) “Agency human resources officer” means the Director of Personnel within the Nevada System of Higher Education or any person holding a position in the classified service with the title of Human Resources Officer.

(b) “Significant change” means a change in the duties and responsibilities assigned to a position in a class that:

- (1) Is outside of the scope of the class as described by the class specification;
- (2) Is not part of the scope of responsibility of the position; and
- (3) Results in the preponderance of duties and responsibilities being allocated to a different class.

2. If an appointing authority or an employee proposes the creation of a new class, a reclassification of a position to a different class or the reallocation of an existing class based upon a gradual accumulation of duties and responsibilities which results in a significant change

and is intended to be permanent, the Division of Human Resource Management or agency human resources officer must be notified on the appropriate form. If the creation, reclassification or reallocation is approved, the Division of Human Resource Management will allocate the position to one of the existing classes in the classification plan or to a new, revised or reallocated class as appropriate.

3. The effective date of the classification decision will be the date on which Form NPD-19 is received by the Division of Human Resource Management or agency human resources officer unless information that substantially affects the decision concerning the creation, reclassification or reallocation is received after this date. In that case, the effective date will be the date on which the appropriate information necessary to make the decision is received. However, the subsequent receipt of an application or examination score that confirms the qualifications of an incumbent will not have a bearing on the effective date. If the form was prepared but delayed due to an administrative or clerical error, the effective date must be determined by the appointing authority and must be based upon the date on which the form should reasonably have been submitted to the Division of Human Resource Management or agency human resources officer. In no case, however, may a retroactive adjustment because of an administrative or clerical error exceed 6 months after the date of receipt.

4. If an agency makes or anticipates making a significant change in the duties for a position or the agency anticipates a reorganization which will require the reclassification of an existing position, the reallocation of an existing class or the creation of a new class, it shall advise the Budget Division of the Office of Finance or, in the case of the Nevada System of Higher Education, the budget division of the applicable institution. The proposed change may not be required of an employee nor be submitted to the Division of Human Resource Management until

funding for it is approved. If the change is approved by the Division of Human Resource Management, the effective date will be determined by the Budget Division.

5. In effecting a reclassification pursuant to subsection 2 or 4, the appointing authority must review and take into consideration the organizational structure and the qualifications of the incumbent before assigning new duties to a position which are intended to be permanent. No position will be reclassified to a higher grade through the individual classification process if the incumbent does not meet the minimum qualifications for the higher level position ~~†~~ *or is unable to meet such qualifications as an underfill within 1 year after the effective date of the reclassification decision.* If an employee does not meet the minimum qualifications to reclassify his or her position ~~†~~ *or is unable to meet such qualifications as an underfill within 1 year after the effective date of the reclassification decision,* the employee is not eligible for promotion, but may be eligible for a special adjustment to his or her pay pursuant to NAC 284.206.

6. The establishment of a new class or reallocation of a class in an occupational study which results in a fiscal cost becomes effective when the funding is provided by the Legislature in the biennial operating budget for this State.

7. From the date on which the Division of Human Resource Management formally announces the beginning of an occupational study until the date on which the occupational study becomes effective:

(a) An existing position in the occupational study that has a significant change may only be reclassified to an existing class.

(b) An existing class in the occupational study must not be reallocated to a different grade.

(c) A new position may be allocated to an existing class or a new class as determined by the Division of Human Resource Management.

8. A position may be reclassified absent significant change in the duties and responsibilities assigned to the position upon a determination by the Division of Human Resource Management that:

(a) The position is incorrectly classified; or

(b) The duties and responsibilities assigned to the position are more consistent with the duties and responsibilities assigned to a position in a different class.

Sec. 2. NAC 284.3745 is hereby amended to read as follows:

284.3745 1. An applicant affected by a refusal to evaluate the applicant or an eligible person affected by a refusal to certify the eligible person may request a review of the action by the appointing authority not later than 30 calendar days after the applicant or eligible person receives notification of the refusal to evaluate or the refusal to certify, as applicable.

2. The appointing authority shall conduct the review and return it to the applicant or eligible person within 10 *calendar* days after receipt of the request for review. If the applicant or eligible person is not satisfied with the review by the appointing authority, the applicant or eligible person may request that the appointing authority provide, in accordance with NRS 284.245, a statement of the reasons for the refusal to evaluate or the refusal to certify, as applicable. Such a request must be made within 30 calendar days after receipt of the response by the appointing authority.

3. An applicant or eligible person may, within 30 ~~working~~ *calendar* days after receipt of the statement of the appointing authority provided pursuant to subsection 2, appeal the decision to the Commission. The appeal must:

- (a) Be in writing;
- (b) Be addressed to the Administrator;
- (c) Address the points outlined in the statement issued pursuant to subsection 2 regarding the refusal to evaluate or certify the applicant or eligible person; and
- (d) Indicate the points in the statement with which the applicant or eligible person disagrees and express the reasons for the disagreement.

EXPLANATION OF PROPOSED CHANGE
Permanent Regulations

LCB File No. R141-22

Explanation of Proposed Change: This amendment is in response to a recent decision out of the First Judicial District Court of the State of Nevada remanding the decision back to the Employee-Management Committee (EMC) to determine which activities performed before or after a regularly scheduled shift are compensable, however, pursuant to NRS 284.065, the authority to adopt regulations lies with the Human Resources Commission, and as such, the administrative regulation making process is appropriate to address the court's decision. This revised proposed draft of the LCB File clarifies that an employee who arrives to work early is not entitled to overtime unless it has been preapproved.

**REVISED PROPOSED REGULATION OF
THE HUMAN RESOURCES COMMISSION**

LCB File No. R141-22

November 6, 2023

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: § 1, NRS 284.065, as amended by section 72 of Senate Bill No. 431, chapter 532, Statutes of Nevada 2023, at page 3562, 284.155 and 284.345.

A REGULATION relating to human resources; specifying when the work shift of certain employees in the Executive Department of the State Government begins for purposes of determining compliance with requirements relating to attendance; providing that the workday of certain employees in the Executive Department of State Government includes certain work-related activities; and providing other matters properly relating thereto.

Legislative Counsel’s Digest:

Existing law requires the Human Resources Commission of the Division of Human Resource Management of the Department of Administration to adopt regulations relating to the attendance of certain state employees at work. (NRS 284.345) Existing regulations require an employee in the Executive Department of the State Government to report for a work shift on time and ready to perform the duties assigned to his or her position. (NAC 284.524) This regulation provides that, for purposes of determining whether an employee is in compliance with the requirement that an employee report for a work shift on time, the work shift of an employee who is not working remotely begins when the employee arrives at the entrance to the physical location at which the employee performs his or her duties or responsibilities. This regulation also clarifies that an employee who reports for a work shift early is not entitled to receive overtime unless the overtime is approved in accordance with certain statutory and regulatory provisions.

Existing regulations prescribe requirements relating to the workday for certain employees in the Executive Department of State Government. (NAC 284.524) This regulation provides that the workday for such an employee who is not working remotely includes the time it takes the employee to: (1) travel to and from the entrance to the physical location at which the employee performs his or her duties and responsibilities and to a location designated as his or her assigned workstation within that location; (2) conduct a mandatory pre- or post-shift briefing between arriving and departing staff; and (3) perform any other activities required by the appointing authority.

Section 1. NAC 284.524 is hereby amended to read as follows:

284.524 1. An employee shall report for a work shift on time and ready to perform the duties and tasks assigned to his or her position. *For purposes of determining whether an employee is in compliance with the requirement that an employee report for a work shift on time, the work shift of an employee who is not working remotely begins when the employee arrives at the entrance to the physical location at which the employee performs his or her duties or responsibilities. An employee who reports for a work shift early is not entitled to receive overtime unless the overtime is approved in accordance with subsection 10 of NRS 284.180 and NAC 284.242.*

2. Except as otherwise provided in this subsection, the workweek for state employees is 40 hours. A workweek of a different number of hours may be established to meet the needs of state agencies in compliance with the provisions of NRS 281.100, 281.110 and 284.180.

3. *The workday for a state employee who is not working remotely begins at the time specified in subsection 1 and includes, without limitation, the time it takes the employee to:*

(a) Travel to and from the entrance to the physical location at which the employee performs his or her duties or responsibilities and to a location designated by his or her employer as his or her assigned workstation within that location;

(b) Conduct a mandatory pre- or post-shift briefing between arriving and departing staff;
and

(c) Perform any other activities required by an appointing authority.

4. The workday for a full-time state employee who works a standard or nonstandard work schedule consists of two work periods separated by a 1/2- to 1-hour meal period. Insofar as practicable, the meal period must occur in the middle of the work shift. A rest period of 15

minutes must be granted for each 4-hour period of work and, except as otherwise provided in NAC 284.5242 and insofar as practicable, must occur in the middle of the period of work.

~~13.1~~ 5. Except as otherwise provided in subsections ~~14.1~~ 6 and ~~15.1~~ 7, an appointing authority shall provide a meal period and rest period to an employee who has an innovative work schedule during each workday as follows:

(a) A 1/2- to 1-hour meal period must be provided during each period of work that exceeds 6 hours. Insofar as practicable, the meal period must occur in the middle of the work shift.

(b) A rest period of 15 minutes must be provided for each 4-hour period of work and, except as otherwise provided in NAC 284.5242 and insofar as practicable, must occur in the middle of the period of work.

~~14.1~~ 6. The requirement to relieve an employee for a 1/2- to 1-hour meal period does not apply to an employee who receives a paid meal period.

~~15.1~~ 7. The requirement for a rest period does not apply to an employee who works:

(a) Directly with the inmates at a correctional institution.

(b) For the Division of Public and Behavioral Health of the Department of Health and Human Services and who:

(1) Maintains or monitors the equipment in a heat plant which operates 24 hours a day;

and

(2) Works a straight 8-hour work shift.

ITEM VI

Human Resources Commission Meeting
April 5, 2024

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:

April 5, 2024.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.417	Chief, Hearings Section	44	B		<i>Abolished</i>		

EXPLANATION OF CHANGE

As part of the Class Specification Maintenance Review process, the Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a review of the Chief, Hearings Section class specification.

In coordination with Subject Matter Experts from the Department of Conservation and Natural Resources, Division of Water Resources, it was determined that this class/series is not currently being utilized and will not be used in the future.

It is therefore recommended that the Chief, Hearings Section, class code 6.417, grade 44, be abolished.

The Department of Conservation and Natural Resources, Division of Water Resources supports abolishing the 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>
CHIEF, HEARINGS SECTION	44*	B	6.417

~~Under general direction of the State Engineer, manage the Hearings Section; coordinate, review and conduct hearings and litigation on behalf of the Division of Water Resources; prepare draft decisions for the State Engineer's review in all matters required by statute; review and hear petitions requesting reconsideration of cancelled permits; designate underground basins; respond to objections to preliminary orders during adjudication of vested rights; and prepare and conduct all other hearings authorized by statute.~~

~~Prepare for hearings by conferring with supervisor and staff of various sections involved to determine what information must be developed and presented at the hearings for a full understanding of the relevant issues; determine data to be requested from parties with standing not available to the State Engineer for introduction at hearings; organize, coordinate and optimize staff time in order to prepare for hearings.~~

~~Review highly technical engineering, scientific, geologic, and hydrologic data on file in the State Engineer's office and reduce such information to exhibits for introduction at hearings according to appropriate legal procedures.~~

~~Prepare for and conduct prehearing conferences in order to establish uncontested facts by gathering relevant information and documents from the Water Resources Division records as well as from outside sources.~~

~~Preside at hearings to ensure conformance to established rules and regulations and constitutional requirements; administer hearings of contested matters to minimize the time of hearing while developing a full, fair and complete record to ensure the final decision is based on all appropriate available information for the proper and lawful use of the waters of the State.~~

~~Establish and coordinate policies and procedures used by employees of the division in the conduct of hearings in accordance with rules, regulations and statutes; review current procedures and make recommendations to the State Engineer for future plans, directives, legislation and regulations as needed identify problems that indicate needed change or additional directions, programs, or legislation; prepare the necessary legal documents and procedures for review by the State Engineer to plan for the implementation of such needs.~~

~~Rule on and decide complex issues related to standing to participate, order of procedure, qualification of expert witnesses, and objections to proposed exhibits and testimony; exercise independent, informed judgment to ensure that all testimony and evidence needed for proper decision is put on the record; advise the State Engineer on the exercise of statutory subpoena power in the interests of developing a full and complete record.~~

~~Prepare written decisions subject to judicial review including findings of fact and conclusions of law based on the evidence obtained from technical testimony, reports and exhibits; submit to the State Engineer for review; inform the State Engineer of the current status of contested and litigated matter cases, orally and in writing.~~

~~Prepare the annual budget request for the Hearings Section based on previous year's allocated budget and current program needs; prepare requests for enhancements and provide justifications; monitor and approve expenditures.~~

~~Review recent statutes, cases and trends in water law and provide technical expertise to agency staff to ensure compliance with laws and regulations; provide information on water related statutes, case law, and legal interpretations and implementation of such interpretations; assist division employees with technical and legal issues related to appropriation, adjudication and distribution of the State's water resources.~~

~~*——— Reflects a 2-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.~~

~~Assist the Deputy Attorney General in court litigation resulting from the State Engineer's decisions; prepare the record on review for each contested decision which must be submitted to the appropriate court prior to commencement of judicial review proceedings; supplement the record to the district court on all matters pertaining to remand, including independent conduct of additional hearings and preparation of supplemental rulings.~~

~~Assist the Deputy Attorney General at court proceedings on appeals and in preparation for and during trial when prosecuting violators of decrees, adjudicating various river systems and other violations of water laws and regulations.~~

~~Represent the division in conferring, giving testimony or presentations at governmental and public forums including the Legislature, public hearings, private meetings and meetings with water resource agencies of other states and water associations (Western State Engineers, Western States Water Council); respond in writing and present the agency's position to complaints, inquiries, public information requests, and official communications; make presentations to civic groups, professional organizations, other State agencies, other regulators, representatives from other states, water users, water use groups and organizations, federal agencies and representatives and legislators; resolve misunderstandings and explain the basis for division policies and actions.~~

~~Supervise professional, technical, and clerical staff in the Hearings Section by making hiring decisions, assigning and prioritizing work, setting work schedules and tasks, and evaluating the performance of subordinate staff.~~

~~Perform related duties as assigned.~~

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- ~~*—Any person registered as a Professional Engineer in another state must become registered as a Professional Engineer in Nevada within six months following the date of appointment as a condition of continued employment.~~

~~EDUCATION AND EXPERIENCE: Graduation from an accredited law school and two years of legal work experience in water and/or environmental law or related engineering field; **OR** Registration as a Professional Engineer (RPE) and two years of progressively responsible professional experience in water and/or environmental engineering; **OR** two years of experience working for the Nevada Division of Water Resources as a Registered Professional Engineer. (See Informational Note)~~

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

~~**Detailed knowledge of:** water related statutes and cases; applicable federal, State and local agencies and their functions; the Nevada Revised Statutes and Nevada Administrative Code regarding water law and hearings.~~

~~**Working knowledge of:** practical, legal and regulatory principles of water and related laws; rules of evidence and legal procedure; practical legal and regulatory principles in the water use field; legal principles, their application and legal research methods; hydraulic engineering. **Ability to:** analyze detailed hydrogeological, geological and engineering information, scientific reports and studies, and statutes for matters related to water law and regulations; mediate disputes; read and comprehend legal and highly technical and scientific documents; prioritize assignments; write analytical reports and business correspondence for individuals of various socioeconomic, cultural, and educational backgrounds; project future needs and plan accordingly; motivate others; organize and conduct special investigations and studies; train and instruct employees; interact effectively with people and resolve problems in potentially hostile situations; organize and analyze data; modify existing procedures; work with related agencies in concerted efforts; work with and supervise highly qualified technical and engineering personnel.~~

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

~~**Working knowledge of:** management techniques; policies and interpretations governing operation and duties of Division of Water Resources. **Ability to:** apply knowledge of water and related laws in comprehensive reports or~~

~~MINIMUM QUALIFICATIONS (cont'd)~~

~~FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): (cont'd)
in hearings; collect evidence and prepare documentation for use in hearings or court; interpret legal requirements
and apply them at hearings and otherwise; supervise staff; coordinate the work of staff with available resources
and various programs.~~

~~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.~~

6.417

~~ESTABLISHED: 7/1/89P
6/9/89PC
ABOLISHED: 7/1/93P
8/31/92PC
RE-ESTABLISHED: 8/11/95UC
REVISED: 7/1/01LG
REVISED: 3/19/04PC
ABOLISHED: 4/5/24HRC~~

Human Resources Commission Meeting
April 5, 2024

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:

April 5, 2024.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.106	Highway Maintenance Supervisor II	35	H	<i>9.106</i>	<i>Highway Maintenance Supervisor II</i>	<i>35</i>	<i>H</i>
9.115	Highway Maintenance Supervisor I	33	H	<i>9.115</i>	<i>Highway Maintenance Supervisor I</i>	<i>33</i>	<i>H</i>

EXPLANATION OF CHANGE

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

In consultation with the Subject Matter Expert from the Nevada Department of Transportation (NDOT) 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.

Throughout the review management and agency staff within EITS 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>
HIGHWAY MAINTENANCE SUPERVISOR II	35	H	9.106
HIGHWAY MAINTENANCE SUPERVISOR I	33	H	9.115

SERIES CONCEPT

Highway Maintenance Supervisors supervise skilled and semi-skilled personnel engaged in restoring roadway surfaces and restoring or constructing slopes, shoulders, culverts, structures, fixtures and landscaping located on the roadside or right-of-way; oversee and inspect work performed in an assigned geographical area of a district, or while implementing a specialty maintenance program such as highway landscaping, highway signs and lighting, or pavement marking and striping.

Plan and schedule work; purchase materials; schedule equipment for both routine highway maintenance activities and district betterment program; operate equipment as necessary to ensure that scheduled work is completed.

Identify roadway deficiencies in assigned area; estimate materials and production time and provide project justification; determine personnel, maintenance and equipment needs and assign tasks to subordinate personnel; identify abnormal conditions in the roadway or right-of-way and take action to either adequately warn the public or correct the condition.

Review engineering blueprints, schematics and standard plans and reference federal, State, local, and departmental procedures and regulations affecting highway maintenance.

Oversee the work of a specialty crew engaged in maintaining highway/freeway lighting and both ground mounted and overhead signs; pavement striping and marking; and highway landscaped areas.

Train, supervise and evaluate the performance of assigned highway maintenance staff; establish work performance standards and initiate disciplinary action as appropriate.

Prepare and submit required reports to track productivity, unit costs, stockpile and equipment usage, training, vehicle accident and property damage, projected work schedules, and project summaries.

Apply cost accounting codes as prescribed in the Maintenance Management System Manual regarding work activities, work locations, and materials and equipment usage.

Mix salt and sand stockpiles; operate loaders to load salt and sand into trucks; apply anti-icing chemicals; remove snow with medium and heavy dump trucks with snowplows, spreaders and pre-wetting equipment; operate motor graders; construct and maintain brine-making facilities.

Maintain radio contact with a base station, maintenance personnel and law enforcement agencies during storms or emergencies; respond to emergencies outside of normal working hours as required; act as incident commander at the scene as first responder until proper authority arrives according to the Incident Command System protocol.

Prepare work program recommendations for review by the supervisor; and review and monitor established work programs and proposed encroachments by various agencies.

Access and use information provided by the Intelligent Transportation System including the Road Weather

SERIES CONCEPT (cont'd)

Information System and meteorological data to determine optimal time for various maintenance activities and the District Operations Center.

Maintain the hazardous materials information binder; record new employee training and update material safety data sheets (MSDS); conduct safety meetings to promote safe working conditions and enforce safety procedures.

Contact public and private entities for required permits and authorizations; monitor work permits issued by the Right-of-Way Division to utility companies' contractors and disallow work if not properly permitted.

Oversee contractors' work such as micro-resurfacing, slurry seals, and janitorial services, and respond to customer service work orders.

Review potential projects scope through preliminary design study as requested; review design plans at 30%, 60%, and 90% completion for maintenance issues; participate in preconstruction meetings to address possible deficiencies in design and construction; and review completed projects to ensure compliance with contract and quality of work.

Perform related duties as assigned.

CLASS CONCEPTS

Highway Maintenance Supervisor II: Under general supervision, incumbents oversee and coordinate the maintenance activities described in the series concept for an assigned geographical territory and may include district-wide specialty programs which include highway landscaping, highway signs and lighting, pavement marking and striping, concrete/stormwater sweeping operations, and bridge maintenance.

Train, supervise and evaluate the performance of Highway Maintenance Supervisor I's and other staff as assigned; plan, schedule and coordinate crew activities in relation to priorities and major betterment projects; monitor work in progress; select sites for material storage, arrange for material deliveries and ensure availability of specialized equipment; solve problems, assign personnel, and document production data; read, interpret and implement a variety of federal, State, and local regulations pertaining to highway maintenance and safety.

May supervise other district activities such as modifications, repairs and preventive maintenance to field maintenance stations, rest areas and headquarter facilities including planning and supervising the work of skilled trades workers such as carpenters, electricians and painters engaged in a wide range of buildings and grounds maintenance activities.

Initiate, identify, monitor and evaluate work performed by highway maintenance contractors; prepare scope of work and project budgets for contracts and service agreements; prepare contracts for lawn maintenance, janitorial work and other services; review and approve bills submitted by contractors and service providers according to established policies and procedures.

Participate in preliminary design field surveys conducted by Design Division staff; coordinate and provide input from Highway Maintenance Supervisor I's regarding geographical and roadway concerns; review plans and designs at various intervals to determine impact on highway maintenance needs and identify areas of concern; conduct field reviews of completed projects prior to release of contractor.

Review and edit documentation of highway maintenance activities recorded by maintenance crews and report work costs and accomplishments to the maintenance management office.

Prepare an annual highway maintenance budget proposal for assigned area by reviewing proposed highway maintenance projects, labor and equipment requirements, and maintenance material needs; monitor allocated

CLASS CONCEPTS (cont'd)

Highway Maintenance Supervisor II: (cont'd)

highway maintenance budget using spreadsheet software; document and review maintenance needs in assigned territory; create and submit priority lists to the Highway Maintenance Manager for inclusion in statewide work program preparation.

Respond to concerns and inquiries made by the public or other governmental agencies relative to maintenance activities in assigned territory.

Coordinate equipment repair and inventory with the equipment shop and crews waiting to use the equipment.

May prepare written communications and specifications to utilities and regulatory agencies in order to acquire permission to install or modify signs, lights, underground systems or conduct other highway maintenance related activities.

Prepare purchasing specifications for materials; review specifications for vehicles and equipment and request special features and accessories; oversee a work program for inmates or juvenile offenders; keep records of personnel and work activities and provide input into department policy by attending staff and committee meetings.

Highway Maintenance Supervisor I: Under general supervision, incumbents perform the duties described in the series concept.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid class C driver's license is required at the time of appointment and for continued employment.
- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.

INFORMATIONAL NOTES:

- * A Class A or B commercial driver's license, including appropriate endorsements, may be required within six months of appointment if operation of a commercial vehicle or transport of hazardous material is assigned.
- * In order to meet the needs of specialized disciplines in the highway maintenance field, specific background or skills may be required and will be identified at the time of recruitment.

HIGHWAY MAINTENANCE SUPERVISOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience supervising, planning and scheduling the work of a highway maintenance crew engaged in a variety of highway maintenance activities; **OR** two years of experience as a Highway Maintenance Supervisor 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):
Detailed knowledge of: standard plans and specifications for road and bridge construction in order to provide input to preliminary design field surveys and long-range planning. **Ability to:** monitor work in progress for compliance with federal, State, and local regulations and project specifications, and document project progress; initiate and monitor highway maintenance contracts and evaluate the work of contractors; edit a variety of activity and status reports provided by lower level supervisors; effectively communicate both orally

MINIMUM QUALIFICATIONS (cont'd)

HIGHWAY MAINTENANCE SUPERVISOR II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
and in writing with agency personnel, regulatory entities and the general public; operate, troubleshoot and train others in the use of automated systems in order to document work activities and prepare reports; prepare purchasing specifications and maintenance contracts; supervise and coordinate the work of several subordinate crew supervisors; prepare and monitor the annual highway maintenance operations budget with input from subordinate supervisors; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: procedures, equipment and material associated with highway maintenance enabling coordination of a wide range of functional activities within an established program; assigned geographical territory in terms of roadway history and maintenance, right-of-way, drainage systems, structures, fixtures, utilities and entities having regulatory jurisdiction. **Working knowledge of:** departmental and State procedures regarding purchasing and contractual agreements; organizational skills sufficient to direct the work of the section crews collectively for major district projects and individually to meet program objectives; federal and State laws, rules and regulations pertaining to commercial driver's license, safety, drug testing, training requirements, noxious weed and roadside vegetation management programs, and environmental and endangered species laws. **General knowledge of:** budgeting principles and practices; State personnel regulations. **Ability to:** investigate, resolve and answer requests and complaints from the general public; properly allocate materials and equipment; convey maintenance, repair and staff needs, policy and procedure concerns, and section priorities at staff and committee meetings; establish priorities within an established program; calculate requirements for personnel, material and equipment; delegate assignments; and evaluate staff effectiveness.

HIGHWAY MAINTENANCE SUPERVISOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience as lead worker of a highway maintenance crew which included assigning and overseeing the work of lower level personnel, providing input on performance evaluations and assisting the supervisor in laying out a variety of roadway or specialty maintenance work; **OR** graduation from high school or equivalent education and two years of experience as a Highway Maintenance Worker III in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: materials, methods and equipment used in highway maintenance and construction; stockpiles and stockpile reports. **Working knowledge of:** purchasing requirements and contracting limitations; a wide variety of manuals, policies, rules and regulations; road and weather information for effective winter roadway maintenance operations; incident command system protocol; emergency operation center responsibilities. **Ability to:** effectively monitor a vegetation management contract and an invasive species control program; plan, schedule, prioritize and participate in both routine and complex highway maintenance activities; supervise a crew of skilled and semi-skilled workers including performance evaluations, writing employee development reports, and initiating disciplinary actions; document work activities, equipment and material use, status of stockpiles and inventories, project summaries and existing highway deficiencies; effectively communicate with subordinate personnel, supervisors, law enforcement officers, and a variety of regulatory agencies; read and interpret blueprints, schematic drawings, material safety data sheets, standard plans, and proposed construction and encroachment projects; inspect projects for compliance with plans and specifications; calculate application ratios, stockpile and material needs and usage; measure distance, area and volume; schedule equipment maintenance and repairs; estimate quantities of materials for projects; develop project scopes, methods of construction and costs for district input into the annual work program; resolve worksite conflict in a competent and professional manner; stay abreast of new regulations.

MINIMUM QUALIFICATIONS (cont'd)

HIGHWAY MAINTENANCE SUPERVISOR 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 Highway Maintenance Supervisor II.)

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

	<u>9.106</u>	<u>9.115</u>
ESTABLISHED:	1/1/61	1/1/61
REVISED:		7/16/66
REVISED:	10/8/69	10/8/69
REVISED:		11/2/76
REVISED:		12/1/76
REVISED:		2/17/77
REVISED:		4/8/83
REVISED:	10/25/85-3	10/25/85-3
REVISED:	7/1/91P	7/1/91P
	11/29/90PC	11/29/90PC
REVISED:	8/23/91-3	8/23/91-3
REVISED:	3/18/98UC	3/18/98UC
REVISED:	7/12/01R	
	2/28/03UC	
REVISED:	7/1/07P	7/1/07P
	8/11/06PC	8/11/06PC
REVISED:	4/5/24HRC	4/5/24HRC

Human Resources Commission Meeting
April 5, 2024

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:

April 5, 2024.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.327	Auto Body Worker	30	g	9.327	<i>Auto Body Worker</i>	<i>30</i>	<i>G</i>

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Auto Body Worker.

In consultation with Subject Matter Experts from the Nevada Department of Transportation (NDOT) and Analysts from DHRM, it is recommended that the representative duty statements of the class be updated to remove tasks no longer being performed and outdated tools no longer being used, and to update methods and tools utilized for autobody repair.

It is further recommended that the Minimum Qualifications be revised to remove the Special Requirements of a Class “B” driver’s license at the time of appointment and as a condition of continuing employment and the statement that “some positions require that incumbents furnish their own tools” and include them in a new Informational Notes section within the Minimum Qualifications. In addition, the Special Requirement for a Class “C” driver’s license be amended to indicate that this is required at the time of recruitment and as a condition of continuing employment.

Additionally, it is recommended that additional minor modifications be made to maintain consistency with verbiage formatting and structure.

Throughout the process management and staff within NDOT and staff within DHRM participated by offering suggestions and reviewing changes; and they support the 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>
AUTO BODY WORKER	30	G	9.327

Under general supervision, Auto Body Workers perform skilled work in the repair, rebuilding, and refinishing of vehicles and equipment.

Straighten panels and remove dents from vehicles/equipment; ~~[drill holes in the middle of the dent and use a pick to pull the dent out];~~ *use industry standard tools and practices such as a stud gun, slide hammer, oxygen/acetylene torches, mig welder and spot welder;* straighten panels using *a hydraulic porta power* jack to push or bend heavy material into place; align panels; ~~[heat metal with a torch to increase malleability; and reshape metal using]~~ *use standard hand tools* such as a hammer and dolly.

Remove and replace or repair and rebuild damaged *body components using standard methods for* ~~[panels, fenders, hoods, doors, grills and bumpers; repair and rebuild]~~ metal ~~[or]~~, fiberglass *and plastic* ~~[areas with an air grinder; apply resin; file area to the correct shape]~~; smooth area with sandpaper; and make final preparations for painting by applying ~~[putty and primer and sanding area]~~ *resin, fillers and primers.*

Paint vehicles, equipment, and components by ~~[cleaning the area to be painted; tape exposed windows, lights, bumpers and similar parts]~~ *prepping for paint;* apply paint *and primer* using the appropriate paints and methods.

~~[Reassemble and install equipment parts; clean or sandblast area and weld parts to frames using appropriate welding process.]~~

Remove and replace equipment glass, door handles, locks, hinges, lights, molding, and similar components as required.

Prepare requisitions for parts and materials required to complete job assignments and maintain related records.

Maintain work area in a clean and safe manner; label and dispose of paints, resins, and solvents in accordance with hazardous waste guidelines.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * *A valid Class C driver's license is required at the time of recruitment and as a condition of continuing employment.*

MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES:

- * Some positions require a valid Class B [~~or C~~] driver's license and will be identified at the time of appointment and as a condition of continuing employment.
- * Some positions require that incumbents furnish their own tools.

EDUCATION AND EXPERIENCE: Completion of a recognized apprenticeship program as an auto body worker which included responsibilities for painting and straightening, repairing, and rebuilding panels, fenders, hoods, and doors; **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: methods, materials, tools, and equipment used in automotive body repair work and painting; health and safety regulations applicable to auto body work; characteristics and uses of various types of paint. **Ability to:** match and apply paint to vehicles and equipment; write requisition supplies and prepare work orders; read and understand work orders, supply catalogs, and repair manuals; estimate time and materials required for a work order; work independently and follow through on assignments with minimal direction. **Skill in:** safely operating and maintaining equipment and tools used in automotive body work and painting; performing a wide variety of automotive body work including straightening panels and aligning doors, fenders, hoods, and bumpers; rewiring lights; welding.

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

Working knowledge of: agency and division rules, policies, and procedures regarding work orders, shop operations and safety; federal and State regulations regarding the proper use and disposal of hazardous materials. **Ability to:** estimate cost of body repair work and prepare stock requisitions.

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.

9.327

ESTABLISHED: 1/1/61
REVISED: 10/25/85-3
REVISED: 7/1/91P
11/29/90PC
REVISED: 12/19/03PC
REVISED: 2/10/06PC
REVISED: 4/5/24HRC

ITEM VII

Human Resources Commission Meeting
April 5, 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#: 21-23

Effective: 07/26/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.334	Fleet Service Worker IV	31	H	9.334	No Change		
9.335	Fleet Service Worker III	29	H	9.335	No Change		
9.336	Fleet Service Worker II	26	H	9.336	No Change		
9.337	Fleet Service Worker I	23	H	9.337	<i>Fleet Service Worker</i>	23	<i>H</i>

Basis for Recommendation

At the request of the Department of Transportation (NDOT) and in consultation with the Division of Human Resource Management (DHRM) it was determined that a review of the Fleet Service Worker series be conducted. Fleet Service Workers service vehicles and/or light, medium, and heavy construction and maintenance equipment; perform preventive maintenance; issue vehicles to employees; and perform basic diagnostic and repair work.

In consultation with subject matters experts from NDOT and analysts within DHRM it was determined that the Education and Experience section of the Minimum Qualifications for the Fleet Service Worker I be amended to reflect general work experience rather than specific experience.

This change will allow for an increased and more diverse pool of applicants and increase recruitment efforts.

Throughout the review management and staff within NDOT and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the 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>
FLEET SERVICE WORKER IV	29	H	9.334
FLEET SERVICE WORKER III	27	H	9.335
FLEET SERVICE WORKER II	25	H	9.336
FLEET SERVICE WORKER I	23	H	9.337

SERIES CONCEPT

Fleet Service Workers service vehicles and/or light, medium, and heavy construction and maintenance equipment; perform preventive maintenance; issue vehicles to employees; and perform basic diagnostic and repair work.

Perform preventive maintenance; tune engines, order parts and make minor repairs to ensure equipment is in proper working condition; examine vehicle/equipment records or preventive maintenance schedule to determine the type of service required; complete requisitions for required filters and parts; check fluid levels and add or change fluids as necessary; replace filters from the engine, transmission, hydraulic and fuel systems; lubricate the vehicle/equipment in accordance with manufacturer's specifications; replace spark plugs and wires; replace brakes and adjust ignition timing; replace the distributor cap and rotor; change belts and hoses; charge or replace batteries; replace lamps; repack wheel bearings; conduct safety inspection of systems and components; code repair tasks and maintain records of work performed.

Repair or replace tires and single or multi-piece rims and wheels which includes removing the tire from the axle; deflating the tire or pumping out the calcium chloride; repairing or replacing the tire; reassembling the tire on the wheel; inflating the tire; balancing and mounting the tire.

Wash and detail vehicles/equipment to ensure a presentable appearance; steam clean the engine or entire vehicle; clean windows, upholstery, and carpets.

Provide assistance to mechanics and storekeepers by picking up, delivering, and returning equipment and parts and verifying the accuracy of accompanying invoices and credit memos.

Reserve vehicles for employees; fuel vehicle/equipment; collect usage data and prepare summary reports; and schedule vehicles/equipment for service.

Perform related duties as assigned.

CLASS CONCEPTS

Fleet Service Worker IV: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, organize and direct fleet service and motor pool operations and staff.

Reserve motor pool vehicles for employees; arrange for rental cars if additional vehicles are required to supplement the fleet; assign drivers to transport employees to and from the airport; explain agency procedures and resolve complaints regarding vehicles or service.

Schedule vehicles/equipment for service and repairs; review preventive maintenance schedule or vehicle/equipment records to determine which are due for service; contact vehicle drivers or maintenance workers

FLEET SERVICE WORKER IV	29	H	9.334
FLEET SERVICE WORKER III	27	H	9.335
FLEET SERVICE WORKER II	25	H	9.336
FLEET SERVICE WORKER I	23	H	9.337

Page 2 of 5

CLASS CONCEPTS (cont'd)

Fleet Service Worker IV: (cont'd)

to arrange for vehicle/equipment to be brought to the shop; inspect vehicles/equipment and prepare work orders; determine the extent of required vehicle/equipment repairs and assist with diagnosis of problems; assign work to appropriate staff member and review completed work.

Order fuel, tires, service, and maintenance supplies to maintain an adequate inventory; review past expenditures, calculate future requirements, and complete requisition forms.

Maintain vehicle/equipment records; review and code work orders; enter data into a computer and generate management information reports; monitor vehicle/equipment performance and make recommendations regarding vehicle/equipment purchases to agency management.

Supervise Fleet Service Workers and support personnel including hiring and providing training and technical assistance; assign and review work, initiate disciplinary actions, and evaluate performance.

Ensure personnel comply with federal and State statutes and regulations and division policies and procedures; ensure compliance with procedures established for the use and disposal of hazardous materials.

Fleet Service Worker III: Under general supervision, incumbents perform the full range of duties described in the series concept, perform the more extensive maintenance and repair work, and may serve as lead worker to other Fleet Service Workers. Incumbents at this level are distinguished from lower-level Fleet Service Workers by the variety and complexity of work and the scope of responsibility. This is the journey level in the series.

Perform preventive maintenance work on a wide variety of light, medium and heavy equipment from many different manufacturers in accordance with the service requirements and manufacturers' specifications.

At this level, incumbents' complete emission inspections and make required component adjustments; perform repairs such as repairing, rebuilding, or replacing brakes, shocks, U-joints, alternators, water pumps, carburetors, various switches, and gauges, and transmission seals.

Fleet Service Worker II: Under general supervision, incumbents perform some of the duties described in the series concept. More complex diagnostic and repair work is referred to higher-level Fleet Service Workers, supervisor, mechanic, or outside repair facility. Positions in this class function below the journey level and assist Fleet Service Worker III's; progression to the journey level is not automatic.

Fleet Service Worker I: Under close supervision, incumbents perform one or more of the routine and less complex duties described in the series concept such as delivering parts; washing and detailing vehicles/equipment; checking fluid levels and adding fluids; and checking tires for proper air pressure and wear. Positions allocated to this class do not progress automatically to the next level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.

FLEET SERVICE WORKER IV	29	H	9.334
FLEET SERVICE WORKER III	27	H	9.335
FLEET SERVICE WORKER II	25	H	9.336
FLEET SERVICE WORKER I	23	H	9.337

Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES:

- * Some positions may be required to obtain a Class A or Class B commercial driver's license.
- * Some positions may be required to obtain an emission control inspector's certificate.

FLEET SERVICE WORKER IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of experience performing preventive maintenance work on a wide variety of light, medium and heavy vehicles from many different manufacturers in accordance with the service requirements and manufacturers' specifications; **OR** one year of experience as a Fleet Service Worker III in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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

Detailed knowledge of: common methods, tools, and equipment used in the adjustment and repair of vehicles/equipment maintained by the agency to which assigned. **Ability to:** schedule vehicles for use and anticipate the need for additional vehicles; establish, monitor, and maintain a preventive maintenance schedule for a fleet of vehicles/equipment; determine whether staff, another work unit, or an outside vendor should complete repairs based on the extent of repairs, capabilities of staff, and time and equipment required; train staff in new methods and procedures; *and all knowledge, skills, and abilities required at the lower levels.*

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

Working knowledge of: agency and division rules, policies, and procedures pertaining to fleet service operations; State administrative regulations, policies and procedures regarding personnel and purchasing; federal and State regulations regarding the use and disposal of hazardous materials. **General knowledge of:** principles and practices of supervision and training. **Ability to:** establish work unit priorities, delegate assignments, and train, motivate and supervise staff; interpret policies and procedures; obtain information and resolve problems; plan and direct work unit activities in a manner that utilizes personnel, facilities, and equipment most efficiently and effectively; gather, compile and analyze information required to project future requirements for materials, supplies, equipment and personnel.

FLEET SERVICE WORKER III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience which included diagnosing and performing basic vehicle/equipment repairs and adjustments; performing preventive maintenance on a variety of vehicles/equipment; and maintaining vehicle/equipment records and reports; **OR** one year of experience as a Fleet Service Worker II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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

Working knowledge of: principles of automotive repair and preventive maintenance; common methods of hand and power tools and other equipment used in the adjustment and repair of vehicles/equipment. **Ability to:** work independently and follow through on assignments with minimal direction; interact diplomatically with vehicle/equipment users to explain policies and resolve complaints. **Skill in:** performing preventive maintenance activities for a variety of vehicles/equipment; diagnosing routine mechanical/electrical failures and determining which repairs are necessary to restore a system to proper working condition; performing vehicle maintenance and repair work on light, medium and heavy equipment and vehicles; *and all knowledge, skills, and abilities required at the lower levels.*

FLEET SERVICE WORKER IV	29	H	9.334
FLEET SERVICE WORKER III	27	H	9.335
FLEET SERVICE WORKER II	25	H	9.336
FLEET SERVICE WORKER I	23	H	9.337

Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

FLEET SERVICE WORKER III (cont'd)

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

Working knowledge of: agency policies and procedures pertaining to garage service operations. **Skill in:** operating a variety of diagnostic equipment including computerized engine analyzers and quickly and accurately interpreting the resulting information.

FLEET SERVICE WORKER II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience which included performing preventive maintenance and minor vehicle/equipment repairs and adjustments, and changing, separating, repairing, and balancing tires; **OR** one year of experience as a Fleet Service Worker 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: routine service requirements for vehicles/equipment including types of fluid, appropriate fluid levels, and air pressure; safe working procedures and the proper use, storage, and disposal of hazardous materials; preventive maintenance requirements and basic repair procedures for the vehicles/equipment. **Ability to:** prepare work orders and code according to agency procedures; follow vehicle/equipment preventive maintenance schedules; maintain records and compile information to prepare reports; coordinate reservations for vehicles with vehicle availability; establish and maintain cooperative working relationships with co-workers, agency personnel and staff from outside agencies and vendors; detect mechanical problems and determine appropriate repairs. **Skill in:** changing, repairing, and balancing various types of tires used on vehicles/equipment; conducting thorough safety inspections of vehicle/equipment systems and components; safely using the tools and service equipment required to perform maintenance and basic equipment repair work such as wrenches, timing lights, voltmeters, battery chargers, air-powered lube guns, hoists, jacks, tire changing and balancing machines; *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: preventive maintenance requirements and basic repair procedures for vehicles/equipment maintained by the agency to which assigned. **General knowledge of:** State purchasing policies and procedures. **Skill in:** diagnosing basic mechanical/electrical problems and performing required repairs; and making repairs in the field.

FLEET SERVICE WORKER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of **general work** experience; ~~[which included fueling vehicles, checking fluid levels, and washing and detailing;]~~ **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):

Ability to: add or change fluids and changing tires; understand and carry out oral and written instructions; perform basic math sufficient to maintain vehicle records; read and understand parts and service manuals; write to complete supply requisitions and maintain vehicle/equipment records.

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

General knowledge of: policies and procedures of the work unit to which assigned; name and function of vehicle/equipment components and systems. **Ability to:** perform routine vehicle maintenance assignments

FLEET SERVICE WORKER IV	29	H	9.334
FLEET SERVICE WORKER III	27	H	9.335
FLEET SERVICE WORKER II	25	H	9.336
FLEET SERVICE WORKER I	23	H	9.337

Page 5 of 5

MINIMUM QUALIFICATIONS (cont'd)

FLEET SERVICE WORKER I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):(cont'd)
and complete duties within required time frames.

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

	<u>9.334</u>	<u>9.335</u>	<u>9.336</u>	<u>9.337</u>
ESTABLISHED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
	11/29/90PC	11/29/90PC	11/29/90PC	11/29/90PC
REVISED:	12/19/03PC	12/19/03PC	12/19/03PC	12/19/03PC
REVISED:	12/04/20PC	12/04/20PC	12/04/20PC	12/04/20PC
<i>REVISED:</i>				<i>7/26/23UC</i>

POSTING#: 22-23

Effective: 07/26/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.117	Highway Maintenance Worker IV	31	H	9.117	No Change		
9.120	Highway Maintenance Worker III	29	H	9.120	No Change		
9.127	Highway Maintenance Worker II	26	H	9.127	No Change		
9.130	Highway Maintenance Worker I	23	H	9.130	Highway Maintenance Worker I	23	H

Basis for Recommendation

At the request of the Department of Transportation (NDOT) and in consultation with the Division of Human Resource Management (DHRM) it was determined that a review of the Highway Maintenance Worker series be conducted. Highway Maintenance Workers are certified by the Nevada Department of Transportation (NDOT) to operate a variety of complex or specialized highway maintenance and construction equipment to restore and maintain the integrity of roadway surfaces; maintain roadside slopes, shoulders, culverts, and ditches to restore drainage and prevent erosion; and repair or replace related roadway appurtenances such as guardrails, markers, guideposts, and fences.

In consultation with subject matters experts from NDOT and analysts within DHRM it was determined that the Education and Experience section of the Minimum Qualifications for the Highway Maintenance Worker I be amended to reflect that applicants can meet the minimum qualifications of the class by either graduating from high school or equivalent education and to change the experience to general work and/or volunteer experience.

In addition, an Informational Note was added to allow for progression to the Highway Maintenance Worker II upon obtainment of a valid State of Nevada Commercial Drivers License and at the recommendation of the appointing authority.

These changes will allow for an increased and more diverse pool of applicants and increase recruitment efforts.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
HIGHWAY MAINTENANCE WORKER IV	31	H	9.117
HIGHWAY MAINTENANCE WORKER III	29	H	9.120
HIGHWAY MAINTENANCE WORKER II	26	H	9.127
HIGHWAY MAINTENANCE WORKER I	23	H	9.130

SERIES CONCEPT

Highway Maintenance Workers are certified by the Nevada Department of Transportation (NDOT) to operate a variety of complex or specialized highway maintenance and construction equipment to restore and maintain the integrity of roadway surfaces; maintain roadside slopes, shoulders, culverts, and ditches to restore drainage and prevent erosion; and repair or replace related roadway appurtenances such as guardrails, markers, guideposts, and fences.

Operate and perform preventive maintenance and minor repair on a variety of light, medium and heavy-duty highway maintenance, and construction equipment such as a rotary snowplow, motor grader, crawler/tractor, backhoe/grade-all, truck mounted asphalt distributor, chip spreader, cold planer, paint striper, vacuum sweeper, and culvert cleaner.

Act as designated certified operator for certification of Highway Maintenance Worker I's and II's; demonstrate and oversee equipment operation and provide training in established safety policies and requirements.

Operate equipment or backup vehicles to install long line, solid and skip lines and gore lines; measure and install various permanent and temporary pavement markings.

Apply chip and flush seals to the construction of maintenance overlays, and cold milling and inlays with hot asphalt.

Provide information for input into the Maintenance Management System; respond to customer service requests and prepare billable accident reports.

Establish traffic controls using accepted methods to reroute traffic or control traffic speed and flow in highway maintenance areas, construction zones, and accident scenes.

Mix salt and sand stockpiles; operate loaders to load salt and sand into trucks; apply anti-icing chemicals; remove snow with medium and heavy dump trucks with snow plows, spreaders, and pre-wetting equipment; operate motor graders; construct and maintain brine-making facilities.

Maintain radio contact with a base station, maintenance personnel and law enforcement agencies; use information provided by the Intelligent Transportation System and the District Operations Center; use the Incident Command System protocol and respond to emergencies outside normal working hours.

Install, repair, and replace roadway signs and signposts; repair and replace bulbs, fixtures, and sensors on lighted sign structures; clean and replace overhead sign panels.

Monitor contract compliance and quality control including testing/materials and completed work performed by contractors.

HIGHWAY MAINTENANCE WORKER IV	31	H	9.117
HIGHWAY MAINTENANCE WORKER III	29	H	9.120
HIGHWAY MAINTENANCE WORKER II	26	H	9.127
HIGHWAY MAINTENANCE WORKER I	23	H	9.130

Page 2 of 5

SERIES CONCEPT (cont'd)

Maintain landscaped areas and the highway right-of-way; repair, widen or reconstruct tree wells; replace dead or damaged trees, flowers, shrubs, and ground cover; fertilize, mow, and re-seed lawns.

Remove roadway and roadside debris, excess dirt, vegetation, and other traffic hazards; remove dead animals and biohazards.

Respond to accidents and fatalities and complete required forms and documentation.

Perform related duties as assigned.

CLASS CONCEPTS

Highway Maintenance Worker IV: Under general supervision, incumbents function as lead workers and as an assistant to the Highway Maintenance Supervisor I. Incumbents plan and schedule maintenance activities including determining what equipment and materials are required, assigning personnel, and completing required records. As the assistant supervisor, they participate in the duties described in the series concept; assign and review the work of lower-level personnel; provide input into performance evaluations; assist the supervisor in laying out a variety of roadway or specialty maintenance work; organize equipment, materials, personnel, and procedures; and respond to emergencies.

Positions in this class are distinguished from the lower levels by ongoing responsibility to provide assistance to the crew supervisor. These responsibilities require a greater depth of knowledge of equipment, materials, methods, and procedures relative to highway maintenance and a greater degree of skill in overseeing the work of others, preparing reports, and making decisions that impact production and safety.

Incumbents interpret a variety of departmental manuals or industry standards relative to the Maintenance Management System, standard plans, hazardous material, traffic control and equipment repair in order to promote efficiency and safety; and may conduct or oversee sampling and testing of materials such as salt/sand or aggregate.

Highway Maintenance Worker III: Under general supervision, incumbents perform the duties described in the series concept at the journey level. Positions in this class are distinguished from those at the lower levels by the complexities involved in operating and training others in the use of specialized or complex highway maintenance and construction equipment as determined by NDOT. This is the journey level in the series.

Incumbents instruct other employees in the operation of equipment associated with highway maintenance and construction crews including specialty areas such as striping, landscaping, and lighting and signs. They also observe and verify the proficiency of other employees who are working toward certification. Incumbents review written procedures on traffic control, activities coding, sign configuration and placement, highway lighting, pavement marking/striping, chemical spraying, and snow and ice prevention and removal.

Highway Maintenance Worker II: Under supervision, incumbents continue to receive training in performing the duties described in the series concept. This is the continuing trainee level, and incumbents may progress to the next level after one year of being certified as a fully trained operator of complex or specialized highway maintenance and construction equipment as designated by NDOT and with the approval of the appointing authority.

Highway Maintenance Worker I: Under close supervision, incumbents work with experienced staff while learning to perform the duties described in the series concept. This is the entry level in the series and incumbents may progress to the next level upon meeting the minimum qualifications and with the approval of the appointing authority.

HIGHWAY MAINTENANCE WORKER IV	31	H	9.117
HIGHWAY MAINTENANCE WORKER III	29	H	9.120
HIGHWAY MAINTENANCE WORKER II	26	H	9.127
HIGHWAY MAINTENANCE WORKER I	23	H	9.130

Page 3 of 5

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.

INFORMATIONAL NOTES:

- * A class A or B commercial driver's license, including appropriate endorsements, will be required within six months of appointment for positions that are required to operate a commercial vehicle or transport hazardous materials. These positions will be identified at the time of recruitment.
- * *Incumbents at the Highway Maintenance Worker I may progress to the Highway Maintenance Worker II upon obtainment of a valid State of Nevada Commercial Driver's License and at the recommendation of the appointing authority.*
- * In order to meet the needs of specialized disciplines within the highway maintenance field, certified equipment proficiency or specialized skills may be required for Highway Maintenance Worker III's and IV's and will be identified at the time of recruitment.

HIGHWAY MAINTENANCE WORKER IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience as a Highway Maintenance Worker III in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Notes)*

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

Detailed knowledge of: materials, methods and equipment commonly used in reconstructing, renovating or repairing highway roadbed, surface, shoulders, drainage facilities, and fixtures; pruning and watering techniques for landscaped areas; traffic paints and beads and retro-reflectivity qualities of these materials; hazardous materials isolation zones as first responders to hazardous material spills; Maintenance Management System Manual; dust control techniques; endangered species habitats, protection techniques and safe removal of non-native species; environmental regulations that impact the method of work at job sites; incident command system and operational controls during emergency operations; *and all knowledge, skills, and abilities required at the lower levels.*

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

General knowledge of: supervisory principles and practices; procedures related to payroll records, activity reports and status reports associated with a highway maintenance crew; Maintenance Management System Manual and associated coding elements; policies, procedures and regulations affecting roadway and specialty maintenance crew activities.

HIGHWAY MAINTENANCE WORKER III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience following certification in the operation of complex or specialized highway maintenance and construction equipment as designated by NDOT; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Notes)*

HIGHWAY MAINTENANCE WORKER IV	31	H	9.117
HIGHWAY MAINTENANCE WORKER III	29	H	9.120
HIGHWAY MAINTENANCE WORKER II	26	H	9.127
HIGHWAY MAINTENANCE WORKER I	23	H	9.130

Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

HIGHWAY MAINTENANCE WORKER III (cont'd)

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

Detailed knowledge of: traffic control and routing through highway maintenance and construction zones; snow removal and anti-icing techniques, materials, and equipment; proper drainage and erosion control methods. **Working knowledge of:** materials, methods and equipment commonly used in reconstructing, renovating or repairing highway roadbed, surface, shoulders, drainage facilities, and fixtures; pruning and watering techniques for landscaped areas; traffic paints and beads and retro-reflectivity qualities of these materials; hazardous materials isolation zones as first responders to hazardous material spills; Maintenance Management System Manual; dust control techniques; endangered species habitats, protection techniques and safe removal of non-native species; environmental regulations that impact the method of work at job sites; incident command system and operational controls during emergency operations. **Ability to:** train others in the operation of complex or specialized highway maintenance and construction equipment; estimate quantities of labor and material needed for a project; read, interpret and explain policies, procedures, regulations and standard plans associated with maintenance activities; operate and maintain complex or specialized highway maintenance and construction equipment; work effectively with staff and representatives of other agencies and companies; diagnose the cause and extent of common equipment, component or basic system malfunctions; *and all knowledge, skills, and abilities required at the lower levels.*

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Highway Maintenance Worker IV.)

HIGHWAY MAINTENANCE WORKER II

EDUCATION AND EXPERIENCE: One year of experience performing basic highway maintenance work; **OR** one year of experience as a Highway Maintenance Worker I in Nevada State service. *(See Special Requirements and Informational Notes)*

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

Working knowledge of: herbicide/insecticide application procedures and equipment. **General knowledge of:** repairing highway roadbed, surface, shoulders, drainage facilities, and fixtures; materials, methods, and equipment used in routine highway maintenance activities; traffic control and routing through highway maintenance and construction zones; proper drainage and erosion control methods; snow removal and anti-icing techniques, materials and equipment; pruning and watering techniques for landscaped areas; traffic paints and beads and retro-reflectivity qualities of these systems; dust control techniques; endangered species habitats, protection techniques and safe removal of non-native species; environmental regulations that control the method of work at job sites; incident command system and operational controls used during emergency operations. **Ability to:** safely operate and maintain a variety of hand and power tools associated with routine highway maintenance tasks; read and understand the Maintenance Management System Manual; *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 Highway Maintenance Worker III.)

HIGHWAY MAINTENANCE WORKER I

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education; OR* [⊖] one year of general [~~labor or semi-skilled~~] work *and/or volunteer* experience [~~that required the ability and dexterity to operate tools and equipment~~]; **OR** one year of experience as a Highway Construction Aid in Nevada State service. *(See Special Requirements and Informational Notes)*

HIGHWAY MAINTENANCE WORKER IV	31	H	9.117
HIGHWAY MAINTENANCE WORKER III	29	H	9.120
HIGHWAY MAINTENANCE WORKER II	26	H	9.127
HIGHWAY MAINTENANCE WORKER I	23	H	9.130

Page 5 of 5

MINIMUM QUALIFICATIONS (cont'd)

HIGHWAY MAINTENANCE WORKER I (cont'd)

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

Ability to: read at a sufficient level to understand written instructions on vehicle operation, vehicle maintenance, work procedures, and hazardous material handling; follow oral and written instructions; use common hand tools such as rakes and shovels; work as a member of a team; effectively communicate with co-workers and the public; work under adverse conditions such as extreme heat or extreme cold, in or near the path of moving vehicles, or on difficult or steep terrain; perform heavy physical labor; write sufficiently to keep simple records.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Highway Maintenance Worker II.)

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

	<u>9.117</u>	<u>9.120</u>	<u>9.127</u>	<u>9.130</u>
ESTABLISHED:	2/19/82	8/31/73	1/1/61	1/1/61
REVISED:		12/13/77	4/1/70	4/1/70
REVISED:		4/8/83	2/17/77	3/22/71
REVISED:				12/7/76
REVISED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
REVISED:	11/29/90PC	11/29/90PC	11/29/90PC	11/29/90PC
REVISED:	5/16/94UC	5/16/94UC	5/16/94UC	5/16/94UC
REVISED:	3/18/98UC	3/18/98UC	3/18/98UC	3/18/98UC
REVISED:	7/1/07P	7/1/07P	7/1/07P	7/1/07P
	8/11/06PC	8/11/06PC	8/11/06PC	8/11/06PC
REVISED:	9/15/15RNC	9/15/15RNC	9/15/15RNC	9/15/15UC
REVISED:			7/26/23UC	7/26/23UC

POSTING#: 23-23

Effective: 07/31/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.238	Health Program Specialist II	37	B	<i>10.238</i>	<i>Health Program Specialist II</i>	<i>37</i>	<i>B</i>
10.237	Health Program Specialist I	35	B	<i>10.237</i>	<i>Health Program Specialist I</i>	<i>35</i>	<i>B</i>
	New			<i>10.250</i>	<i>Health Program Specialist Trainee II</i>	<i>33</i>	<i>B</i>
	New			<i>10.253</i>	<i>Health Program Specialist Trainee I</i>	<i>31</i>	<i>B</i>

Basis for Recommendation

At the request of the Department of Health & Human Services (DHHS) and in consultation with the Division of Human Resource Management (DHRM) it was determined that a review of the Health Program Specialist series be conducted. Health Program Specialists plan, develop, implement, and evaluate health services and activities; conduct research and analyze health data and statistics; develop goals, objectives, program requirements and procedures; provide technical information regarding specialized health related conditions; and participate and provide support to various committees, advisory boards, and other work groups.

In consultation with subject matter experts from DHHS and analysts within DHRM it is recommended that two trainee levels be added to the series to increase recruitment and retention efforts and allow for a more diverse pool of applicants.

- 1) *Health Program Specialist Trainee II, 10.250, grade 33:* Under general supervision, incumbents continue to receive training in performing the duties described in the series concept. This is the continuing trainee level in the series and incumbents may progress to the next level in the series upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.
- 2) *Health Program Specialist Trainee I, 10.253, grade 31:* Under close supervision, incumbents receive training in performing duties described in the series concept. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

The Health Program Specialist Trainee II will be allocated at a grade 33 and the Health Program Specialist Trainee I will be allocated a grade 31, a two-grade differential that is consistent with other series within the State. In addition, the EEO Administrator assigned an EEO-4 code of "B" Professional which is consistent with other levels in this series.

It is further recommended that the Class Concepts for the Health Program Specialist II and Health Program Specialist I be amended to clarify duties and responsibilities of the position. Additionally, minor changes were made to the Series Concept and the Education and Experience Section of the Minimum Qualifications to include equivalencies and to maintain consistency with verbiage formatting and structure.

Throughout the review management and staff within DHHS and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the 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>
HEALTH PROGRAM SPECIALIST II	37	B	10.238
HEALTH PROGRAM SPECIALIST I	35	B	10.237
<i>HEALTH PROGRAM SPECIALIST TRAINEE II</i>	<i>33</i>	<i>B</i>	<i>10.250</i>
<i>HEALTH PROGRAM SPECIALIST TRAINEE I</i>	<i>31</i>	<i>B</i>	<i>10.253</i>

SERIES CONCEPT

Health Program Specialists plan, develop, implement, and evaluate health services and activities; conduct research and analyze health data and statistics; develop goals, objectives, program requirements and procedures; provide technical information regarding specialized health related conditions; and participate and provide support to various committees, advisory boards, and other work groups. Duties are related to one or more specialized health programs which operate on a statewide basis and focus on the prevention, early detection, treatment, education and tracking of data relevant to a specific communicable or chronic disease, maternal and child health, nutrition and other conditions which impact the health of under-served or target groups within the general population.

~~[Health Program Specialists perform analytical work specifically related to the collection and analysis of data, identification of trends and preparation of statistical reports and the development, implementation, and evaluation of the programs to which assigned. Positions in this series differ from Health Program Managers whose work is managerial in nature and includes budget development and control, supervision of professional, technical, and clerical personnel, grant administration and ensuring compliance with program regulations and requirements.]~~

Research, collect, and analyze health data and statistics; identify health issues, trends, and prevalence of specific diseases and conditions; assess community, regional, and statewide needs and resources; develop recommendations for program development and expansion, resource allocation, and interventions for at-risk populations.

Develop objectives, protocols, and procedures for assigned health program areas; establish performance indicators and benchmarks to evaluate program effectiveness and accomplishment of desired outcomes; develop quality assurance measures to ensure adherence to federal, agency, or other standards and guidelines; establish program eligibility requirements and approve program participation and reimbursement for services as required.

Develop outreach strategies for target and at-risk populations; collaborate with individual community members and other public and private services and groups to develop and provide a community outreach coalition; serve on committees and represent the division on advisory boards to promote awareness and network with special interest groups.

Serve as a consultant and technical advisor in an assigned program specifically designed to provide prevention, identification and treatment services to individuals either diagnosed or at risk of contracting life and health threatening diseases and/or conditions; provide technical assistance to staff and service providers to ensure program activities comply with established regulations, policies, procedures and program parameters; visit service providers to establish and maintain provider networks, monitor compliance with program requirements, and develop and implement corrective action plans as required.

Promote statewide wellness through public education, outreach and coordination of preventive/specific health care services; conduct or assist in conducting public education, outreach campaigns and promotional activities to publicize disease prevention and health awareness; coordinate informational and educational conferences and

HEALTH PROGRAM SPECIALIST II	37	B	10.238
HEALTH PROGRAM SPECIALIST I	35	B	10.237
<i>HEALTH PROGRAM SPECIALIST TRAINEE II</i>	<i>33</i>	<i>B</i>	<i>10.250</i>
<i>HEALTH PROGRAM SPECIALIST TRAINEE I</i>	<i>31</i>	<i>B</i>	<i>10.253</i>

Page 2 of 6

SERIES CONCEPT (cont'd)

meetings related to program area; develop educational and promotional materials, bulletins and newsletters as required; prepare press releases and public service announcements and legislative testimony as required.

Prepare funding requests and monitor expenditures; assist in preparing budgets; prepare grant applications to secure and maintain funding including writing and amending program descriptions and compiling required financial data; participate in planning and needs assessments for future funding cycles; develop, prepare, and administer agreements and contracts as required; prepare and submit narrative and statistical reports related to program activities as required.

~~[Supervise technical and clerical staff as assigned.]~~

Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Health Program Specialists perform analytical work specifically related to the collection and analysis of data, identification of trends and preparation of statistical reports and the development, implementation, and evaluation of the programs to which assigned.

Positions in this series differ from Health Program Managers whose work is managerial in nature and includes budget development and control, supervision of professional, technical, and clerical personnel, grant administration and ensuring compliance with program regulations and requirements.

CLASS CONCEPTS

Health Program Specialist II: Under *general* direction, incumbents at this level plan, organize and coordinate an assigned health program which is statewide in scope and supervise a small staff comprised of professional and/or technical personnel *to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline; and may supervise administrative/clerical staff as assigned.* Health Program Specialist II's are distinguished from Health Program Specialist I's by greater complexity of the program area, advanced level knowledge, skills and abilities required and supervisory responsibility for professional and/or technical staff. *This is the supervisory level in the series.*

Examples of positions at the Health Program Specialist II level include:

- 1) The coordinator of the Cancer Registry who has responsibility for compiling and maintaining comprehensive records related to the identification, treatment, and progress of all cancer patients in the State.
- 2) The ~~[Registered Nurse]~~ *supervisor* who oversees and coordinates implementation of maternal/child health programs. ~~[such as Baby Your Baby, Perinatal Substance Abuse, and others.]~~

Health Program Specialist I: Under *general* direction, incumbents plan, implement, develop, and evaluate an assigned program area and perform duties described in the series concept. *Incumbents may supervise lower-level professional, technical and/or administrative/clerical staff as assigned to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline.* ~~[at the]~~ *This is the* journey level *in the series.*

HEALTH PROGRAM SPECIALIST II	37	B	10.238
HEALTH PROGRAM SPECIALIST I	35	B	10.237
HEALTH PROGRAM SPECIALIST TRAINEE II	33	B	10.250
HEALTH PROGRAM SPECIALIST TRAINEE I	31	B	10.253

Page 3 of 6

CLASS CONCEPTS (cont'd)

Health Program Specialist Trainee II: Under general supervision, incumbents continue to receive training in performing duties described in the series concept. This is the continuing trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

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

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require professional licensure, certification, or registration at the time of appointment and as a condition of continuing employment.
- * Some positions require a valid driver's license at time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * Pursuant to NRS 632, a Bachelor's degree from a school or professional nursing program approved by the State Board of Nursing is equivalent to a Bachelor's degree from an accredited college or university.

HEALTH PROGRAM SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in **[+]** *public health, health science, social or behavioral science* or closely related field applicable to the program area and three years of *professional* health-related experience which included at least two of the following areas: researching, collecting and analyzing data and statistics, developing objectives, protocols and procedures; providing health education services to target groups or the general public; evaluating program effectiveness and accomplishment of desired outcomes to meet federal, agency, or other standards and guidelines; providing prevention, identification or treatment services to individuals or populations who have been diagnosed or are at risk of contracting life and health threatening diseases and/or conditions; preparing grant applications and budgets and developing, preparing and administering contracts and reports related to health services; and/or investigation and prevention of communicable or chronic diseases; **OR** *Associate's degree from an accredited college or university in public health, health science, social or behavioral science, or closely related field and four years of professional experience as described above; OR graduation from high school or equivalent education and five years of professional experience as described above; OR* one year of experience as a Health Program Specialist I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirements and Informational Note*)

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

Working knowledge of: program evaluation methods and techniques; public health facilities, programs, and principles relevant to a specified health field such as nursing, nutrition, or other area; medical standards of care as applied to the program area; federal, State, and local public health organizations; commonly prescribed medications, typical side effects and drug interactions applicable to the assigned health program; development and implementation of program services and activities. **Ability to:** consult with colleagues, health care professionals, patients and others to provide technical expertise requiring advanced journey level experience and/or training; plan, conduct and oversee statewide program activities including providing public health

HEALTH PROGRAM SPECIALIST II	37	B	10.238
HEALTH PROGRAM SPECIALIST I	35	B	10.237
<i>HEALTH PROGRAM SPECIALIST TRAINEE II</i>	<i>33</i>	<i>B</i>	<i>10.250</i>
<i>HEALTH PROGRAM SPECIALIST TRAINEE I</i>	<i>31</i>	<i>B</i>	<i>10.253</i>

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

HEALTH PROGRAM SPECIALIST II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 information, coordinating treatment of under-served patients and promoting health and wellness; train, supervise and evaluate the performance of personnel as assigned; *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: community agencies and resources which provide services to individuals with health problems or conditions specific to the assigned health program; agency policies and procedures related to the assigned program area; laws, regulations, and requirements applicable to health program operations; State personnel, purchasing and budgeting processes.

HEALTH PROGRAM SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a *public health*, health science, *social or behavioral science* or closely related field applicable to the program area and two years of *professional* health-related experience which included at least two of the following areas: researching, collecting and analyzing data and statistics, developing objectives, protocols and procedures; providing health education services to target groups or the general public; evaluating program effectiveness and accomplishment of desired outcomes to meet federal, agency, or other standards and guidelines; providing prevention, identification or treatment services to individuals or populations who have been diagnosed or are at risk of contracting life and health threatening diseases and/or conditions; and/or investigation and prevention of communicable or chronic diseases; *OR Associate's degree from an accredited college or university in public health, health science, social or behavioral science, or closely related field and three years of professional experience as described above; OR graduation from high school or equivalent education and four years of professional experience as described above; OR one year of experience as a Health Program Specialist Trainee II in Nevada State service; OR* an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: health care delivery systems; standards of care; prevention, detection, treatment, transmission and progression of communicable diseases, chronic diseases, and other health conditions; oral communication skills sufficient to make presentations to groups of program participants, co-workers, the general public and others; writing skills sufficient to develop narrative reports, instructional materials, brochures, pamphlets, and newsletters. **General knowledge of:** program evaluation methods and techniques; public health; commonly prescribed medications, typical side effects and drug interactions. **Ability to:** collect, analyze, and interpret data; interpret, apply, and explain complex health policies, regulations, and program requirements; prepare reports and grant applications; participate in developing and monitoring the budget for an assigned program and/or grant; develop and conduct public education and information campaigns to publicize and promote good health habits and health awareness; work cooperatively and collaboratively with health care providers, patients, community groups and other agencies; ~~operate a personal computer and word processing and spreadsheet software programs; work both independently and as a team member; plan and organize program activities and services~~ *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 Health Program Specialist II.)

HEALTH PROGRAM SPECIALIST II	37	B	10.238
HEALTH PROGRAM SPECIALIST I	35	B	10.237
<i>HEALTH PROGRAM SPECIALIST TRAINEE II</i>	<i>33</i>	<i>B</i>	<i>10.250</i>
<i>HEALTH PROGRAM SPECIALIST TRAINEE I</i>	<i>31</i>	<i>B</i>	<i>10.253</i>

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

HEALTH PROGRAM SPECIALIST TRAINEE II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a public health, health science, social or behavioral science or closely related field applicable to the program area and one year of professional experience related to the program area to be trained; **OR** Associate's degree from an accredited college or university in public health, health science, social or behavioral science, or closely related field and two years of experience, one year which was at the professional level, as described above; **OR** graduation from high school or equivalent education and three years of experience, one year which was at the professional level, as described above; **OR** one year of experience as a Health Program Specialist Trainee 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, SKILL, AND ABILITIES (required at time of application):

Working knowledge of: research, collection and analyses of data and statistics. ***General knowledge of:*** development of objectives, protocols and procedures; prevention, identification and/or treatment services for individuals or populations who have been diagnosed or are at risk of contracting life and health threatening diseases and/or conditions; investigation and prevention of communicable or chronic diseases; health care delivery systems; standards of care; prevention, detection, treatment, transmission and progression of communicable diseases, chronic diseases and other health conditions. ***Ability to:*** provide outreach and health education services to target groups of the general public; evaluate program effectiveness and accomplishment of desired outcomes to meet federal, agency, or other standards and guidelines; make presentations to groups of program participants, co-workers, the general public and others; write clear, concise, and grammatically correct narrative reports, instructional materials, brochures, pamphlets, and newsletters; work both independently and as a team member; plan and organize program activities and services; 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 Health Program Specialist I.)

HEALTH PROGRAM SPECIALIST TRAINEE I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a public health, health science, social or behavioral science or closely related field applicable to the program area; **OR** Associate's degree from an accredited college or university in a public health, health science, social or behavioral science, or closely related field applicable to the program area and one year of paraprofessional and/or technical health-related experience related to the program area to be trained; **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 Special Requirements and Informational Notes)

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

Working knowledge of: problem solving techniques, research techniques, statistical analysis. ***Ability to:*** express ideas and explain problems/solutions/findings; analyze problems and develop logical solutions; write grammatically correct correspondence; read and understand technical information related to the program area; communicate effectively both verbally and in writing; effectively interact with persons from varying social, economic, and cultural backgrounds; operate a personal computer; use word processing, spreadsheet, and database management software.

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

HEALTH PROGRAM SPECIALIST II	37	B	10.238
HEALTH PROGRAM SPECIALIST I	35	B	10.237
<i>HEALTH PROGRAM SPECIALIST TRAINEE II</i>	<i>33</i>	<i>B</i>	<i>10.250</i>
<i>HEALTH PROGRAM SPECIALIST TRAINEE I</i>	<i>31</i>	<i>B</i>	<i>10.253</i>

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>10.238</u>	<u>10.237</u>	<u>10.250</u>	<u>10.253</u>
ESTABLISHED:	7/1/99P 10/2/98PC	7/1/99P 10/2/98PC	<i>7/31/23UC</i>	<i>7/31/23UC</i>
REVISED:	7/1/03LG	7/1/03LG		
REVISED:	12/8/03UC	12/8/03UC		
REVISED:	6/10/16PC	6/10/16PC		
REVISED:	5/5/17UC	5/5/17UC		
<i>REVISED:</i>	<i>7/31/23UC</i>	<i>7/31/23UC</i>		

POSTING#: 01-24

Effective: 08/08/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.345	Social Work Supervisor II	37	B	<i>12.345</i>	<i>Social Work Supervisor II</i>	<i>37</i>	<i>B</i>
12.352	Social Work Supervisor I	36	B	<i>12.352</i>	<i>Social Work Supervisor I</i>	<i>36</i>	<i>B</i>
12.363	Social Worker III	35	B	<i>12.363</i>	<i>Social Worker III</i>	<i>35</i>	<i>B</i>
12.361	Social Worker II	34	B	<i>12.361</i>	<i>Social Worker II</i>	<i>34</i>	<i>B</i>
12.377	Social Worker I	32	B	<i>12.377</i>	<i>Social Worker I</i>	<i>32</i>	<i>B</i>

Basis for Recommendation

With the approval of the 82nd Legislative Session, and in conjunction with NPD-19's submitted by the Department of Health & Human Services (DHHS), Aging & Disability Services Division (ADSD), a review of the Social Worker series was completed. Social Workers are licensed professionals who provide case management services to children, families, vulnerable adults with intellectual, developmental, physical disabilities, serious mental illness, and older adults (collectively referred to as "vulnerable adults") and other individuals within local communities and institutions. Case management is defined as the process by which an individual's needs are identified and the social, habilitative, and medical services designed to meet those needs are located, coordinated, and monitored. Positions in this series may specialize in one service area, or may work in several areas as a generalist, depending upon the needs of the community and the mission of the agency to which it is assigned.

In coordination with subject matter experts from ADSD and analysts within the Division of Human Resource Management (DHRM), it is recommended that the Social Work Supervisor II and Social Worker III be amended to reflect duties and responsibilities indicative of adult protective services, which provides case management services to vulnerable adults with intellectual, developmental, physical disabilities, serious mental illness, and older adults. As a result of this recommendation, the Series Concept, the Class Concepts, Education and Experience and Entry Level Knowledge, Skills, and Abilities of the Minimum Qualifications were amended to reflect these changes.

In addition, it is recommended the Class Concepts and Entry Level Knowledge, Skills, and Abilities of the Minimum Qualifications for the Social Work Supervisor I, Social Worker II and Social Worker I be amended to maintain consistency with verbiage, formatting, and structure.

Throughout the review management and staff within ADSD and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the 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>
SOCIAL WORK SUPERVISOR II	37	B	12.345
SOCIAL WORK SUPERVISOR I	36	B	12.352
SOCIAL WORKER III	35	B	12.363
SOCIAL WORKER II	34	B	12.361
SOCIAL WORKER I	32	B	12.377

SERIES CONCEPT

Social Workers are licensed professionals who provide case management services to children, families, *vulnerable adults with intellectual, developmental, physical disabilities, serious mental illness, and [the elderly] older adults (collectively referred to as “vulnerable adults”)* and other individuals within local communities and institutions. Case management is defined as the process by which an individual's needs are identified and the social, habilitative, and medical services designed to meet those needs are located, coordinated, and monitored. Positions in this series may specialize in one service area, or may work in several areas as a generalist, depending upon the needs of the community and the mission of the agency to which it is assigned.

Assess and reassess client levels of functioning by interviewing clients, family members and other community contacts; utilize tests, inventories, and other assessment tools; review medical, legal and law enforcement reports; and evaluate client resources for the purpose of identifying the level of assistance needed and services appropriate to meet client emotional, social, financial and health needs.

Develop and implement a case plan that presents intervention strategies to meet client needs including alternative placement, job training, socialization, nursing services, legal and medical intervention, and financial assistance according to federal and State regulatory guidelines and budget limitations.

Locate and coordinate a network of services and resources provided by other State agencies, community organizations and private service providers in areas such as mental health, substance abuse, rehabilitation, developmental, homemaking, financial assistance and employment programs pertinent to assessing client needs and case plan goals.

Provide ongoing case management services by conducting home visits, monitoring delivery of services and quality of care, and reassessing client needs; track client progress and well-being, evaluate case plan effectiveness, and effectively manage resources; assist clients in identifying strengths and barriers and developing problem-solving and coping abilities; collaborate and coordinate case reviews with families, friends, attorneys and multiple agencies including social and community services and law enforcement to ensure case continuity and prevent conflicting case plans and duplication of services.

May organize multidisciplinary team (MDT) meetings to assist in strategic assessment and planning of protective services, issues regarding the delivery of service, programs, or individual plans for preventing, identifying, remedying, or treating abuse, neglect, exploitation, isolation, or abandonment of children or vulnerable adults; MDT teams may include representatives of other organizations concerned with education, law enforcement, or physical and/or mental health.

Document case activities; maintain written case histories to include client status, progress and assessment results; complete necessary forms and prepare relevant correspondence and case reports according to applicable policies, procedures, laws and regulations.

SOCIAL WORK SUPERVISOR II	37	B	12.345
SOCIAL WORK SUPERVISOR I	36	B	12.352
SOCIAL WORKER III	35	B	12.363
SOCIAL WORKER II	34	B	12.361
SOCIAL WORKER I	32	B	12.377

Page 2 of 7

SERIES CONCEPT (cont'd)

Provide crisis intervention in the office or community setting to include responding to emergency calls; report instances of neglect or abuse to the appropriate authorities; utilize appropriate controls for individuals who may be aggressive, combative, or hostile by following established protocols and policies.

May provide technical assistance, training, guidance and/or serve as lead workers to other new or experienced Social Workers; may train, supervise, and evaluate the performance of non-professional staff such as Family Support Workers and Administrative Assistants.

Perform related duties as assigned.

CLASS CONCEPTS

Social Work Supervisor II: Under general direction of a regional manager in the Division of Child and Family Services *or Aging and Disability Services*, Social Work Supervisor II's supervise a unit of Social Worker III's engaged in case management having a high proportion of complex and sensitive case work needs in child protective services, foster care, ~~and~~ adoptions, *adult protective services, and/or guardianships*. ~~[Incumbents assign work, provide training, complete performance evaluations and administer appropriate discipline when necessary.]~~ *Supervision includes, but is not limited to, performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline when necessary.* Incumbents ~~[They]~~ routinely review and monitor cases requiring the application of advanced principles of the social work profession, and case planning directives affecting critically and chronically dysfunctional families, ~~and~~ children, *and/or vulnerable adults* whose welfare is at high risk. Supervisors at this level regularly arbitrate conflicts and discrepancies of a sensitive and volatile nature including, but not limited to, families, the court system, foster parents, schools, *guardians*, and law enforcement officials where a consensus regarding the appropriate course of action may be difficult to obtain. Incumbents may formulate policies, procedures and guidelines for the program assigned and participate in budget preparation by making recommendations regarding staffing, travel, and program needs. Incumbents may carry a caseload, however, supervision of Social Worker III's is the primary responsibility.

Social Work Supervisor I: Under general direction, incumbents supervise a unit of Social Workers to include, ~~[responsibility for the assignment of work, training, performance evaluation and discipline.]~~ *but not limited to, performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline when necessary.* Incumbents routinely review and monitor cases requiring the application of accepted principles and techniques of the social work profession. *In addition, incumbents [They]* may also participate in formulating policies, procedures, and guidelines for the program assigned; ~~and~~ participate in budget preparation by making recommendations regarding staffing, travel, and program needs; *and [They]* may also negotiate contracts to assist in meeting the specialized needs of clients, families, ~~and~~ caregivers, *and vulnerable adults*. Incumbents may carry a caseload; however, supervision is the primary responsibility.

Social Worker III: Under ~~[direction]~~ *limited supervision*, Social Worker III's perform advanced journey level case management services in child protective services, foster care, ~~and/or~~ adoptions, *adult protective services, and/or guardianships*. This work requires the application of advanced principles of the social work profession, and case planning directives affecting critically and chronically dysfunctional families, ~~and~~ children, *and/or vulnerable adults* whose welfare is at high risk. Actions and decisions directly affect the safety and welfare of children *and/or vulnerable adults* at risk and extend to families, substitute caregivers, *guardians*, and other resources within the community. Crisis intervention and objective evaluation may require incumbents to encounter potentially hostile and combative individuals. Social Worker III's are distinguished from the journey level by the nature and high proportion of complex and sensitive case work needs of children, *vulnerable adults*, and families, and a more critical level of decision making and authority to take action to include removal of

SOCIAL WORK SUPERVISOR II	37	B	12.345
SOCIAL WORK SUPERVISOR I	36	B	12.352
SOCIAL WORKER III	35	B	12.363
SOCIAL WORKER II	34	B	12.361
SOCIAL WORKER I	32	B	12.377

Page 3 of 7

CLASS CONCEPTS (cont'd)

Social Worker III: (cont'd)

children from their home environment *or emergency relocation of vulnerable adults to an alternate safe location.*

Social Worker II: Under ~~[direction]~~ *limited supervision*, incumbents perform the full range of duties described in the series concept. *This is the [at] the journey level in the series.*

Social Worker I: Under close supervision, incumbents at this level function in a trainee capacity, learning to determine social service needs of clients, develop appropriate solutions and case plans, and provide ongoing case management services. This is the ~~[entry]~~ *trainee* level ~~[to the Social Worker series. P]~~ *in the series and progression to the next level in the series* may occur ~~[to the journey level]~~ upon *meeting minimum qualifications*, satisfactory ~~[completion of the required training period,]~~ *performance*, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at *the* time of appointment and as a condition of continuing employment.
- * Some positions are subject to call-out or call-back.
- * Some positions require work on evenings, weekends, and/or holidays.
- * Licensure or provisional licensure by the State of Nevada Board of Examiners for Social Workers as a Social Worker, Clinical Social Worker, Independent Social Worker, or Associate in Social Work is required at the time of appointment and as a condition of employment.

SOCIAL WORK SUPERVISOR II

EDUCATION AND EXPERIENCE: Licensure or provisional licensure as a Social Worker, Clinical Social Worker, Independent Social Worker or Associate in Social Work and one year of advanced journey level professional experience providing case management in a social work setting equivalent to a Social Worker III in Nevada State service; *OR one year of experience as a Social Worker III in Nevada State service.* (See *Special Requirements*)

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

Detailed knowledge of: federal regulations and State laws applicable to child *and/or vulnerable adult* welfare. **Working knowledge of:** dynamics of families, *guardians, and/or caregivers* who deprive, abuse, *exploit*, or neglect their children *or vulnerable adults*; indicators of physical, sexual and/or emotional abuse in *children or vulnerable adults*; demands of the judicial system with respect to child *or vulnerable adult* welfare; collaborative and concurrent case planning; intellectual, *developmental, and/or physical* disabilities, *cognitive impairments*, mental illness, substance abuse, *and/or aging* processes, and their effects on human behavior; principles and practices of supervision; budget preparation and monitoring; contract administration and compliance. **Ability to:** assess the initial ~~[child protection]~~ complaint for severity in order to determine the required action; evaluate the need for immediate response on child *or vulnerable adult* abuse, ~~[and]~~ neglect, *and/or exploitation* to ensure a timely safety response; review the work of Social Workers who make critical child *or vulnerable adult* welfare decisions and take action in the field; apply advanced principles and techniques for social work applicable to child *or vulnerable adult* welfare; approve effective plans of care for children *or vulnerable adults* at risk of serious harm or injury in critically or chronically dysfunctional families *and/or unsafe environments*; accompany staff on unannounced home visits which may involve

SOCIAL WORK SUPERVISOR II	37	B	12.345
SOCIAL WORK SUPERVISOR I	36	B	12.352
SOCIAL WORKER III	35	B	12.363
SOCIAL WORKER II	34	B	12.361
SOCIAL WORKER I	32	B	12.377

Page 4 of 7

MINIMUM QUALIFICATIONS (cont'd)

SOCIAL WORK SUPERVISOR II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 confronting hostile and uncooperative family members, ~~and~~ caregivers, *guardians, and/or other persons of interest* and may result in the removal of children *or emergency relocation of vulnerable adults* for placement in alternate care settings; identify signs and evidence of physical, emotional and sexual abuse of children *or vulnerable adults* and investigate the circumstances pursuant to State law; analyze family crises and appropriate interventions to protect children *or vulnerable adults* from imminent danger; identify special needs children *or vulnerable adults* including physical, medical, ~~and~~ behavioral problems, *intellectual, developmental, physical disabilities, cognitive impairments, and/or serious mental illness*; represent the agency at community, ~~and~~ task force, *and/or multidisciplinary team* meetings; supervise subordinate staff including organizing workflow, delegating work, training, evaluating performance and administering necessary discipline; participate in program planning, implementation and coordination to ensure program goals and operations are in compliance with federal, State, and agency rules, regulations, policies and procedures; implement corrective action; evaluate staff development and training needs and conduct formal and on-the-job training; project and develop budget recommendations regarding program needs including staffing, training, contract services, supplies and equipment; monitor budget to ensure constraints are met; develop, negotiate and renegotiate provider contracts in a timely manner to ensure continuity of services; identify service and resource gaps in the community and find resources to fill needs; analyze and understand specific trends relating to the program assignment; analyze data and prepare statistical and program evaluation reports; serve as an agency advocate and foster community contacts to facilitate cooperation and participation; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: State regulations related to personnel administration; supervisory techniques; components and data elements of the child *or vulnerable adult* welfare informational system; court jurisdictions; *guardianships*. **Ability to:** review and approve comprehensive child *or vulnerable adult* welfare court reports, *law enforcement reports, guardianship referrals*, files, and other documentation; partner with community agencies to obtain services for family centered, *person centered, and or vulnerable adult* services.

SOCIAL WORK SUPERVISOR I

EDUCATION AND EXPERIENCE: Licensure or provisional licensure as a Social Worker, Clinical Social Worker, Independent Social Worker or Associate in Social Work and one year of journey level professional experience providing case management in a social work setting equivalent to a Social Worker II in Nevada State service; *OR one year of experience as a Social Worker II in Nevada State service. (See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: principles and practices of social work and case management techniques used in the assigned program area. **General knowledge of:** genetic principles; effects of day care, foster care, group care, *senior care*, and separations from family on individual behavior. **Ability to:** establish and maintain effective working relationships with co-workers, staff in other agencies and the public; provide technical assistance and guidance to subordinates regarding sensitive issues and questions; evaluate, develop and implement policies and procedures for assigned work unit; analyze information, situations, practices and procedures; identify relevant concerns, factors, patterns, or relationships; recognize alternative courses of action and the implications of each; organize material, information and people in a systematic way to optimize program efficiency; coordinate services by determining the time, place and sequence of actions; set priorities which accurately reflect the agency's mission, goals and objectives; delegate work assignments; collaborate, develop and maintain community resources and contracts; monitor contract compliance; apply advanced principles

SOCIAL WORK SUPERVISOR II	37	B	12.345
SOCIAL WORK SUPERVISOR I	36	B	12.352
SOCIAL WORKER III	35	B	12.363
SOCIAL WORKER II	34	B	12.361
SOCIAL WORKER I	32	B	12.377

Page 5 of 7

MINIMUM QUALIFICATIONS (cont'd)

SOCIAL WORK SUPERVISOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
and techniques of social work applicable to child *or vulnerable adult* welfare; develop effective plans of care for children *or vulnerable adults* at risk of serious harm or injury in critically or chronically dysfunctional families *and/or unsafe environments*; make frequent and regular unannounced home visits which may involve confronting hostile and uncooperative family members, ~~and~~ caregivers, *guardians, and/or persons of interest* and may result in the removal of children *or emergency relocation of vulnerable adults* for placement in alternate care settings; identify signs and evidence of physical, emotional and sexual abuse of children *or vulnerable adults* and investigate the circumstances pursuant to State law; analyze family crises and intervene appropriately to protect children *or vulnerable adults* from imminent danger; identify special needs children *or vulnerable adults* including physical, medical, ~~and~~ behavioral problems, *intellectual, developmental, physical disabilities, cognitive impairments and/or serious mental illness*; 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 Social Work Supervisor I.)

SOCIAL WORKER III

EDUCATION AND EXPERIENCE: Licensure or provisional licensure as a Social Worker, Clinical Social Worker, Independent Social Worker, or Associate in Social Work and one year of professional experience providing case management in child protective services, foster care services, ~~and/or~~ adoption services, *adult protective services, and/or guardianships* in a social work setting equivalent to a Social Worker I in Nevada State service; OR *one year of experience as a Social Worker I in Nevada State service.* (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: federal regulations and State laws applicable to child *or vulnerable adult* welfare; dynamics of families, *caregivers, and/or guardians* who deprive, abuse, ~~or~~ neglect, *and/or exploit* their children *or vulnerable adults*; indicators of physical, sexual and emotional abuse in children *or vulnerable adults*; family centered *or person centered* assessment process, principles and practices; human characteristics which indicate dysfunction, characteristics of family marital problems and their solutions; *effects of cognitive impairment such as dementia, serious mental illness, or traumatic brain injury on vulnerable adults and their spouses, family members, caregivers, or guardians and/or the effects of foster care on the child or guardianship on the vulnerable adult*, caregiver, biological family, adoptive family, and the community; *indicators and effects of abuse, neglect, and/or exploitation on the child or vulnerable adult*; court procedures related to child *or vulnerable adult* abuse and neglect, removal of parental rights, *removal of guardianship*, and adoption; *law enforcement, mental capacity evaluations, civil rights, guardianship referrals, and procedures related to the abuse, neglect, and exploitation of vulnerable adults*; federal regulations, State laws, and policies and procedures related to assigned program areas; services, roles and responsibilities of other related social services providers; crisis intervention techniques; theories and practices of substance abuse addiction and recovery; HIV, fetal alcohol syndrome, ~~and~~ common communicable diseases, *intellectual, developmental, physical disabilities, cognitive impairments, and/or serious mental illness*. **General knowledge of:** collaborative and concurrent case planning; medical and pharmaceutical terminology sufficient to complete health surveys, evaluate medical reports and assess client health status; physical, psychological, and social characteristics associated with the aging process; characteristics of intellectual, *developmental, and/or physical* disabilities and mental illness; court processes and protocol related to program assignment. **Ability to:** respond to emergency calls after normal working hours to investigate reports of ~~child~~ abuse and neglect; complete safety and risk assessments and determine

SOCIAL WORK SUPERVISOR II	37	B	12.345
SOCIAL WORK SUPERVISOR I	36	B	12.352
SOCIAL WORKER III	35	B	12.363
SOCIAL WORKER II	34	B	12.361
SOCIAL WORKER I	32	B	12.377

Page 6 of 7

MINIMUM QUALIFICATIONS (cont'd)

SOCIAL WORKER III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 appropriate action; exercise authority to remove children from the home *and/or take decisive action for emergency relocation of vulnerable adults* when they are at risk of serious harm or injury; screen for severely emotionally disturbed children *or cognitively impaired vulnerable adults* and coordinate appropriate placement; take decisive action to protect children *or vulnerable adults* at risk in accordance with legal requirements; prepare periodic and permanency reports and comprehensive recommendations to the court system; *provide timely response to subpoenas including preparation of case documents for litigation; investigate complaints of abuse, neglect, and/or exploitation and prepare law enforcement reports for further criminal investigation and/or prosecution; take decisive action to complete mental capacity evaluations and guardianship referrals;* prepare petitions and court orders and testify in court; supervise child/parent visits; present cases to advisory boards; community councils, ~~and~~ review teams, *and/or multidisciplinary teams*; investigate and make State and interstate placement decisions; *investigation and/or* monitor compliance with court orders and recommend enforcement action when necessary; *prepare referrals regarding abuse, neglect, and/or exploitation to regulatory agencies and professional boards;* promptly coordinate and implement case plans by determining the time, place and sequence of actions to be taken based on the analysis of data; modify and/or adapt case plans, procedures and methods to maximize services and affect change in clients; negotiate, persuade, counsel and exchange ideas with others to arrive at joint decisions, conclusions or solutions; analyze crises and intervene appropriately; compute costs and hours of service; develop and present training programs designed to educate and motivate clients; organize and facilitate meetings; navigate, locate and enter data into the agency's computer system; oversee the work of private and public providers of social services; *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 Social Work Supervisor I.)

SOCIAL WORKER II

EDUCATION AND EXPERIENCE: Licensure or provisional licensure as a Social Worker, Clinical Social Worker, Independent Social Worker, or Associate in Social Work and one year of professional experience providing case management in a social work setting equivalent to a Social Worker I in Nevada State service; *OR one year of experience as a Social Worker I in Nevada State service. (See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: principles, practices, and techniques of social work; case management practices related to the program assignment; investigative techniques. **General knowledge of:** federal regulations, State laws, and agency directives applicable to social services; cultural and social differences that affect family relationships and social interaction; indicators and effects of human deprivation; public and private social services providers within the community; collaborative case planning; de-escalation and crisis intervention techniques; pregnancy, child birth, ~~and~~ child care, *and/or adult care*; grief and loss issues; *aging process and/or cognitive impairments*; gambling addiction; *substance abuse*; learning and *intellectual, developmental and/or* physical disabilities; *serious mental illness*; court procedures. **Ability to:** establish and maintain cooperative working relationships with co-workers and others representing private and public social service providers; establish rapport and gain the trust of others; conduct interviews, elicit sensitive information, make physical, *cognitive*, and behavioral assessments, and accurately record information; make home visits including unannounced visits; maintain composure, interact diplomatically and make effective decisions in confrontational situations; mediate and resolve conflict between contending parties; communicate with individuals who have emotional or mental ~~problems~~ *health challenges, intellectual, developmental,*

SOCIAL WORK SUPERVISOR II	37	B	12.345
SOCIAL WORK SUPERVISOR I	36	B	12.352
SOCIAL WORKER III	35	B	12.363
SOCIAL WORKER II	34	B	12.361
SOCIAL WORKER I	32	B	12.377

Page 7 of 7

MINIMUM QUALIFICATIONS (cont'd)

SOCIAL WORKER II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
physical disabilities, and/or cognitive impairments; observe and assess relationships between client and family; prioritize and prepare case plans and provide services for a caseload of clients; apply interviewing and evaluative techniques and make recommendations; evaluate and continually reassess client level of functioning; develop and maintain a network of community resources; refer clients to appropriate services and follow up as required; document case narratives in computer and paper records; prepare reports to law enforcement and courts; respond to sensitive and/or emergency situations; act as an advocate for clients; operate personal computers and assigned software; deal appropriately with apathy, hostility, resistance and anger displayed by individuals; assist others in dealing with the issues surrounding death and dying and the aging process; *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 Social Worker III.)

SOCIAL WORKER I

EDUCATION AND EXPERIENCE: Licensure or provisional licensure as a Social Worker, Clinical Social Worker, Independent Social Worker, or Associate in Social Work. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
General knowledge of: social problems which call for the use of public and private community resources; philosophy of social work; social work ethics; dynamics of human behavior including interpersonal relationships and social interaction; confidentiality laws; client rights; case management practices; signs of substance abuse, mental illness and domestic violence. **Ability to:** understand and accept the differences in human behavior caused by deprivation, abuse and neglect; effectively interact with persons from a variety of economic, cultural, social and educational backgrounds; work objectively with individuals who may be hostile, uncooperative and verbally abusive; recognize signs of abuse, ~~or~~ neglect, *and/or exploitation* and report it to the proper authorities; communicate effectively both verbally and in writing; compose grammatically correct correspondence and reports; read and understand technical and legal documents; read and interpret program regulations and policies; add, subtract, multiply and divide whole numbers, decimals and fractions; assemble, analyze and report data; organize and prioritize work; participate as a team member; work independently and follow through on assignments with minimal direction; transport clients to identified services as required; operate a computer sufficient to enter, store and retrieve 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 Social Worker II.)

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

	<u>12.345</u>	<u>12.352</u>	<u>12.363</u>	<u>12.361</u>	<u>12.377</u>
ESTABLISHED:	7/1/93P 10/23/92PC	7/1/65	7/1/65	2/1/65	9/27/74
REVISED:		6/1/69	6/1/69	6/1/69	
REVISED:		9/27/74			
REVISED:		2/26/76	2/26/76	2/26/76	2/26/76
REVISED:		3/14/78-3			

SOCIAL WORK SUPERVISOR II	37	B	12.345
SOCIAL WORK SUPERVISOR I	36	B	12.352
SOCIAL WORKER III	35	B	12.363
SOCIAL WORKER II	34	B	12.361
SOCIAL WORKER I	32	B	12.377

Page 8 of 7

	<u>12.345</u>	<u>12.352</u>	<u>12.363</u>	<u>12.361</u>	<u>12.377</u>
REVISED:		5/18/78-3	5/18/78-3	5/18/78-3	5/18/78-3
REVISED:		6/26/78-3		6/26/78-3	6/26/78-3
REVISED:				11/30/78-3	
REVISED:				5/29/79-3	5/29/79-3
REVISED:		2/10/88-3	2/10/88-3	2/10/88-3	2/10/88-3
REVISED:		8/19/88-3	8/19/88-3	8/19/88-3	8/19/88-3
REVISED:		7/1/93P	7/1/93P	7/1/93P	7/1/93P
		10/23/92PC	10/23/92PC	10/23/92PC	10/23/92PC
REVISED:	11/17/93UC	11/17/93UC	11/17/93UC	11/17/93UC	11/17/93UC
REVISED:	7/1/03P	7/1/03P	7/1/03P	7/1/03P	7/1/03P
	1/10/03PC	1/10/03PC	1/10/03PC	1/10/03PC	1/10/03PC
REVISED:	3/9/16UC	3/9/16UC	3/9/16UC	3/9/16UC	3/9/16UC
REVISED:	1/11/17UC	1/11/17UC	1/11/17UC	1/11/17UC	1/11/17UC
REVISED:	7/1/23R	7/1/23R	7/1/23R	7/1/23R	7/1/23R
	8/8/23UC	8/8/23UC	8/8/23UC	8/8/23UC	8/8/23UC

POSTING#: 02-24
Effective: 08/08/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.124	Psychologist IV	44*	A	<i>10.124</i>	<i>Corrections Counselor V</i>	<i>44*</i>	<i>A</i>
10.126	Psychologist III	43*	B	<i>10.126</i>	<i>Corrections Counselor IV</i>	<i>43*</i>	<i>B</i>
10.132	Psychologist II	39*	B	<i>10.132</i>	<i>Corrections Counselor III</i>	<i>39*</i>	<i>B</i>
10.143	Psychologist I	37*	B	<i>10.143</i>	<i>Corrections Counselor II</i>	<i>37*</i>	<i>B</i>
	New			<i>10.154</i>	<i>Corrections Counselor I</i>	<i>35</i>	<i>B</i>

Basis for Recommendation

Assembly Bill 236, approved by the 82nd Legislative Session, eliminated certain exemptions from certain prohibitions against a person representing himself or herself as a psychologist or engaging in the practice of psychology without a license issued by the Board of Psychological Examiners. As a result of passage of this bill, the Psychologist series is required to be amended as positions in this series are not licensed psychologists.

In coordination with subject matter experts from the Department of Corrections (DOC) and the Division of Human Resource Management, and in consultation with the Board of Psychological Examiners it was determined that this series be retitled to Corrections Counselor. In addition, it was determined that all duty statements reflecting performing duties within the scope of practice of a psychologist be removed. As such, the Series and Class Concepts were amended to detail this change.

In addition, a trainee level was added to the series.

- 1) *Corrections Counselor I, 10.154, grade 35*: Under general supervision, perform some of the duties described in the series concept in a more limited manner as determined by the Department. Positions may be permanently allocated at this level and there is no progression to the next level in the series; or under close supervision, receive training in performing duties described in the series concept. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

It is recommended that the Corrections Counselor I be allocated at a grade 35, a two-grade differential to the next level in the series which is consistent with other Class Specifications within the State. In addition, the EEO Administrator recommended an EEO-4 Code of “B” Professional, which is consistent with the series.

It is further recommended that minor revisions of the Minimum Qualifications for Education & Experience and both the Entry Level Knowledge, Skills, and Abilities and Full Performance Knowledge, Skills, and Abilities be modified at the Corrections Counselor II through Corrections Counselor V to reflect the above changes and to maintain consistency with verbiage, formatting, and structure.

Throughout the review management and staff within DOC and the Board of Psychological Examiners and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the 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>
[PSYCHOLOGIST-IV] CORRECTIONS COUNSELOR V	44*	A	10.124
[PSYCHOLOGIST-III] CORRECTIONS COUNSELOR IV	43*	B	10.126
[PSYCHOLOGIST-II] CORRECTIONS COUNSELOR III	39*	B	10.132
[PSYCHOLOGIST-I] CORRECTIONS COUNSELOR II	37*	B	10.143
CORRECTIONS COUNSELOR I	35	B	10.154

SERIES CONCEPT

~~[Psychologists]~~ **Corrections Counselors within in the Nevada Department of Corrections** provide ~~[psychological]~~ **mental health** services to ~~[clients or inmates]~~ **offenders** in a correctional ~~[, rehabilitative, clinic or institutional]~~ setting including ~~[psychological testing, assessments, treatment]~~ **interviews, behavioral** planning and implementation, ~~[psychotherapy,]~~ consultation, psycho-educational classes, research, and training.

~~[Perform psychological evaluations; select and administer appropriate psychological tests; interpret results; and]~~ ~~[i]~~ Interview individuals to determine treatment, programming, or placement needs; ~~[M]~~ **make [specific treatment] behavioral health** recommendations; interpret and integrate ~~[test]~~ data with interview findings and behavioral observations; discuss results with ~~[clients, inmates]~~ **offenders** or **other authorized [appropriate]** individuals; ~~[such as parent or guardians,]~~ prepare written reports on ~~[clients or inmates]~~ **offenders interviewed [tested]** which include ~~[clinical impressions and diagnostic classification,]~~ **potential behavioral health needs.**

Participate as a member of the treatment team in ~~[diagnostic]~~ staff meetings; share information and analyze treatment options; define, provide, and schedule appropriate care.

Provide ~~[psychotherapeutic]~~ **counseling** services, ~~[utilizing a variety of methods such as individual and group therapy, biofeedback therapy,]~~ relaxation training, ~~[marriage and family]~~ **relationship** counseling, substance abuse counseling, and pain management counseling to facilitate recovery and maintain ~~[client or inmate]~~ **offender** in the least restrictive environment possible.

Provide crisis intervention by applying appropriate ~~[psychotherapeutic]~~ **de-escalation** techniques and principles in order to relieve the immediate problem; ~~[de-escalate clients or inmates]~~ **intervene with offenders** who may be hostile, aggressive, combative or assaultive; follow established protocol in order to protect ~~[clients]~~ **offenders**, staff, and others who may be at risk; form a crisis debriefing team of mental health and security professionals and debrief staff involved in emergency situations to alleviate emotional concerns.

Consult and train staff regarding current policies and procedures to comply with statutory and ethical requirements and current scientific developments in areas relevant to agency services.

Participate in planning, developing and coordinating program services to meet the needs of the population served; participate in committees and facility activities in developing ~~[service delivery needs assessments and evaluations]~~ policies and procedures; and participate in quality review programs. In a correctional setting, participate on the Unit Management Team to deliver services to ~~[inmates]~~ **offenders** within their units.

Document ~~[treatment]~~ activities in regular written ~~[evaluations]~~ **reports** and on charts to comply with legal requirements and maintain adequate records; prepare information and documentation necessary for billing and recommend third party payments as appropriate.

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

[PSYCHOLOGIST-IV] CORRECTIONS COUNSELOR V	44*	A	10.124
[PSYCHOLOGIST-III] CORRECTIONS COUNSELOR IV	43*	B	10.126
[PSYCHOLOGIST-II] CORRECTIONS COUNSELOR III	39*	B	10.132
[PSYCHOLOGIST-I] CORRECTIONS COUNSELOR II	37*	B	10.143
CORRECTIONS COUNSELOR I	35	B	10.154

Page 2 of 6

SERIES CONCEPT (cont'd)

Conduct research and evaluation studies, *for data collection and statistical purposes*, to enhance services provided which may include ~~[assessment of client or inmate]~~ *interviews, offender* characteristics, prediction of positive treatment outcomes, or prediction of recidivism or violence of an individual ~~[client or inmate]~~ *offender*.

Perform related duties as assigned.

CLASS CONCEPTS

~~[Psychologist-IV]~~ **Corrections Counselor V**: Incumbents provide ~~[psychological]~~ *mental health* services described in the series concept and, in addition, are responsible for a ~~[psychological]~~ *mental health* services program. ~~[Psychologist-IV's]~~ *Incumbents* supervise at least one ~~[Psychologist-III]~~ **Corrections Counselor IV** to *include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline* and may also supervise ~~[clinical]~~ *lower-level professional, technical, and/or administrative staff* ~~[and support staff]~~ *as needed*. Positions at this level typically report to a Medical Director, Mental Health Director, Correctional Programs Administrator, or other higher-level administrator, and work is assigned through agency goals and objectives.

~~[Psychologist-III]~~ **Corrections Counselor IV**: Under general direction, incumbents perform advanced clinical and programmatic work requiring a doctorate in psychology, social science or human service discipline and perform the full range of duties described in the series concept. In addition, ~~[Psychologist-III's]~~ *incumbents* ~~[diagnose]~~ *observe for* mental illness *symptoms*, developmental or learning disabilities and other related disorders, provide oral and written court testimony as a witness regarding the degree of disability and credibility of ~~[clients/inmates]~~ *offenders* and evaluate findings, and may *provide administrative* supervis[e]ion of lower level ~~[professional clinicians, psychology interns, and support staff]~~ **Corrections Counselors, professional, technical, and/or administrative staff as needed**. Positions at this level typically report to a ~~[Psychologist-IV]~~ **Corrections Counselor V**, a Correctional Programs Administrator, or a Clinical Program Manager, and may be assigned to develop, implement, and manage specialized programs.

~~[Psychologist-II]~~ **Corrections Counselor III**: Under general supervision, ~~[Psychologist-II's]~~ **Corrections Counselor III's** are assigned complex caseloads and ~~[treat]~~ *provide care for* the most severely mentally ill, developmentally, or learning-disabled ~~[inmates]~~ *offenders* ~~[in a correctional setting]~~ and provide *for* psycho-educational programs and groups. ~~[at the Department of Corrections. Work is assigned through agency goals and objectives and reviewed through "peer review" and by immediate supervisor as unusual circumstances occur.]~~

~~[Psychologist-I]~~ **Corrections Counselor II**: Under general supervision, ~~[Psychologist-I's]~~ **Corrections Counselor II's** perform the *full range of* duties described in the series concept. ~~[Work is assigned through predetermined referral patterns and agency goals and objectives and reviewed by peers at case staffing's and by immediate supervisor as unusual circumstances arise.]~~

Corrections Counselor I: Incumbents either:

- 1) *Under general supervision, perform some of the duties described in the series concept in a more limited manner as determined by the Department. Positions may be permanently allocated at this level and there is no progression to the next level in the series; or*
- 2) *Under close supervision, receive training in performing the duties described in the series concept. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

[PSYCHOLOGIST-IV] CORRECTIONS COUNSELOR V	44*	A	10.124
[PSYCHOLOGIST-III] CORRECTIONS COUNSELOR IV	43*	B	10.126
[PSYCHOLOGIST-II] CORRECTIONS COUNSELOR III	39*	B	10.132
[PSYCHOLOGIST-I] CORRECTIONS COUNSELOR II	37*	B	10.143
CORRECTIONS COUNSELOR I	35	B	10.154

Page 3 of 6

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

[PSYCHOLOGIST-IV] CORRECTIONS COUNSELOR V

EDUCATION AND EXPERIENCE: Doctoral degree from an accredited college or university in clinical psychology, **psychology**, counseling, education, social work, or closely related field and four years of post-doctoral experience providing therapy, psychological testing and rehabilitative programs to clients or **[inmates] offenders** in a correctional, rehabilitative, clinic or institutional setting, one year of which must have been in a supervisory capacity; **OR** a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology and four years of experience as described above; **OR one year of experience as a Corrections Counselor IV in Nevada State service.** (See Special Requirement)

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

Working knowledge of: State and federal regulations for mental health, developmental disabilities, rehabilitation, or correctional populations; principles and practices of supervision; management principles and practices sufficient to plan, organize, delegate, oversee and evaluate the work of doctoral level and other professional staff and support personnel; general medical conditions which affect mental illness, developmental disabilities, and substance abuse. **Ability to:** participate in management team meetings as requested by the **[Medical] Mental Health** Director, Correctional Programs Administrator, Clinical Program Manager or other administrator; resolve **[clinical and]** programmatic issues resulting from conflicting policies or regulations; establish goals and objectives for the unit or department; develop budgets, work plans, performance indicators, and administrative reports; communicate complex ideas and resolve problems interdepartmentally; provide training to lower level professionals; **[and interns; integrate results from multiple test instruments and]** develop appropriate **[treatment methods] interventions** and goals; *and all knowledge, skills, and abilities required at the lower levels.*

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

Working knowledge of: agency, divisional and departmental policies and procedures; State personnel practices and procedures; advocacy issues regarding mental illness, developmental disabilities, co-occurring disorders, and substance abuse. **Ability to:** collect, analyze, and utilize data in administrative accountability and evaluation studies; prepare and administer a yearly departmental budget by correlating the available fiscal resources with agency needs for equipment, personnel, and training; develop, implement, and evaluate programs in response to **[client/inmate] offenders** and agency needs.

[PSYCHOLOGIST-III] CORRECTIONS COUNSELOR IV

EDUCATION AND EXPERIENCE: Doctoral degree from an accredited college or university in clinical psychology, **psychology**, counseling, education, social work, or closely related field and three years of post-doctoral experience providing therapy, psychological testing and programmatic services in a correctional, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology, and three years of experience as described above; **OR one year of experience as a Corrections Counselor III in Nevada State service..** (See Special Requirement)

[PSYCHOLOGIST-IV] CORRECTIONS COUNSELOR V	44*	A	10.124
[PSYCHOLOGIST-III] CORRECTIONS COUNSELOR IV	43*	B	10.126
[PSYCHOLOGIST-II] CORRECTIONS COUNSELOR III	39*	B	10.132
[PSYCHOLOGIST-I] CORRECTIONS COUNSELOR II	37*	B	10.143
CORRECTIONS COUNSELOR I	35	B	10.154

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

[PSYCHOLOGIST-III] CORRECTIONS COUNSELOR IV

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

Detailed knowledge of: anti-social personalities; correctional programs, criminal justice processes and systems; ~~[inmate]~~ *offender* classification and security procedures and requirements; reference books including psychological treatment, diagnostic and statistical manuals. ~~[; theories, principles and practices of psychological testing and interpretation of test results.]~~ **Working knowledge of:** therapeutic principles and techniques used in providing ~~[psychological]~~ *mental health* services to clients/~~[inmates]~~ *offenders* with mental illness, developmental and related disorders and disabilities; types, etiology, and treatment of mental disorders; ~~[clinical]~~ assessment methods; psychopharmacology and correctional programs. **Ability to:** apply federal and State laws related to treatment and therapy in a correctional environment; provide ~~[psychological]~~ *mental health* services and correctional programming in a correctional setting; abide by the American Psychological Association code of ethics; ~~[administer, interpret and explain diagnostic and projective tests;]~~ ~~[diagnose]~~ *assess for* mental illness, developmental disabilities and related disorders; develop, implement and manage clinical and correctional programs and services; assign and review work, organize staff activities, and provide ~~[clinical]~~ review of subordinates' work as assigned; *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 [Psychologist-I] Corrections Counselor V.)

[PSYCHOLOGIST-II] CORRECTIONS COUNSELOR III

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in *clinical* psychology, *psychology*, counseling, education, social work, or closely related field and three years of post-Master's degree experience providing therapy, psychological testing and programmatic services in a correctional, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree from an accredited college or university in clinical psychology, counseling psychology, educational psychology, social work, or closely related field which included a one-year internship in an applied program and one year of professional experience providing therapy, psychological testing and programmatic services in a correctional, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology, a one-year internship in an applied program, and one year of experience as described above; **OR** *one year of experience as a Corrections Counselor II in Nevada State service.* (See Special Requirement)

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

Working knowledge of: assessment tools and instruments used in the diagnosis, treatment and evaluation of individuals in the population served; federal and State laws related to mental health, intellectual disabilities and substance abuse; correctional programs; agency, divisional and departmental policies and procedures; client/*offender* rights and confidentiality of information; personality disorders; educational and learning disorders; survey design and data collection; mental health and developmental service delivery systems; analysis and interpretation of statistical data; case management practices and procedures; crisis intervention techniques; individual, marital, group and family counseling techniques; treatment team dynamics; psychotropic medications including desired effects, common side effects, and drug interactions; services, roles and responsibilities of human services agencies in the community. **General knowledge of:** chemical dependency and substance abuse; psychological and physical conditions encountered in a correctional setting; normal and abnormal human behavior, growth and development. **Ability to:** make specific observations and recommendations regarding client/*offender* treatment and progress; coordinate treatment services provided by agency personnel and others; and provide correctional programming; work ethically and professionally with individuals who have been convicted of crimes; participate in program development projects; assess,

[PSYCHOLOGIST-IV] CORRECTIONS COUNSELOR V	44*	A	10.124
[PSYCHOLOGIST-III] CORRECTIONS COUNSELOR IV	43*	B	10.126
[PSYCHOLOGIST-II] CORRECTIONS COUNSELOR III	39*	B	10.132
[PSYCHOLOGIST-I] CORRECTIONS COUNSELOR II	37*	B	10.143
CORRECTIONS COUNSELOR I	35	B	10.154

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

~~[PSYCHOLOGIST-II]~~ **CORRECTIONS COUNSELOR III** (cont'd)

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

develop and implement ~~[treatment]~~ **behavior** plans and goals; assess and utilize social, agency, and community resources; establish rapport and appropriate ~~[clinical]~~ relationships with ~~[inmates,]~~ **offenders**, their families and care providers; set ~~[clinical]~~ priorities which accurately reflect the level of care needed by ~~[inmates]~~ **offenders**; balance ~~[clinical]~~ responsibilities ~~[y]~~ with documentation requirements; modify ~~[clinical]~~ intervention procedures to meet specific service needs of ~~[inmates]~~ **offenders** or families; *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 ~~[Psychologist-III]~~ Corrections Counselor IV.)

~~[PSYCHOLOGIST-I]~~ **CORRECTIONS COUNSELOR II**

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in clinical psychology, **psychology**, counseling, education, social work, or closely related field and two years of post-Master's degree experience providing therapy, psychological testing and programmatic services in a correctional, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree from an accredited college or university in clinical psychology, counseling psychology, educational psychology, social work, or closely related field which included a one-year internship in an applied program in a correctional, law enforcement, rehabilitative, clinic or institutional setting; **OR** a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology, and a one-year internship in an applied program as described above; **OR two years of experience as a Corrections Counselor I in Nevada State service.** *(See Special Requirement)*

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

Working knowledge of: ~~[psychological testing and assessment instruments;]~~ theories and principles of counseling; ~~[and psychotherapy;]~~ symptoms, characteristics, and treatment of neurological impairment, mental illness, developmental disabilities, and emotional and behavioral disorders; laws governing abuse and neglect of clients/**offenders**; ethical standards of care and treatment; ~~[oral]~~ **verbal** communication skills sufficient to confer with colleagues, clients/**offenders**, and others. **General knowledge of:** client rights and confidentiality of information. **Ability to:** ~~[administer, score and interpret psychological tests and evaluation procedures according to accepted methods and theoretical constructs;]~~ develop and maintain effective and cooperative working relationships with co-workers, medical and health professionals, social service agency representatives and others; write comprehensive evaluations, reports and recommendations; observe and detect signs and symptoms of psychological disorders.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for ~~[Psychologist]~~ Corrections Counselor III.)

CORRECTIONS COUNSELOR I

EDUCATION AND EXPERIENCE: *Master's degree from an accredited college or university in clinical psychology, psychology, counseling, education, social work, or closely related field.*

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

General knowledge of: *normal and abnormal behavior and development; individual and group counseling techniques; case management practices and procedures; crisis intervention techniques; laws governing*

[PSYCHOLOGIST-IV] CORRECTIONS COUNSELOR V	44*	A	10.124
[PSYCHOLOGIST-III] CORRECTIONS COUNSELOR IV	43*	B	10.126
[PSYCHOLOGIST-II] CORRECTIONS COUNSELOR III	39*	B	10.132
[PSYCHOLOGIST-I] CORRECTIONS COUNSELOR II	37*	B	10.143
CORRECTIONS COUNSELOR I	35	B	10.154

Page 6 of 6

MINIMUM QUALIFICATIONS (cont'd)

CORRECTIONS COUNSELOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd) abuse and neglect of clients/offenders; ethical standards of care and treatment; confidentiality of information; symptoms, characteristics, and treatment of common mental and emotional illnesses. Ability to: provide individual and group therapy; write concise, logical, and clear reports regarding client status and treatment; establish rapport with clients; work effectively with co-workers, medical, and health professionals, social service agency representatives and others.

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

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

	<u>10.124</u>	<u>10.126</u>	<u>10.132</u>	<u>10.143</u>	<u>10.154</u>
ESTABLISHED:	7/1/89P 8/19/88PC	12/1/68	12/1/68	12/1/68	8/8/23UC
REVISED:		2/26/76	2/26/76	2/26/76	
REVISED:		7/27/76	7/27/76	7/27/76	
REVISED:		7/1/86R	7/1/86R	7/1/86R	
		7/18/86-3	7/18/86-3	7/18/86-3	
REVISED:		7/1/89P	7/1/89P	7/1/89P	
		8/19/88PC	8/19/88PC	8/19/88PC	
REVISED:		12/14/89-3			
REVISED:	3/13/90-3	3/13/90-3	3/13/90-3	3/13/90-3	
REVISED:	7/1/93LG	7/1/93LG			
REVISED:	7/1/99P	7/1/99P	7/1/99P	7/1/99P	
	10/2/98PC	10/2/98PC	10/2/98PC	10/2/98PC	
REVISED:	10/16/03UC	10/16/03UC	10/16/03UC	10/16/03UC	
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG	
REVISED:	3/9/16RNC	3/9/16UC	3/9/16UC	3/9/16UC	
REVISED:	8/8/23UC	8/8/23UC	8/8/23UC	8/8/23UC	

POSTING#: 03-24
Effective: 08/08/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.610	Governmental Liaison	40	A	7.610	Abolish		

Basis for Recommendation

The Governmental Liaison was established through an uncontested posting on 04-19-2016, with a retroactive date of 11-30-2015, based on an Individual Class Specification (NPD-19) study. This class specification was developed for the sole use by the Nevada Department of Transportation (NDOT).

Currently, the class specification is no longer being utilized by NDOT, has not been utilized or recruited for since 2016, and is not expected to be utilized by NDOT at this time. Therefore, it is recommended that this series be abolished.

NDOT agrees with 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>
GOVERNMENTAL LIAISON	40	A	7.610

~~Under the direction of the Southern Nevada Deputy Director, Nevada Department of Transportation (NDOT), act as a government affairs liaison administrator with other government agencies and the public.~~

~~Serve as an organizational expert on government issues; counsel management and staff; coordinate efforts with both NDOT and contracted consultant staff; support NDOT's public policy efforts by tracking federal and State legislation and relating impacts to NDOT's program, and recommend strategies to effectively address the issue.~~

~~Develop a strategic plan for support of various transportation advocacy groups; support NDOT's public policy efforts by monitoring various government meetings; coordinate community and government relations and initiatives of NDOT; monitor emerging local and state government activity affecting NDOT; research and analyze State and federal legislation and public policy issues.~~

~~Communicate and coordinate with federal, State and local government agencies and quasi-government agencies on transportation policies and initiatives to insure timely follow through and response; coordinate with planning outreach efforts and events related to NDOT's public affairs efforts; develop and maintain key department reports and documents; develop presentations to various interest groups regarding issues.~~

~~Stay abreast of local issues and developments to identify impacts to State and Department programs; coordinate pertinent political and social issues for NDOT's southern region Director's and Deputy Director's offices.~~

~~Provide operational and statistical information for management; analyze and evaluate data, reports, and other relevant organizational documentation; provide recommendations on community and government relations initiatives of NDOT and how those issues relate to Department policies and positions.~~

~~Participate in meetings on behalf of the Director and Deputy Director in order to represent the agency's position to government or public agencies.~~

~~Perform related duties as assigned.~~

MINIMUM QUALIFICATIONS

~~**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business or public administration, political science, social science, economics or closely related field and three years of progressively responsible professional experience which included working with elected and government officials on policy development; interpreting, explaining and applying laws, regulations and complex policies; planning and conducting outreach and/or public affairs events; and researching, analyzing and summarizing information to determine best strategies to effectively represent the agency; **OR** an equivalent combination of education and experience as described above.~~

~~**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):
Working knowledge of: government agencies, resources and functions sufficient to locate and obtain needed information and/or resources; data gathering techniques and analysis of public opinion, including statistical analysis techniques; the state and legislative process relating to budgeting; principles and practices of personnel management~~

MINIMUM QUALIFICATIONS (cont'd)

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

~~and the department's Affirmative Action plan; program/policy development; accepted practices and methods used in designing program reviews and audits. **General knowledge of:** modern principles and practices of public legislation and basic methods of public agency administration. **Ability to:** plan, organize and administer programs and activities; work collaboratively with representatives of other State agencies, federal and local jurisdictions, regulatory agencies and other stakeholders; be sensitive to local, State, federal programs, and political aspects governing an area; determine best strategies to effectively represent the state's transportation program at local, State and federal levels; recommend and implement goals, objectives and practices for providing effective and efficient processes; effectively manage intergovernmental relationships; correctly analyze policies and effects on related programs, and conduct research on legislative issues; represent the agency in policy discussions with other entities; use good judgment in handling sensitive issues; write comprehensive reports, recommendations and legislative proposals; establish and maintain effective working relationships with members and staff of the Legislature, Governor's Office, community leaders, representatives, individuals and special interest groups; deal effectively with persons representing widely divergent backgrounds, interests and points of view; work under pressure and meet deadlines; represent the agency both inside and outside the organization and to gain support for programs, projects and policies; develop and/or direct timely and accurate responses for information to citizens, community groups or governmental agencies. **Skill in:** presenting information clearly and effectively, and adapting to various speaking situations; recordkeeping and report preparation; records management techniques; developing and maintaining key databases; managing multiple priorities and ensuring established deadlines are met; methods and techniques of research, including data collection, analysis and reporting; attention to detail and accuracy while meeting critical deadlines; recommending courses of action based upon study outcomes and results; motivating others and encouraging effective action; advanced research and analysis techniques; organizing, planning, developing and implementing strategies to address agency and public policy issues; coordinating and implementing diverse intergovernmental public policies issues.~~

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

~~**General knowledge of:** Federal, State and local regulations including Federal Codes of Regulations, USDOT regulations for Federal Highway Administration, Federal Transit Administration, Nevada Revised Statutes and Nevada Administrative Code as it relates to the specific work area; NDOT policies and procedures; State Administrative Manual pertaining to agreements, travel and personnel issues; current issues affecting the state of Nevada and how issues relate to the agency's policies and positions; federal, State and local laws effecting transportation systems. **Ability to:** read, interpret, and apply complex rules and regulations, technical reports, governmental publications and federal directives; establish and promote a positive image with the public; effectively promote the department's position on transportation-related issues; identify, analyze and interpret complex legislation and assess the impact on agency issues as it relates to federal, state, and local government, the general public and business community; interpret laws, legislation and/or regulations; coordinate the work of professional, technical and clerical personnel.~~

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

7.610

ESTABLISHED: 11/30/15R
4/19/16UC
ABOLISHED: 8/8/23UC

POSTING#: 04-24
Effective: 08/10/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.201	DPS Lieutenant Colonel	49*	A	<i>13.201</i>	<i>Abolish</i>		

Basis for Recommendation

The DPS Lieutenant Colonel class specification, within the Department of Public Safety, is not currently being utilized, has not been utilized or recruited for since 2006, and was moved to the Unclassified service in 2011. Therefore, it is recommended that this series be abolished.

DPS agrees with 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>
DPS LIEUTENANT COLONEL	49*	A	13.201

~~Under administrative direction, the DPS Lieutenant Colonel serves as deputy administrator to the highest-ranking executive in one of the largest divisions in the Department of Public Safety and fulfills specific responsibilities delegated by the DPS Colonel. The DPS Lieutenant Colonel represents the department to external entities, performs the duties of the DPS Colonel in his/her absence or as requested, and may assist or be assigned to:~~

~~Establish operating policies and procedures, plans, goals and objectives of the division to comply with federal and State laws and to ensure that the division's mission of law enforcement is defined and achieved within overall department goals.~~

~~Prepare, institute, and monitor the division budget in order to ensure adequate funding of operations on a statewide basis; present prepared budget to the department director, State officials and the Legislature as required.~~

~~Direct division staff consistent with the statutes and regulations for personnel administration; ensure that all personnel are properly selected, appropriately trained, adequately equipped and motivated to perform assigned duties; evaluate such activities and take appropriate action to reinforce desirable performance or correct deficiencies.~~

~~Ensure that all branches of the division are sufficiently staffed and funded in order to carry out the enforcement of federal, State, and local traffic and criminal laws; by administrative direction, provide for an effective State Criminal History Repository, Hazardous Materials Inspection, Transportation and Disposal Programs, and other programs designed to carry out laws and regulations.~~

~~Administer various systems crucial to statewide multi-agency law enforcement programs such as the Criminal Justice Information System (CJIS).~~

~~Provide for and direct information technology functions of the division through the formulation and implementation of policy and plans related to the division's hardware and software; establish priorities for the development of information systems and set standards and qualifications for access by division personnel and other law enforcement agencies.~~

~~Establish policies and procedures which provide security for the Governor as well as visiting dignitaries; formulate plans and policies regarding the deployment of peace officers in the event of riots, public demonstrations and disasters; assume operational control and command over all law enforcement agencies within the State upon declaration by the Governor of a state of emergency; serve as a member of the State committee which formulates and implements State Civil Defense Plans.~~

~~Represent the division before various public and civic groups; maintain active participation in community activities; establish and maintain membership or liaison with appropriate clubs and organizations; serve as the State's representative to various international, national, and State law enforcement agencies; maintain contact by representing the division before individuals and groups through oral and written presentations.~~

~~Determine the need for appropriate legislation with the approval of the department director; provide for the drafting and introduction of bill drafts to the Legislature; present testimony before various committees of the Legislature.~~

[* Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention]

~~Perform peace officer and other related duties as assigned.~~

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- ~~* A valid driver's license is required at the time of appointment and as a condition of continuing employment.~~
- ~~* Pursuant to NRS 284.4066, this class has been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.~~
- ~~* Position is subject to call-out or call-back.~~
- ~~* Statewide travel is required.~~
- ~~* Working evenings, weekends and/or holidays is required.~~

INFORMATIONAL NOTES:

- ~~* Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.~~
- ~~* Incumbents must pass the P.O.S.T. fitness test and possess the physical and mental abilities to perform the essential functions of the position as a condition of continuing employment.~~
- ~~* Incumbents must meet firearms qualification/certification standards and proficiency requirements as established by agency policy.~~

~~EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public administration, business administration, criminal justice, or related field and four years of increasingly responsible law enforcement management experience, one year of which included responsibility for managing a large law enforcement operation, coordinating resources and staff, and budget development, equivalent to a DPS Major in Nevada State service; **OR** one year of experience as a DPS Major 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:** law enforcement; legal processes; budgeting and planning; personnel management and organization methods. **Ability to:** develop and track progress toward goals, objectives and programs of a law enforcement agency; interpret laws, policies and regulations to achieve the mandate of the division and department; supervise subordinates effectively and efficiently; analyze situations rapidly and accurately and respond appropriately; communicate effectively both orally and in writing; *and all knowledge, skills and abilities required at the lower DPS management level classes.*~~

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

~~**Working knowledge of:** State and legislative budget process. **Ability to:** act on behalf of the DPS Colonel in planning, organizing, directing and controlling a statewide law enforcement agency.~~

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

13.201

- ESTABLISHED: 9/18/95UC
- REVISED: 3/29/01UC
- REVISED: 7/1/01LG
- REVISED: 7/1/05P
- REVISED: 3/25/05PC
- REVISED: 5/11/07UC

13.201

REVISED: 10/1/07LG
ABOLISHED: 8/10/23UC

POSTING#: 06-24
Effective: 08/11/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.131	Retirement Examiner II	34	B	<i>7.131</i>	<i>Abolish</i>		
7.120	Retirement Examiner I	32	B	<i>7.120</i>	<i>Abolish</i>		

Basis for Recommendation

Upon review of the class specifications currently in use by State agencies, it was determined that the Retirement Examiner series was not currently being utilized and is not expected to be utilized in the future. All positions in this series were moved to the non-classified service on 03-17-2021. Therefore, it is recommended that this series be abolished.

The Public Employees Retirement System is the only State agency to utilize this series 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>
RETIREMENT EXAMINER II	34	B	7.131
RETIREMENT EXAMINER I	32	B	7.120

SERIES CONCEPT

~~Retirement Examiners review member accounts to determine if member meets eligibility criteria and/or estimate retirement benefits by applying and interpreting eligibility criteria and applicable policies, rules, and guidelines.~~

~~Process applications for service and disability retirement by reviewing application form and file for completeness, obtaining missing information, issuing written acknowledgement of application, consulting with members of the medical community to assess applicants' information, calculating benefit payment amounts, establishing records and preparing payment release forms.~~

~~Process survivor benefits including determining eligibility, verifying service credit, verifying relationship of claimant, and determining effective date and benefit payable to each claimant, creating a file/record, and continually monitoring the account to ensure compliance with statute.~~

~~Provide group and/or individual counseling services regarding service and disability retirement, survivor benefits, service credit, Social Security offsets, purchase of service, repayment of withdrawn contributions and other retirement benefit matters.~~

~~Design presentations and programs such as pre-retirement programs to meet the needs of a specific target group, as well as comply with official policies and statutes.~~

~~Process requests for re-employment from retired disability recipients by reviewing medical information and specific position duties with physician, preparing, and presenting report of analysis and recommendations; monitor status of disability recipients who are employed to ensure their compliance with employment restrictions.~~

~~Research, compose, dictate, and verify correspondence to members and employers regarding various retirement/benefit matters.~~

~~Perform related duties as assigned.~~

CLASS CONCEPTS

Retirement Examiner II: Under general direction of the Division Chief, incumbents perform the full range of duties as described in the series concept and supervise lower level employees in the Employer and Production Services or Member and Retiree Services Divisions. Incumbents are expected to perform special projects such as audits of employee pay factors, tracking and maintaining division work statistics, and public relations activities such as scheduling and delivering instructional programs, employer visits and workshops or informational sessions. This is the supervisory level in the series.

Retirement Examiner I: Under general supervision of the Retirement Examiner II, incumbents perform the duties described in the series concept at the journey level.

MINIMUM QUALIFICATIONS

RETIREMENT EXAMINER II

~~EDUCATION AND EXPERIENCE: Associate's degree in public or business administration or related field, and one year of professional experience which included public relations, making eligibility determinations, and interpreting and applying rules and regulations; **OR** one year of experience as a Retirement Examiner I in Nevada State service; **OR** an equivalent combination of education and experience as described above.~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: the concepts of a benefit program as applied to determining eligibility and calculating benefits; interviewing techniques in order to obtain necessary information; retirement benefits, calculation of service credit, and applicable policies and procedures; federal and State laws, rules and regulations applicable to programs. **Skill in:** written English sufficient to compose routine business correspondence to benefit recipients; mathematical computation sufficient to calculate benefit amounts by applying established formulas.~~

~~FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: common investment and returns available to individuals. **Skill in:** effectively communicating with other people sufficient to provide consultative services regarding retirement options.~~

RETIREMENT EXAMINER I

~~EDUCATION AND EXPERIENCE: Associate's degree in public or business administration or related field, and one year of paraprofessional experience which included public contact and customer service, financial recordkeeping, and interpreting and applying rules and regulations; **OR** two years of experience as a Retirement Technician in Nevada State service; **OR** an equivalent combination of education and experience as described above.~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: the concepts of a benefit program as applied to determining eligibility and calculating benefits; interviewing techniques in order to attain necessary information. **Knowledge of:** standard office practices and procedures; State statutes and policies (past and present) relating to retiree benefits; federal laws regarding IRS codes and Social Security and COBRA; employer contribution factors; common investment returns available to individual members. **Skill in:** written English sufficient to compose routine business correspondence to benefit recipients; basic mathematical computation sufficient to calculate benefit amounts by applying established formulas.~~

~~FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Knowledge of: retirement benefits, calculation of service credit, and applicable policies and procedures. federal and State laws, rules, and regulations applicable to programs.~~

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

~~7.131 7.120~~

~~ESTABLISHED: 5/8/78 7/1/74
REVISED: 3/21/78-3
REVISED: 9/22/89R
3/13/90PC
REVISED: 7/1/93P 7/1/93P~~

~~RETIREMENT EXAMINER II~~

~~RETIREMENT EXAMINER I~~

Page 3 of 3]

34

B

7.131

32

B

7.120

7.131

7.120

~~9/24/92PC~~

~~9/24/92PC~~

REVISED:

~~2/27/09PC~~

~~2/27/09PC]~~

ABOLISH:

~~8/11/23UC~~

~~8/11/23UC~~

POSTING#: 07-24
Effective: 08/11/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.127	Retirement Technician	28	E	7.127	<i>Abolish</i>		

Basis for Recommendation

Upon review of the class specifications currently in use by State agencies, it was determined that the Retirement Technician class was not currently being utilized and is not expected to be utilized in the future. All positions in this series were moved to the non-classified service on 03-17-2021. Therefore, it is recommended that this series be abolished.

The Public Employees Retirement System is the only State agency to utilize this series 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>
RETIREMENT TECHNICIAN	28	E	7.127

~~Under general supervision of a Retirement Examiner II in the Public Employees' Retirement System, Retirement Technicians calculate and process the purchase of service credit and repayment of withdrawn contributions, refunds and reimbursements; calculate benefits and assist clients with benefit related matters.~~

~~Process employer contributions by verifying and reconciling all information on employer contribution reports to ensure accuracy, confirming that employer has deposited contribution monies prior to crediting account and drafting of correspondence to employer regarding over/under payments and/or penalties as required by statute or policy.~~

~~Process purchase of service credit, repayment of withdrawn contributions, refund, and disbursement applications by reviewing file to determine eligibility and amount to be refunded/distributed, preparing proper paperwork to initiate computer generated check or agreement, reconciling error reports and verifying check registers.~~

~~Provide information and assistance to clients regarding service credit, insurance deductions, salary and contribution reporting, check deductions, basic retirement eligibility and other related matters.~~

~~Review enrollment, termination, direct deposit and/or change forms for completeness; input data in system and/or communicate with agency, employer, or bank to obtain needed information and/or discuss problems and changes.~~

~~Verify and reconcile premium deductions taken to those recorded on the applicable deduction report; make manual adjustments; request and mail checks and reports to agencies, organization and individual.~~

~~Determine if missing checks have been cashed or forged; review forms submitted by retiree and reissue check and/or send information to bank for investigation.~~

~~Process benefit estimates by determining eligibility and applying calculation rules and regulations.~~

~~Perform related duties as assigned.~~

~~*****~~

MINIMUM QUALIFICATIONS

~~**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and three years of office/clerical experience involving public contact, records maintenance, explaining and applying rules and regulations, and performing mathematical computations; **OR** an equivalent combination of education and experience as described above.~~

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

~~**Working knowledge of:** office procedures, methods, and equipment; recordkeeping practices; operation and use of business software including word processing, spreadsheet, and database management programs. **General knowledge of:** accounting/bookkeeping practices, procedures, and terminology. **Ability to:** read and apply rules, regulations, policies and procedures; review documents to identify and correct errors and discrepancies; collect, compile, compute and interpret data associated with reports; communicate effectively both orally and in writing;~~

~~organize and prioritize work assignments. **Skill in:** written English sufficient to compose routine business~~

~~**MINIMUM QUALIFICATIONS** (cont'd)~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
correspondence and reports, mathematical computations sufficient to calculate refunds and retirement benefits.~~

~~FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: State statutes and policies (past and present) relating to retiree benefits; federal laws including IRS codes and Social Security; employer contribution factors; common investment returns available to individual members; Personnel Retirement Board policies, rules, and procedures.~~

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

7.127

~~ESTABLISHED: 7/1/89P
REVISED: 6/9/89PC
REVISED: 7/1/93P
REVISED: 9/24/92PC
REVISED: 2/27/09PC]
ABOLISHED: 8/11/23UC~~

POSTING#: 08-24
Effective: 08/11/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.117	Division Chief, Retirement	39	B	<i>7.117</i>	<i>Abolish</i>		

Basis for Recommendation

Upon review of the class specifications currently in use by State agencies, it was determined that the Division Chief, Retirement class was not currently being utilized and is not expected to be utilized in the future. All positions in this series were moved to the non-classified service on 03-17-2021. Therefore, it is recommended that this series be abolished.

The Public Employees Retirement System is the only State agency to utilize this series 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>
DIVISION CHIEF, RETIREMENT	39	B	7.117

~~Under direction of the Operations Officer, Division Chiefs, Retirement direct the operation/activities of either the Employer and Production Services Division which is responsible for the enrollment, maintenance and processing of member records, and the processing and maintenance of new and existing retiree accounts, benefit estimates, purchase of service credit and refund repayment, or the Member and Retiree Services Division which is responsible for one-on-one and group retirement counseling, programs, agency communications, agency human resource functions, and internal and external publications. Incumbents supervise Retirement Examiners and Retirement Technicians, as well as professional and administrative support staff.~~

~~Direct the operations of the division to include: counseling; communications and publications; establishing procedure; disseminating information with regard to changing laws, policies and directives; developing and implementing various benefit programs; providing quality assurance.~~

~~Oversee the coordination of employee training and agency human resource functions such as employee evaluation and discipline; create and modify work performance standards.~~

~~Provide administrative direction to the work unit by reviewing, analyzing, developing and recommending policies, procedures and workflow to ensure efficiency, arranging for necessary resources, developing goals and objectives, establishing priorities and communicating strategies to staff.~~

~~Interpret statutes, laws, policies and procedures relating to areas of responsibility for staff and/or members/benefit recipients to ensure understanding and compliance; develop annual management plan and track division expenditures to ensure conformance to budget limitations; ensure the review and accuracy of high-level benefit and purchase of service credit calculations for specialized employee groups such as judges and elected officials.~~

~~Disseminate information to members, benefit recipients and employers by preparing newsletter articles and correspondence, drafting various forms and documents such as Plan Summary Description, and developing and implementing programs to provide group presentations.~~

~~Administer the Police and Fire Retirement Fund including preparing and disseminating information for committee meetings, reviewing and analyzing positions for possible inclusion in the Fund and recommending policies and procedures.~~

~~Evaluate proposed legislation or pending lawsuits to determine cost impact on the Retirement System; provide testimony in court cases involving the Retirement System or individual member/benefit recipient accounts.~~

~~Perform related duties as assigned.~~

MINIMUM QUALIFICATIONS

~~EDUCATION AND EXPERIENCE: Bachelor's degree in public administration, business administration, finance, personnel or a related area, and four years of professional experience in administering a program including explaining and interpreting program content, rules and regulations, preparing reports and making presentations. Two years of the experience must involve supervisory responsibility; **OR** two years of experience~~

MINIMUM QUALIFICATIONS (cont'd)

~~EDUCATION AND EXPERIENCE: (cont'd)~~

~~equivalent to Retirement Examiner II in Nevada State service; **OR** an equivalent combination of education and experience as described above.~~

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

~~**Working knowledge of:** supervisory techniques including selection, training, motivation, work assignment and review, employee evaluation and discipline. **Skill in:** written English sufficient to compose business correspondence, documents, articles, and reports; basic mathematical computation sufficient to verify the accuracy of staff calculations of benefits. **Ability to:** plan, organize and coordinate a variety of programs and activities; allocate human and fiscal resources within established time constraints and budget limitations; communicate effectively both orally and in writing.~~

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

~~**Working knowledge of:** the federal and State laws and regulations relative to tax, insurance, federal benefit plans, Social Security and Fair Labor Standards Act; PERS' benefits, policies and procedures.~~

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

7.117

- ~~ESTABLISHED: 7/1/74~~
- ~~REVISED: 7/1/75~~
- ~~REVISED: 7/26/77R~~
- ~~11/18/77PAC~~
- ~~REVISED: 3/21/78-3~~
- ~~REVISED: 7/2/81R~~
- ~~12/11/81PAC~~
- ~~REVISED: 8/27/90R~~
- ~~5/24/91PC~~
- ~~REVISED: 7/1/93P~~
- ~~REVISED: 9/24/92P~~
- ~~REVISED: 2/27/09PC]~~
- ~~**ABOLISHED: 8/11/23UC**~~

POSTING#: 09-24

Effective: 08/22/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.338	Mental Health Technician IV	29	C	10.338	No Change		
10.346	Mental Health Technician III	27	C	10.346	No Change		
10.356	Mental Health Technician II	25	E	10.356	No Change		
10.366	Mental Health Technician I	23	E	10.366	<i>Mental Health Technician I</i>	23	<i>H</i>

Basis for Recommendation

At the request of the Department of Health & Human Services, Division of Public & Behavioral Health (DPBH) and in consultation with the Division of Human Resource Management (DHRM) it was determined that a review of the Mental Health Technician series be conducted. Mental Health Technicians supplement the work of mental health professionals, health specialists, and nursing staff including participation in the formulation and implementation of treatment plans for clients in a mental health facility. Employees work in environments such as psychiatric hospitals, treatment centers, psychological evaluation service units, sexual offender units, rural clinics, and related treatment areas where they may be exposed to verbal and physical assault by clients.

In consultation with subject matters experts from DPBH and analysts within DHRM it was determined that the Education and Experience section of the Minimum Qualifications for the Mental Health Technician I be amended to reflect that applicants can meet the minimum qualifications of the class by graduating from high school or equivalent education and one year of general work experience.

In addition, the Education and Experience sections of the Minimum Qualifications for the Mental Health Technician II, III, and IV were amended to account for the change to the Mental Health Technician I and to maintain consistency with verbiage, formatting, and structure.

These changes will allow for an increased and more diverse pool of applicants and increase recruitment efforts.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MENTAL HEALTH TECHNICIAN IV	29	C	10.338
MENTAL HEALTH TECHNICIAN III	27	C	10.346
MENTAL HEALTH TECHNICIAN II	25	E	10.356
MENTAL HEALTH TECHNICIAN I	23	E	10.366

SERIES CONCEPT

Mental Health Technicians supplement the work of mental health professionals, health specialists, and nursing staff including participation in the formulation and implementation of treatment plans for clients in a mental health facility. Employees work in environments such as psychiatric hospitals, treatment centers, psychological evaluation service units, sexual offender units, rural clinics, and related treatment areas where they may be exposed to verbal and physical assault by clients.

Assist in observing client behavior on an ongoing basis to monitor the effectiveness of treatment plans; assist in documenting progress in client charts; and assist in reporting significant behavioral and/or medical problems to the interdisciplinary team leader, nurses, or other professional clinical staff.

Participate in interdisciplinary team meetings as assigned; discuss client behavior and provide input and recommendations on changes to the treatment plan in order to optimize client care.

Act as a role model for clients by demonstrating appropriate behavior and applying active listening techniques; establish therapeutic interpersonal relationships with assigned clients through one-on-one interactions in order to accomplish treatment plan goals.

Receive incoming crisis calls from the public and refer to appropriate professional staff.

Protect clients' rights by demonstrating appropriate professional and personal behavior; report observed violations of clients' rights and suspected or known instances of client abuse or neglect consistent with facility and division policies and procedures and federal and State statutes and guidelines; provide client, caregiver and/or family instruction regarding the clients' individual treatment structure to include ongoing assessment; facilitate and protect clients during community events.

Collect and maintain data to produce reports and maintain accurate records which may be used for billing purposes; complete special reports such as incident and accident reports; enter client data into the computer to include demographics, admission, unit, and discharge information; assemble and audit client charts within the requirements of the facility; and maintain confidentiality in compliance with established laws, regulations, and agency policy.

Assist in orienting and training staff to the facility and introduce appropriate policies and procedures.

Implement responses to safety and security issues according to established procedures.

Transport clients to and from scheduled appointments, school, and outings using State vehicles and public transportation; supervise clients on outings; accompany/transport clients to discharge locations.

Assist professional staff with re-integrating clients into the family and/or community; assist and monitor clients in job seeking skills to include interviewing techniques.

MENTAL HEALTH TECHNICIAN IV	29	C	10.338
MENTAL HEALTH TECHNICIAN III	27	C	10.346
MENTAL HEALTH TECHNICIAN II	25	E	10.356
MENTAL HEALTH TECHNICIAN I	23	E	10.366

Page 2 of 7

SERIES CONCEPT (cont'd)

Facilitate or co-facilitate individual and group sessions under direct supervision of a mental health professional as assigned; proctor tests and programs required by the school district as assigned.

Assist clients and their families with accessing rehabilitative and support services such as applying for financial support, Medicaid, and vocational rehabilitation as assigned.

Provide basic living and vocational skills training as assigned.

Complete coursework and training as assigned.

Perform related duties as assigned.

In addition, the following duties apply to positions in 24-hour/7-day a week settings:

Assist in orienting new clients to the facility and answer questions as appropriate regarding daily activities, schedules and programs; and assist in ordering unit supplies and clothing for clients.

Perform basic health-related duties such as taking blood pressure and temperature, and measuring height and weight in order to support the nursing staff; ensure clients take prescribed medications; collect samples such as urine in the appropriate manner and send to the laboratory to test for illegal substances; and record information in client charts.

Instruct and oversee clients in developing daily living skills including bathing, brushing hair and teeth, dressing, making beds, doing laundry, and shopping in order to establish and/or maintain clients in a clean and safe environment following prescribed health standards; observe and report health and safety hazards to the unit supervisor.

Assist clients with basic budgeting and recordkeeping; maintain current inventory of personal items and clothing; secure valuable items in locked storage; return personal property to client upon discharge.

Supervise clients during meals to ensure appropriate behavior.

Perform basic housekeeping and environmental operational procedures such as cleaning the refrigerator, doing laundry and general building maintenance duties such as changing light bulbs and pest control.

Perform security and safety duties such as periodic monitoring and testing of locks, keys and windows; check doors and other means of entry or exit; admit, monitor and document names of visitors and service providers to the facility; conduct scheduled fire drills and emergency evacuations as assigned; conduct searches of clients suspected of having contraband by following agency policies and procedures; perform periodic room searches for contraband; count and verify client population at periodic times throughout the shift and take appropriate action to determine client whereabouts.

Implement verbal intervention for clients who are escalating and, as necessary, restrain or utilize appropriate behavioral and environmental controls for clients who are a threat to themselves or others and may be hostile, combative, aggressive or assaultive; follow facility procedures regarding techniques and duration of restriction; notify appropriate personnel of action taken and document as required; conduct suicide prevention watches by checking on clients at specified intervals.

Maintain current knowledge and ensure compliance with applicable federal and State health and safety laws and regulations, as well as policies concerning infection control and related issues; handle and dispose of bodily waste, cleaning agents and other potentially hazardous materials; ensure facilities are clean and sanitary and report building maintenance needs.

MENTAL HEALTH TECHNICIAN IV	29	C	10.338
MENTAL HEALTH TECHNICIAN III	27	C	10.346
MENTAL HEALTH TECHNICIAN II	25	E	10.356
MENTAL HEALTH TECHNICIAN I	23	E	10.366

CLASS CONCEPTS

Mental Health Technician IV: Under direction of professional staff, incumbents perform all or part of the duties described in the series concept and either:

- 1) Supervise subordinate Mental Health Technicians in the performance of their duties to include assigning and reviewing work, preparing and conducting performance evaluations, and recommending disciplinary action. Incumbents may or may not work in the immediate vicinity of the supervisor and assignments are consistent with unit and agency goals and objectives. Supervisory work is reviewed as the need arises and when unusual circumstances occur. Policy and procedures are available for reference; or
- 2) As a permanent member of a treatment team, provide input regarding all clients on the assigned unit, represent technicians regarding current treatment plan, disseminate information regarding client treatment plans to lower level staff, and ensure implementation of treatment team decisions related to technicians' responsibilities. Incumbents assist in writing agency policies and procedures and ensure proper implementation by lower level staff, and they represent lower level technicians on accreditation and operational committees. They also directly oversee staff on an assigned unit by assigning, reviewing, and monitoring work, contributing to performance evaluations, and recommending disciplinary action.

Mental Health Technician III: Under general supervision, incumbents perform the full range of duties described in the series concept at the journey level. Incumbents assist in training and overseeing the work of lower level technicians, and may be assigned to serve as a leadworker and oversee shift activities. In addition, they participate in interdisciplinary team meetings to discuss client behavior, report observations, and provide input regarding changes to the treatment plan.

Work is reviewed periodically, through observation, documentation, and as unusual circumstances occur. Policy and procedures are available for reference to resolve problems.

Mental Health Technician II: Under close supervision, incumbents continue to receive training and gain experience in performing duties described in the series concept. Work is reviewed and monitored on a regular basis until technical tasks have been mastered to ensure standards of care are met. Agency policy and procedures are available for training and reference.

This is the continuing trainee level in the series, and progression to the journey level may occur when minimum qualifications are met, the incumbent is performing satisfactorily, and with the recommendation of the appointing authority.

Mental Health Technician I: Under immediate supervision, incumbents receive training in performing duties described in the series concept. Work is closely reviewed and monitored, and extensive on the job training is provided to ensure standards of care are met. Agency policy and procedures are available for training.

This is the entry level in this series, and progression may occur when minimum qualifications are met, the incumbent is performing satisfactorily, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

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

MENTAL HEALTH TECHNICIAN IV	29	C	10.338
MENTAL HEALTH TECHNICIAN III	27	C	10.346
MENTAL HEALTH TECHNICIAN II	25	E	10.356
MENTAL HEALTH TECHNICIAN I	23	E	10.366

Page 4 of 7

MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS (cont'd)

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Some positions require work on evenings, weekends, and/or holidays.
- * Some applicants must successfully complete a pre-employment physical and be free of active tuberculosis.

INFORMATIONAL NOTES:

- * CPR certification is required within six months of appointment and as a condition of continuing employment.
- * First aid certification is required within six months of appointment and as a condition of continuing employment.
- * In accordance with NAC 284.437, this series may be used to underfill Mental Health Professional positions when recruitment efforts for clinical positions in rural communities have been unsuccessful.

MENTAL HEALTH TECHNICIAN IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and ~~four~~ **three** years of ~~experience, three of which were~~ paraprofessional **and/or technical** experience in a hospital, institutional, residential, clinic, or community setting providing care, treatment, training, and supervision for individuals with mental illness or emotional disturbances. In addition, applicants must have attained and maintained valid mental health certification pursuant to NRS 433.279; **OR** one year of experience as a Mental Health Technician III or Developmental Support Technician III in Nevada State service and valid mental health certification pursuant to NRS 433.279. (*See Special Requirements and Informational Notes*)

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

Detailed knowledge of: data collection procedures; reporting procedures; standards of care and treatment used for individuals with mental illness; safety procedures and health regulations related to client care. **Working knowledge of:** positive behavior supports and reinforcements; requirements of accreditation guidelines pertaining to client care. **General knowledge of:** basic supervisory practices and procedures such as assigning and reviewing work. **Ability to:** interpret and apply policies and procedures related to client care and treatment and facility operations; implement new policies and procedures; assist subordinate staff in implementing the agency's mission regarding client care; organize time, set priorities and meet deadlines; *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: coaching and mentoring techniques; supervisory techniques used in hiring, training, and supervising subordinate staff. **Ability to:** apply agency and division policies and procedures to specific situations and problems; assign, schedule, coordinate and organize the work of others; train and supervise assigned personnel; develop work performance standards and evaluate the performance of subordinate staff; actively problem-solve and intervene when client safety or progress could be affected; act as a role model for subordinate staff; compose and generate reports.

MENTAL HEALTH TECHNICIAN III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and ~~three~~ **two** years of ~~experience, two of which were~~ paraprofessional **and/or technical** experience in a hospital, institutional, residential, clinic, or community setting providing care, treatment, training, and supervision for individuals with mental illness or emotional disturbances. In addition, applicants must have attained valid mental health certification pursuant to NRS 433.279; **OR** one year of experience as a Mental Health

MENTAL HEALTH TECHNICIAN IV	29	C	10.338
MENTAL HEALTH TECHNICIAN III	27	C	10.346
MENTAL HEALTH TECHNICIAN II	25	E	10.356
MENTAL HEALTH TECHNICIAN I	23	E	10.366

Page 5 of 7

MINIMUM QUALIFICATIONS (cont'd)

MENTAL HEALTH TECHNICIAN III (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

Technician II or Developmental Support Technician II in Nevada State service and valid mental health certification pursuant to NRS 433.279. *(See Special Requirements and Informational Notes)*

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

Working knowledge of: purpose of treatment as applied to individuals with mental illness; agency data collection and reporting procedures; agency policies and procedures pertaining to care and treatment; behaviors associated with mental illness; safety procedures and health regulations related to client care; legal and reporting requirements related to denials of client rights, abuse, neglect and illegal behavior; psychotropic medications including desired effects and side effects. **General knowledge of:** human behavior and causes of human behavior; various instructional techniques; family dynamics; requirements of facility licensing and accreditation pertaining to client care and treatment. **Ability to:** maintain current knowledge of client progress; define client progress and document in observable and measurable terms; actively participate in meetings including treatment team and committee meetings as assigned; instruct clients in performing activities of daily living; interpret non-verbal behavior; follow emergency plans; orient new staff and clients to facility locations and programs; perform household chores; cook and prepare snacks; independently organize and facilitate individual and group activities; set limits or identify limits and consequences for clients; maintain a safe environment for clients, staff and the public; use medical, diagnostic and reference manuals under the direction of a professional; organize and prioritize own work; *and all knowledge, skills, and abilities required at the lower levels.*

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

Working knowledge of: agency policies and procedures related to client care and the unit/facility. **General knowledge of:** effects of mental illness on the treatment and symptoms of other medical and physical conditions; State laws applicable to mental illness. **Ability to:** recommend changes in treatment plans based on behavioral observations; assist professional staff in planning short- and long-term goals for clients; respond appropriately to psychological crisis situations and refer to professional staff.

MENTAL HEALTH TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and ~~two years~~ *one year* of ~~[experience, one of which was]~~ paraprofessional experience in a hospital, institutional, residential, clinic, or community setting providing care, treatment, training, and supervision for individuals with mental illness or emotional disturbances. In addition, applicants must have completed coursework required while working toward certification in accordance with statute and regulation; **OR** one year of experience as a Mental Health Technician I or Developmental Support Technician I in Nevada State service, and completion of coursework required by statute and regulation. *(See Special Requirements and Informational Notes)*

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

Working knowledge of: assaultive behavior interventions to include self-defense and non-violent control of aggression; charting/documentation techniques, forms and procedures; universal precautions and infection control procedures; methods used to take vital signs and collect specimens; operation of general office equipment including computers. **General knowledge of:** laws, regulations, and policies related to client rights, care, abuse and neglect; behaviors associated with mental illness; basic first aid to include CPR; health and safety procedures and standards; basic medical and psychological terminology sufficient to understand professional staff's orders; psychotropic medications including desired effects and side effects. **Ability to:** implement aspects of treatment plans as directed by professional staff; make suggestions to the treatment team; differentiate between normal and unusual behavior of clients and report as required; read and follow written instructions, policies and procedures regarding client care; document observations, progress notes and other information in a clear, concise and understandable manner; control clients' aggressive and maladaptive

MENTAL HEALTH TECHNICIAN IV	29	C	10.338
MENTAL HEALTH TECHNICIAN III	27	C	10.346
MENTAL HEALTH TECHNICIAN II	25	E	10.356
MENTAL HEALTH TECHNICIAN I	23	E	10.366

Page 6 of 7

MINIMUM QUALIFICATIONS (cont'd)

MENTAL HEALTH TECHNICIAN II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 behaviors in accordance with accepted agency practices and policies; seclude and properly restrain a client in accordance with established policies, procedures and guidelines; identify and report signs of abuse, neglect and criminal behavior as required; record information on charts, logs and forms; evaluate information and make logical decisions; escort and transport clients to various locations within and outside the facility; use universal precautions related to infection control; supervise clients in a variety of settings to ensure safety of clients, staff and public; take vital signs including pulse, blood pressure and temperature; perform CPR, first aid and other life saving techniques; establish and maintain cooperative working relationships with co-workers, supervisors, and representatives of other agencies and the public; *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 Mental Health Technician III.)

MENTAL HEALTH TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of *general work* experience; ~~[involving public contact which may have included providing care or guidance for children, elders or others; volunteer work in providing respite to caregivers; or leading youth groups;]~~ **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: ~~[personal hygiene applicable to client care;]~~ English grammar and punctuation sufficient to record information in client charts; basic arithmetic. **Ability to:** learn the typical signs and symptoms of mental illnesses; learn behavior modification and assaultive behavior intervention techniques; read, comprehend and implement agency policies and procedures specific to client care and treatment; learn to establish rapport and develop positive interpersonal relationships with clients; learn the difference between a personal and therapeutic relationship; accompany clients to individual and group therapy sessions and various activities; communicate orally in a clear, concise and effective manner; understand and follow oral and written directions; initiate and follow through on assignments using established protocols; demonstrate patience and flexibility in the workplace; work as part of a team; safely drive a motor vehicle using defensive driving techniques; operate general office equipment including computers which may include entering data and maintaining routine records.

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

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

	<u>10.338</u>	<u>10.346</u>	<u>10.356</u>	<u>10.366</u>
ESTABLISHED:	7/1/71	7/1/71	7/1/71	7/1/71
REVISED:		10/21/71	10/21/71	10/21/71
REVISED:	11/16/72	11/16/72	11/16/72	11/16/72
REVISED:	5/17/74			
REVISED:	2/26/76	2/26/76	2/26/76	2/26/76

MENTAL HEALTH TECHNICIAN IV	29	C	10.338
MENTAL HEALTH TECHNICIAN III	27	C	10.346
MENTAL HEALTH TECHNICIAN II	25	E	10.356
MENTAL HEALTH TECHNICIAN I	23	E	10.366

Page 7 of 7

	<u>10.338</u>	<u>10.346</u>	<u>10.356</u>	<u>10.366</u>
REVISED:	8/8/77	8/8/77	8/8/77	8/8/77
REVISED:	9/10/82	9/10/82	9/10/82	9/10/82
REVISED:	12/19/85-12	12/19/85-12	12/19/85-12	12/19/85-12
REVISED:	7/1/89P	7/1/89P	7/1/89P	7/1/89P
	8/19/88PC	8/19/88PC	8/19/88PC	8/19/88PC
REVISED:	11/8/94UC	11/8/94UC	11/8/94UC	
REVISED:	10/13/95UC	10/13/95UC	10/13/95UC	
REVISED:	7/1/01P	7/1/01P	7/1/01P	7/1/01P
	10/4/00PC	10/4/00PC	10/4/00PC	10/4/00PC
REVISED:	9/24/07UC	9/24/07UC	9/24/07UC	9/24/07UC
REVISED:				8/22/23UC

POSTING#: 10-24
Effective: 08/22/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.112	Plant Industry Regional Manager	39	A	<i>1.112</i>	<i>Abolish</i>		

Basis for Recommendation

Upon review of the class specifications currently in use by State agencies, it was determined that the Plant Industry Regional Manager series was not currently being utilized and is not expected to be utilized in the future. The position was moved to the unclassified service on 04-01-2013. Therefore, it is recommended that this series be abolished.

The Nevada Department of Agriculture is the only State agency to utilize this series 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>
PLANT INDUSTRY REGIONAL MANAGER	39	A	1.112

~~Under general direction of the Plant Industry Division Administrator, Regional Managers manage the overall function of the plant industry programs in an assigned geographical region in the State.~~

~~Manage and coordinate State activities in federal plant protection and quarantine programs including the regulation of agricultural biotechnology and non-native invasive species and the export certification program for plants and plant products.~~

~~Exercise control over the sale of nursery stock, plants, plant products, pesticides, fertilizers, seeds, and animal feeds by ensuring compliance with registration and licensing regulations, and labeling laws.~~

~~Evaluate and determine operational activities and develop plans for program implementation in the region; assign and prioritize work, develop alternative approaches, set work schedules, review findings, and provide for cross-training, in order to ensure efficient operations and attainment of program goals and objectives.~~

~~Analyze pertinent information related to policy and program evaluation; prepare narrative and statistical reports and summaries.~~

~~Determine work operations, work methods and procedures, and make adjustments to reflect changes in objectives, operations, and relationships with other sections consistent with division policies; review progress toward program objectives; review and resolve unusually difficult or important issues; review work and progress reports prepared by subordinate supervisors.~~

~~Train, supervise, and evaluate the performance of subordinate personnel; make hiring recommendations, delegate assignments, and initiate corrective or disciplinary actions including termination as appropriate.~~

~~Review and analyze new and proposed legislation pertaining to plant industry; determine regulatory needs and concerns; make recommendations and assist in drafting legislation.~~

~~Represent the Division of Plant Industry; appear as an official representative and present testimony at governmental and public forums; develop responses in writing to complaints, inquiries, requests for public information and environmental impact statements, and other official communications; coordinate public relations; give informational presentations at meetings of civic groups or professional organizations regarding division activities, programs and policies; implement and maintain community outreach programs.~~

~~Review program activities and resolve problems; evaluate current factors and future trends; prepare proposals for review by the Division Administrator in order to plan for future program needs within the region.~~

~~Supervise or conduct investigations of alleged violations of agricultural laws and regulations; receive complaints and information from routine inspections, surveillance or informants; perform or direct the performance of investigative tasks; collect and present data or samples obtained during investigations; and assist prosecuting agencies in order to comply with statutory provisions and enforce regulations.~~

~~Perform related duties as assigned.~~

MINIMUM QUALIFICATIONS

~~EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biological or agricultural sciences and four years of progressively responsible professional experience in agricultural regulatory programs such as agricultural product grading and inspection, pesticide operator licensing, and shipping point inspections, of which two years were in a leadworker or supervisory capacity; **OR** an equivalent combination of education and experience as described above.~~

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

~~**Working knowledge of:** supervisory practices and techniques; plant disease; herbicides, insecticides, fertilizers and plant food; agricultural industry sampling procedures; physiological defects necessary to complete shipping point inspections; plant varieties, growing characteristics, diseases, plant quarantines, and insect infestations; vertebrate pest control; rules and regulations related to pesticides. **Ability to:** comprehend legal, technical, and scientific documents; write analytical reports and business correspondence; make oral group presentations; prioritize assignments; organize and conduct investigations or surveillance operations; project future needs and plan accordingly; train and instruct employees; mediate disputes; organize and analyze data; work cooperatively with other agencies involved in agricultural programs; collect evidence and prepare documentation for use in court.~~

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

~~**Working knowledge of:** current principles and practices of management; federal and State statutes and regulations pertaining to plant industry; licensing requirements for pesticide operators; Nevada Revised Statutes and Nevada Administrative Code sections regarding hearings; proper methods for testing devices and taking samples; population dynamics of grasshoppers, crickets and other pests harmful to agriculture; agricultural regulations pertaining to the inspection of international flights. **Ability to:** supervise and coordinate the work of subordinate staff; establish work performance standards and review employee performance.~~

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

1.112

~~ESTABLISHED: 11/27/61
REVISED: 7/27/75R
5/28/76PAC
REVISED: 6/15/81-3
REVISED: 7/1/87-12P
10/17/86PC
REVISED: 7/1/89R
12/14/89PC
REVISED: 7/1/97P
6/4/96PC
REVISED: 9/14/12PC
ABOLISHED: 8/22/23UC~~

POSTING#: 11-24
Effective: 10/10/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	NEW			6.715	<i>Chief, Water Planning & Drought Resiliency</i>	44	A

Basis for Recommendation

With the approval of the 82nd Legislative Session, and in conjunction with NPD-19’s submitted by the Department of Conservation & Natural Resources (DCNR), Division of Water Resources (NDWR), the unclassified Chief, Water Planning & Drought Resiliency position was removed from the unclassified service and placed in the classified service.

In coordination with subject matter experts from NDWR and analysts within the Division of Human Resource Management (DHRM), and because of this change, a new class specification is required to be developed.

- 1) *Chief, Water Planning & Drought Resiliency, 6.715, grade 44:* Under general administrative direction of the State Engineer, the Chief, Water Planning & Drought Resiliency is responsible for the oversight and management of the State’s water planning, drought resiliency, and floodplain management programs; manages the staff and activities of the Water Planning & Drought Resiliency section; provides water planning, drought resiliency, and floodplain management expertise to the Division of Water Resources with statewide responsibility; determines goals and objectives; exercises executive control of, and final action on, projects and processes within the policies established by the division; and administers division regulations.

It is recommended that this class be placed in the 6.000 Engineering & Allied Occupational Group, Environmental and Land Use Services Subgroup, which is consistent with the Chief, Environmental Programs (6.809) and Chief, Hydrology (6.714). It is further recommended that this class be placed at a grade 44 which is comparable to both the Chief, Environmental Programs and Chief, Hydrology. This is also in keeping with the intent of the 82nd Legislative Session. The EEO Administrator has assigned the EEO-4 code of “A” Officials and Administrators which are occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency’s operations, or provide specialize consultation on a regional, district, or area basis.

Throughout the review management and staff within NDWR and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed, and they support the 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>
<i>CHIEF, WATER PLANNING & DROUGHT RESILIENCY</i>	44	6.715	A

The Chief, Water Planning & Drought Resiliency, located within the Division of Water Resources, is responsible for the oversight and management of the State's water planning, drought resiliency, and floodplain management programs statewide.

Establish organizational goals, objectives, schedules, and structures and provide programmatic direction and guidance to effectively achieve objectives; develop and implement a strategy that gives long term direction to assigned programs.

Develop, review, revise, and implement policies and procedures regarding section programs in accordance with federal and State laws, statutes, rules, regulations; review current programs and make recommendations for future programs, plans, and directives as needed; identify problems in existing programs; prepare technical documents and procedures for review by the State Engineer.

Review federal, State, and local guidelines and best practices regarding floodplain management, water planning, drought response, and water conservation; provide updates and recommendations to the State Engineer and Governor's office to ensure the State is following best practices and guidelines.

Research alternative water resources; review and approve water conservation plans submitted by water purveyors in accordance with NRS 540.121 through NRS 540.151; review and provide guidance and recommendations on county water resource plans to ensure compliance with State laws and regulations.

Coordinate with the Division of Emergency Management to advance the work of the Drought Response Committee and assist during any executive orders regarding flooding or drought as needed; ensure the State is an active participant in the National Flood Insurance Program; coordinate with stakeholders on drought monitoring and conservation incentives.

Assist in the development, review, revision, maintenance, and implementation of the Nevada State Water Plan and the Drought Response Plan; assist State and local government in the development, management, and oversight of interstate and local water agreements and plans.

Assist federal, State, and local governments and the public in obtaining information regarding assigned program areas; provide outreach and public education messages; represent the division at various hearings, meetings, mediation processes, interagency workgroups, and conferences.

Ensure that all water use inventory reports prepared by the division are completed properly and reviewed for accuracy and consistency, so the amount of water used within Nevada is accurately reported; obtain and process data from a wide variety of sources to include Geographic Information Systems (GIS); prepare analytical, narrative, and statistical reports regarding section activities as required.

Identify needed statutory amendments to improve programmatic functions; assist in the preparation and justification of bill draft requests and fiscal notes; review, monitor and research bills submitted to the Legislature impacting the work unit; inform management of possible implications and recommend an appropriate course of action.

Prepare the annual budget request for the Water Planning & Drought Resiliency section; maintain and monitor assigned budget to ensure sufficient funding is available; prepare requests for enhancements and provide necessary justifications; prepare documentation for purchases as required; monitor and approve expenditures; develop, review, and monitor federal and/or State grants as needed.

Direct, manage, and supervise professional and technical staff to include, but not limited to, performance evaluations, the establishment of work performance standards, scheduling, work assignment and review, training, and disciplinary action as necessary.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

***EDUCATION AND EXPERIENCE:** Master's degree from an accredited college or university in conservation, engineering, environmental engineering, geography, geology, hydrology, hydrogeology, water resource management, natural resource management, or closely related field and five years of professional experience developing, implementing, and overseeing programs in the fields described above, one year which must have been in water resource management; OR Bachelor's degree from an accredited college or university in conservation, engineering, environmental engineering, geography, geology, hydrology, hydrogeology, water resource management, natural resource management, or closely related field and six years of professional experience as described above; one year which must have been in water resource management; OR or an equivalent combination of education and experience as described above.*

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

Detailed knowledge of: water use, water planning, and water conservation principles and practices. Working knowledge of: groundwater and surface water hydrology and hydrologic process; current technologies and methods used in determining water availability; principles and practices of data processing; drought monitoring, response, and mitigation activities; National Flood Insurance Program as administered by the federal government; floodplain management and mitigation planning. General knowledge of: management fundamentals to establish and revise priorities, assign tasks, influence personnel, and improve production; supervisory principles and practices; GIS systems; federal grant management; budget development. Ability to: organize and manage complex programs, projects, and hydrologic studies pertaining to water resources and water rights; assist with coordination and management of water use agreements for the State; direct individuals or teams to meet required goals and objectives, prioritize competing demands, and track multiple projects and outputs; make comprehensive recommendations on hydrologic problems; revise priorities, assign tasks, improve production, and influence personnel; supervise assigned staff to include performance evaluations, work performance standards, training, and discipline; review and critique the work of professional staff; make verbal and group presentations to present information, explain procedures, and persuade others; analyze information, technical data, problems, situations, practices, or procedures to define the problem or objective; establish and maintain effective working relationships; deal with the public in a competent manner in adversarial situations; write clear and concise reports; work positively and professionally in a regulatory agency.

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

Working knowledge of: Nevada Revised Statutes, Nevada Administrative Code, case law regarding water law, and policies and procedures of the State and the division; evolution of administrative actions since the enactment of the Nevada Water Law and subsequent amendments; techniques for providing information to the public; budgetary procedures as applied to the division. General knowledge of: State Administrative Manual and Rules for State Personnel Administration. Ability to: quickly make sound decisions on complex and diverse issues; meet division goals when unanticipated budget restraints and/or major project schedule changes occur; resolve human relations issues in a fair, equitable, and acceptable manner.

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.

6.715

ESTABLISHED: 7/1/23R
10/10/23UC

POSTING#: 12-24

Effective: 10/20/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	New			9.401	<i>Building Automation System Supervisor</i>	38	C
	New			9.403	<i>Building Automation System Specialist III</i>	36	C
	New			9.405	<i>Building Automation System Specialist II</i>	34	C
	New			9.406	<i>Building Automation System Specialist I</i>	32	C
	New			9.409	<i>Building Automation System Trainee</i>	30	C

Basis for Recommendation

At the request of the Nevada School for Higher Education (NSHE), University of Nevada, Reno and Las Vegas the Division of Human Resource Management (DHRM) developed a new class specification.

As a result of an Individual Classification Study (NPD-19), and in conjunction with subject matter experts from NSHE, a review of the duties and responsibilities performed by their controls teams was conducted. The new class specification, Building Automation System Specialist, reflects the specialized work of the building automation system staff. These specialists will be responsible for performing duties that are considered adjacent to information technology technicians and professionals from a computing perspective. The building automation systems use a network of connected devices with sensors, processing ability, software, and other technologies that can connect, communicate, and exchange data with other devices and systems over the internet or other communications networks that enables real-time analysis and action on data.

A Building Automation System Supervisor/Specialist within NSHE will analyze, design, install, implement, monitor, evaluate, troubleshoot, and maintain the campus-wide building automation controls system for NSHE facilities. Incumbents ensure all equipment, including mechanical, fire and life safety, lighting, energy management, security, and all other ancillary equipment within the NSHE building controls system operate at the highest efficiency to maintain proper equipment functionality and occupant comfort and safety.

- 1) *Building Automation System Supervisor, 9.401, grade 38*: under administrative direction performing the full range of duties described in the series concept and those at the lower levels; perform the more complex duties related to the systems server, equipment network, and database administration specific to building automation systems; full supervision of a staff of Building Automation System Specialists; may supervise skilled, semi-skilled, and administrative staff; develop and monitor the section's budget; prepare budget requests for equipment maintenance and replacement; conduct equipment, supplies, and costs research; order and maintain supply inventories; prepare equipment specifications, cost, time, and material estimates, and criteria for service contracts; oversee the work of contractors performing major repairs on or making changes to the building automation system's equipment network and facility control panel; act as the university liaison during building

automation projects and major capital improvements; provide system characteristics to engineering or management for the development of major system modification projects; establish and interpret policies and facility requirements; reference and implement federal, State, and local regulations and university policies and procedures; evaluate the effectiveness of controls network; establish work priorities and preventative maintenance schedules; ensure planned maintenance, work orders, and time and leave records comply with established standards; perform field-oriented plan checks; develop short and long range section goals; prepare reports and maintain records related to work activities.

- 2) *Building Automation System Specialist III, 9.403, grade 36*: under limited supervision, incumbents perform the full range of duties described in the series concept. In addition, incumbents are responsible for developing work plans; assisting with section priorities; providing technical assistance to solve building automation controls system problems; creating, modifying, and programing server system graphical representation; and either: function as a lead worker for lower-level Building Automation System Specialists and contractors on a regular basis campus-wide, to include assigning, supervising, and reviewing work; providing work direction, training, and input to performance evaluations for Building Automation System Specialists; functioning as a technical expert; must possess a greater depth of knowledge, skills, and abilities associated with the trades, building codes, and building systems; and performing complex building automation system assignments, or spend the preponderance of time performing advanced building automation system programming, setting up system software, communication protocols, and server/network systems, and other operation responsibilities.
- 3) *Building Automation System Specialist II, 9.405, grade 34*: under general supervision, incumbents perform the full range of duties described in the series concept.
- 4) *Building Automation System Specialist I, 9.406, grade 32*: under general supervision, incumbents either perform some of the duties described in the series concept in a more limited manner or positions are permanently allocated at this level and there is no progression to the next level in the series or continue to receive training in performing the duties described in the series concept.
- 5) *Building Automation System Trainee, 9.409, grade 30*: under close supervision of the Building Automation System Supervisor, incumbents receive training in performing some of the duties described in the series concept.

In reviewing the job duties, it was determined the class aligns with the Occupational Group 9, Mechanical and Construction Trades, Subgroup E, Skilled Trades and Allied. The Occupational Group 9, Subgroup E is appropriate because the duties and responsibilities of a Building Automation System Supervisor/Specialist is closely related to the equipment/assets of the mechanical trades. The EEO Administrator assigned an EEO-4 code of "C" Technicians which are occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. The grade comparison determination utilized the following class specifications as the duties are closely related or adjacent: IT Professional II ,7.926, grade 38; IT Technician Supervisor, 7.927, grade 38; Communications Systems Specialist III, 6.976, grade 37; Facility Manager, 9.603, grade 37; Developmental Technician IV, 6.966, grade 36; IT Technician VI, 7.928, grade 36; HVACR Specialist IV, 9.404, grade 36; Digital Telecommunications Specialist II, 6.965, grade 35; Developmental Technician II, 6.978, grade 35; Communications Systems

Specialist II, 6.977, grade 35; IT Professional I, 7.929, grade 35; Facility Supervisor III, 9.606, grade 35; IT Technician V, 7.931, grade 34; HVACR Specialist III, 9.413, grade 34; Heat Plant Specialist IV, 9.422, grade 34; Communications Systems Specialist I, 6.973, grade 33; Heat Plant Specialist III, 9.425, grade 33; Facility Supervisor II, 9.609, grade 33; HVACR Specialist II, 9.408, grade 33; Plumber III, 9.463, grade 33; Heat Plant Specialist II, 9.420, grade 32; HVACR Specialist I, 9.421, grade 32; Plumber II, 9.462, grade 32; Plumber I, 9.432, grade 31; Facility Mechanical Technician, 9.438, grade 31; IT Technician III, 7.040, grade 30; Craft Worker-In-Training IV, 9.465, grade 29.

Throughout the development of the new class specification, management, and staff within NSHE and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the 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>
<i>BUILDING AUTOMATION SYSTEM SUPERVISOR</i>	38	C	9.401
<i>BUILDING AUTOMATION SYSTEM SPECIALIST III</i>	36	C	9.403
<i>BUILDING AUTOMATION SYSTEM SPECIALIST II</i>	34	C	9.405
<i>BUILDING AUTOMATION SYSTEM SPECIALIST I</i>	32	C	9.406
<i>BUILDING AUTOMATION SYSTEM TRAINEE</i>	30	C	9.409

SERIES CONCEPT

Building Automation System Supervisors and Specialists within the Nevada System of Higher Education (NSHE) analyze, design, install, implement, monitor, evaluate, troubleshoot, and maintain the campus-wide building automation controls system for NSHE facilities. Incumbents ensure all equipment, including mechanical, fire and life safety, lighting, energy management, security, and all other ancillary equipment within the NSHE building controls system operate at the highest efficiency to maintain proper equipment functionality and occupant comfort and safety.

Monitor, detect, and resolve communications between controllers, direct digital controls, routers, system alarms, software, and instrumentation utilizing specialized software and tools; integrate and test heating, ventilation, air conditioning, refrigeration, plumbing, energy management, laboratory, lighting, fire and life safety, access control, security systems, building control equipment, and building automation programming issues using industry standard test equipment and software tools; formulate corrective action to resolve complex building automation and system failures; wire instruments, sensors, relays, and controllers.

Maintain building automation systems server, databases, and related components; maintain records of system operating conditions, maintenance performed, and equipment malfunctions in accordance with university policies and procedures and regulatory requirements; back-up and recovery of building automation data; collect and analyze data to determine the performance of the facility; provide finding reports; convert, transfer, and interface data within and between building automation system databases; establish client access, interfaces, and data management; ensure compliance with federal, State, and local statutes and regulations, university policies, and equipment manuals; and possess knowledge, skills, and abilities associated with the trades, building codes, and building systems.

Create, modify, and oversee the installation, replacement, programming, and maintenance of building automation systems; make recommendations to management; provide technical analysis and consultation on facility performance improvements, energy management, and building integration; configure system set points; install and commission building automation systems to ensure controllers and equipment are operating within designed scope; interpret and utilize design and construction documents such as engineering blueprints, schematic diagrams, design plans, other technical drawings, test and balance reports, submittals, and sequence of operations.

Administer building automation system security policies including access control, continuity of operations and disaster planning, and physical, operational, and server security; establish and maintain security through real-time device visibility and comprehensive risk management across building systems; assess vulnerabilities and exposures; conduct regular audits of hardware, software, and processes to identify any deficiencies or abnormalities indicating possible security breaches into the building automation system.

Perform related duties as assigned.

BUILDING AUTOMATION SYSTEM SUPERVISOR	38	9.401
BUILDING AUTOMATION SYSTEM SPECIALIST III	36	9.403
BUILDING AUTOMATION SYSTEM SPECIALIST II	34	9.405
BUILDING AUTOMATION SYSTEM SPECIALIST I	32	9.406
BUILDING AUTOMATION SYSTEM TRAINEE	30	9.409

Page 2 of 6

CLASS CONCEPTS

Building Automation System Supervisor: Under administrative direction and in addition to performing the full range of duties described in the series concept, as well as duties performed at the lower levels, incumbents perform the more complex duties related to the systems server, equipment network, and database administration specific to building automation systems. Incumbents supervise a staff of Building Automation System Specialists to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and disciplinary actions; and may supervise skilled, semi-skilled, and administrative staff as assigned.

Incumbents develop and monitor the section's budget; prepare budget requests for equipment maintenance and replacement; conduct equipment, supplies, and costs research; order and maintain supply inventories according to State regulations and university policies; prepare equipment specifications, cost, time, and material estimates, and criteria for service contracts; oversee the work of contractors performing major repairs on or making changes to the building automation system's equipment network and facility control panel.

Incumbents also act as the university liaison during building automation projects and major capital improvements; provide system characteristics to engineering or management for the development of major system modification projects; establish and interpret policies and facility requirements; reference and implement federal, State, and local regulations and university policies and procedures; evaluate the effectiveness of controls network; establish work priorities and preventative maintenance schedules; ensure planned maintenance, work orders, and time and leave records comply with established standards; perform field-oriented plan checks; develop short and long range section goals; prepare reports and maintain records related to work activities.

The Building Automation System Supervisor is distinguished from the lower-level Building Automation System Specialists by the supervision of staff; scope of administrative duties; overall responsibility for setting section policies and project management; budget responsibilities; and planning and scheduling maintenance and repair for the university building automation system's equipment network and facility control panel.

Building Automation System Specialist III: Under limited supervision, incumbents perform the full range of duties described in the series concept. In addition, incumbents are responsible for developing work plans; assisting with section priorities; providing technical assistance to solve building automation controls system problems; creating, modifying, and programing server system graphical representation; and either:

- 1) function as a lead worker for lower-level Building Automation System Specialists and contractors on a regular basis campus-wide, to include assigning, supervising, and reviewing work; providing work direction, training, and input to performance evaluations for Building Automation System Specialists; functioning as a technical expert; must possess a greater depth of knowledge, skills, and abilities associated with the trades, building codes, and building systems; and performing complex building automation system assignments, or
- 2) spend the preponderance of time performing advanced building automation system programming, setting up system software, communication protocols, and server/network systems, and other operation responsibilities.

This is the advanced journey level in the series.

Building Automation System Specialist II: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

BUILDING AUTOMATION SYSTEM SUPERVISOR	38	9.401
BUILDING AUTOMATION SYSTEM SPECIALIST III	36	9.403
BUILDING AUTOMATION SYSTEM SPECIALIST II	34	9.405
BUILDING AUTOMATION SYSTEM SPECIALIST I	32	9.406
BUILDING AUTOMATION SYSTEM TRAINEE	30	9.409

Page 3 of 6

CLASS CONCEPTS (cont'd)

Building Automation System Specialist I: Under general supervision, incumbents either:

- 1) *perform some of the duties described in the series concept in a more limited manner. This is the sub-journey level in the series. Positions are permanently allocated at this level and there is no progression to the next level in the series, or*
- 2) *continue to receive training in performing the duties described in the series concept. This is the continuing trainee level in the series and progression to the next level in the series may occur upon attainment of the required certification, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

Building Automation System Trainee: *Under close supervision of the Building Automation System Supervisor, incumbents receive training in performing some of the duties described in the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon attainment of the required certification, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.*
- * *Positions require a pre-employment criminal history check and fingerprinting.*

INFORMATIONAL NOTE:

- * *Some positions may require specialized experience certification which will be identified at the time of recruitment.*

BUILDING AUTOMATION SYSTEM SUPERVISOR

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and five years of experience including one year of advanced programming such as fault detection diagnostics or programming complex building automation systems such as large mechanical systems (e.g., central energy plants, chiller loops) and commissioning, validating, and calibrating building automation systems assets; one year of experience training and coordinating the work of others; OR Associate's degree from an accredited college or university in computer science, management information systems, construction, engineering, occupational safety, or related field and four years of experience as described above; OR one year of experience as a Building Automation System Specialist III in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Detailed knowledge of: principles, practices, procedures, and tools required to design, analyze, test, modify, and maintain building automation software and programs; communications hardware such as routers and sub-routers; database and operating system performance tuning and monitoring; database backup and recovery scenarios and methodologies; software installation, configuration, and maintenance. Working knowledge of: budget preparation and control; project management; quality control; system file and

BUILDING AUTOMATION SYSTEM SUPERVISOR	38	9.401
BUILDING AUTOMATION SYSTEM SPECIALIST III	36	9.403
BUILDING AUTOMATION SYSTEM SPECIALIST II	34	9.405
BUILDING AUTOMATION SYSTEM SPECIALIST I	32	9.406
BUILDING AUTOMATION SYSTEM TRAINEE	30	9.409

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

BUILDING AUTOMATION SYSTEM SUPERVISOR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
application servers; capacity planning techniques; performance monitoring principles and related systems; various building automation software products and their interrelationships; vendor procedures for applying maintenance and temporary fixes. General knowledge of: supervisory principles and techniques. Ability to: define complex problems, select the best course of action, assess costs, and present alternatives; analyze and diagnose operational hardware and software problems occurring in the building automation environment; anticipate and plan for future building automation system technologies; assign work to and train subordinate staff; develop and prioritize task lists and resolve problems; configure and deploy routers; present and implement system design recommendations/changes to management; provide technical training, direction, and leadership; plan, organize, and direct projects; and all knowledge, skills, and abilities required at the lower levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: personnel administration. Ability to: train, supervise, and evaluate the performance of assigned personnel.

BUILDING AUTOMATION SYSTEM SPECIALIST III

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and four years of experience in building automation systems including one year of journey level experience which included programming such as fault detection diagnostics or programming complex building automation systems such as large mechanical systems (e.g., central energy plants, chiller loops) and commissioning, validating, and calibrating building automation systems assets; OR Associate's degree from an accredited college or university in computer science, management information systems, construction, engineering, occupational safety, or related field and three years of experience as described above; OR one year of experience as a Building Automation System Specialist II in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Detailed knowledge of: the programming building automation software and computer operating systems including functions, schedules, workflows, and processes; principles of operation, capabilities, and limitations of a building automation system. Working knowledge of: the principles, practices, procedures, techniques and tools required to design, analyze, modify, and maintain building automation systems software and programs; theory behind the BACnet and Modbus protocol and the seamless integration of third-party BACnet and Modbus devices into a building automation system; the design, development, and commissioning of building automation systems; diagnostic procedures to verify systems; principles of operation, capabilities, and limitations of a multi-programming building automation system and related equipment in order to produce the final work product. Ability to: identify and utilize programming techniques; utilize naming standards to create a logic library; recommend hardware to solve system issues; verify router configuration and optimize routes; analyze problems of considerable complexity; utilize software to read and write BACnet and Modbus objects while following a sequence of operations to incorporate the objects into a building automation system; maintain effective working relationships with others; provide advanced technical consultation and training; recommend and implement system changes and interpret plans, specifications, and building codes to select the proper hardware components of a building automation system to fulfill the project requirements; install system software and configure servers; create documentation for depicting a building automation system architecture and indicate building automation system devices addressing requirements; and all knowledge, skills, and abilities required at the lower level.

BUILDING AUTOMATION SYSTEM SUPERVISOR	38	9.401
BUILDING AUTOMATION SYSTEM SPECIALIST III	36	9.403
BUILDING AUTOMATION SYSTEM SPECIALIST II	34	9.405
BUILDING AUTOMATION SYSTEM SPECIALIST I	32	9.406
BUILDING AUTOMATION SYSTEM TRAINEE	30	9.409

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

BUILDING AUTOMATION SYSTEM SPECIALIST III (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 Building Automation System Supervisor.)

BUILDING AUTOMATION SYSTEM SPECIALIST II

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and three years of experience programming building automation systems and commissioning, validating, and calibrating building automation systems assets; OR Associate's degree from an accredited college or university in computer science, management information systems, construction, engineering, occupational safety, or related field and two years of experience as described above; OR one year of experience as a Building Automation System Specialist I in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Note)*

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

Working knowledge of: programming building automation software and computer operating systems; the principles of operation, capabilities, and limitations of a building automation system; building automation systems programming languages and techniques. General knowledge of: the techniques and tools required to design, analyze, modify, and maintain building automation software and programs; setting up and troubleshooting building automation systems; and creating a secure building automation system site. Ability to: read and understand mechanical schematics, building blueprints, and technical manuals; test and validate building automation systems; create control programs and logic symbols; choose appropriate action; work effectively on projects with overlapping deadlines; communicate changing priorities; monitor device utilization; interpret information security policies; install building automation workstations; troubleshoot programming, hardware, and software; 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 Building Automation System Specialist III.)

BUILDING AUTOMATION SYSTEM SPECIALIST I

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and two years of experience which included working with an automation system with components such as instrumentation, direct digital controllers, servers, and computers; OR Associate's degree from an accredited college or university in computer science, management information systems, construction, engineering, occupational safety, or related field and one year of experience as described above; OR one year of experience as a Building Automation System Trainee in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Note)*

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

General knowledge of: the practices and procedures common to the building automation field; basic elements of building automation to monitor systems; program and operate specialized software on a personal computer for monitoring local and remote building environments; preparing data charts and summaries; theories, principles, and concepts of building automation systems. Ability to: download and install program controls and system integration; properly and safely use a variety of handheld electric diagnostic tools; understand power and grounding requirement; test and analyze input and output signals

BUILDING AUTOMATION SYSTEM SUPERVISOR	38	9.401
BUILDING AUTOMATION SYSTEM SPECIALIST III	36	9.403
BUILDING AUTOMATION SYSTEM SPECIALIST II	34	9.405
BUILDING AUTOMATION SYSTEM SPECIALIST I	32	9.406
BUILDING AUTOMATION SYSTEM TRAINEE	30	9.409

Page 6 of 6

MINIMUM QUALIFICATIONS (cont'd)

BUILDING AUTOMATION SYSTEM SPECIALIST I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
common to building automation controllers; identify key components of proper system wiring installations; replace building automation controllers; download and commission the building automation controller program; 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 Building Automation System Specialist II.)

BUILDING AUTOMATION SYSTEM TRAINEE

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and one year of experience utilizing the fundamentals of typical computer-based building automation system assets such as, air handlers, fan cooling units, cooling and heating systems, fire/smoke dampers, smoke detectors, lighting panels, security doors, and security cameras; OR Associate's degree from an accredited college or university in computer science, management information systems, construction, occupational safety, or related field; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
General knowledge of: sources of information, research techniques, and problem-solving methods. Ability to: communicate effectively both verbally and in writing; establish and maintain effective working relationships with others; analyze data and reach logical conclusions; and read 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 Building Automation System Specialist 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>9.401</u>	<u>9.403</u>	<u>9.405</u>	<u>9.406</u>	<u>9.409</u>
ESTABLISHED:	10/20/23UC	10/20/23UC	10/20/23UC	10/20/23UC	10/20/23UC

POSTING#: 13-24
Effective: 10/26/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.918	Lifeguard II	25	D	<i>1.918</i>	<i>Lifeguard II</i>	<i>25</i>	<i>D</i>
1.919	Lifeguard I	23	D	<i>1.919</i>	<i>Lifeguard I</i>	<i>23</i>	<i>D</i>

Basis for Recommendation

At the request of the Department of Conservation and Natural Resources, Parks Division and in consultation with the Division of Human Resource Management (DHRM) it was determined that a review of the Lifeguard series be conducted. Lifeguards maintain visitor safety on assigned beach and waterfront areas, respond to emergency situations, provide visitor services, patrol beaches on foot, and maintain a clean waterfront area.

In consultation with subject matters experts from Parks and analysts within DHRM it was determined that the Education and Experience section of the Minimum Qualifications at the Lifeguard II be amended to reflect one season versus one year of experience at the Lifeguard I to qualify for employment and that the Lifeguard I be amended to allow for current enrollment in high school or equivalent education and one year of general work and/or volunteer experience to qualify for employment.

These changes will allow for an increased and more diverse pool of applicants and increase recruitment efforts.

Throughout the review management and staff within DCNR and Parks and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the 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>
LIFEGUARD II (SEASONAL)	25	D	1.918
LIFEGUARD I (SEASONAL)	23	D	1.919

SERIES CONCEPT

Lifeguards maintain visitor safety on assigned beach and waterfront areas, respond to emergency situations, provide visitor services, patrol beaches on foot, and maintain a clean waterfront area.

Respond to emergency and rescue situations on the beach and other assigned areas; utilize lifesaving techniques; administer first aid and/or cardiopulmonary resuscitation (CPR); utilize lifesaving equipment and watercraft as appropriate; and prepare incident reports.

Provide services to visitors; give directions and information; explain and enforce park rules and regulations; resolve disputes between park visitors; and refer visitors to appropriate sources of information.

Patrol assigned beach areas on foot to observe behaviors and report unsafe practices and hazards.

Participate in training sessions; practice rescue techniques and lifesaving skills to ensure proper conditioning and refine water safety techniques; and maintain watercraft and emergency medical and rescue equipment.

Supervise and/or participate in waterfront maintenance; pick up trash and use hand tools to groom the beach; and report clean-up problems.

Perform related duties as assigned.

CLASS CONCEPTS

Lifeguard II (Seasonal): Lifeguard II's work under the general direction of higher-level Park staff in managing the operation of a State park beach. In addition to performing the full range of duties outlined in the series concept, Lifeguard II's train, supervise and evaluate the performance of assigned personnel, prepare and review incident reports, collect data, and maintain related records.

Lifeguard I (Seasonal): Lifeguard I's work under the general supervision of a Lifeguard II and perform the full range of duties outlined in the series concept. This is the journey level for the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Applicants must successfully pass a swim test as a condition of employment.
- * Applicants must possess and maintain a current Red Cross Lifeguarding Certificate at the time of appointment and for continuing employment.

LIFEGUARD II (SEASONAL)

25 D 1,918

LIFEGUARD I (SEASONAL)

23 D 1,919

Page 2 of 3

MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

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

INFORMATIONAL NOTE:

- * Emergency Medical Technician (EMT) Certification issued by the Nevada Division of Public and Behavioral Health, National Registry of Emergency Technicians, or out-of-state equivalent may be substituted for six months experience at the Lifeguard II (Seasonal) level.

LIFEGUARD II (SEASONAL)

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of lifeguard experience; **OR** one ~~[year]~~ *season* of experience as a Lifeguard I in Nevada State service. (See *Special Requirements and Informational Note*)

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

General knowledge of: coordination of rescue efforts and emergency medical procedures; basic principles of training and supervision. **Ability to:** respond to emergency medical and waterfront rescue situations; administer oxygen as appropriate; satisfactorily resolve disputes between park visitors; train, supervise and evaluate the performance of assigned staff using current personnel practices; ensure proper maintenance of watercraft and equipment; prepare written incident reports; collect data and maintain routine records; *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: Nevada Park System rules, regulations, policies and procedures related to a waterfront park; and Park System policies related to providing emergency medical assistance.

LIFEGUARD I (SEASONAL)

EDUCATION AND EXPERIENCE: ~~[Graduation from high school or equivalent education.]~~ *Current enrollment in high school or equivalent education and one year of general work and/or volunteer experience.* (See *Special Requirements and Informational Note*)

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

General knowledge of: current Red Cross life saving techniques; waterfront rescue techniques; first aid as applied to emergency medical procedures. **Ability to:** effectively use lifesaving equipment in emergency situations; administer first aid and perform CPR to save lives; function effectively in extreme temperature variances such as intense sun and ice-cold water; provide information to park visitors and enforce park rules; maintain good physical condition required to perform lifesaving activities in a shore-front park. **Skill in:** using lifesaving equipment including watercraft in emergency situations.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Lifeguard II (Seasonal))

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

1.918

1.919

ESTABLISHED: 7/1/63

2/1/68

REVISED: 6/29/73

6/29/73

LIFEGUARD II (SEASONAL)

25

D

1.918

LIFEGUARD I (SEASONAL)

23

D

1.919

Page 3 of 3

1.918

1.919

REVISED:	5/19/77	5/19/77
REVISED:	12/7/84-3	12/7/84-3
REVISED:	10/25/85-3	10/25/85-3
REVISED:	7/1/87-12P	7/1/87-12P
	10/17/86PC	10/17/86PC
REVISED:	10/1/93LG	10/1/93LG
	9/27/93UC	9/27/93UC
REVISED:	7/1/97P	7/1/97P
	6/4/96PC	6/4/96PC
REVISED:	5/12/06PC	5/12/06PC
REVISED:	3/23/17UC	3/23/17UC
REVISED:	10/26/23UC	10/26/23UC

POSTING#: 14-24

Effective: 10/26/23

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

Basis for Recommendation

At the request of the Department of Public Safety (DPS) and in consultation with the Division of Human Resource Management (DHRM) it was determined that a review of the EEO-4 Code for the Public Safety Dispatcher series be conducted. Public Safety Dispatchers perform technical communications work in the operation of a district, central, or statewide communications center including but not limited to: providing assistance to law enforcement units in both routine and emergency situations; dispatching enforcement units and other emergency mobile units from a computerized dispatch center; researching various criminal justice records systems and transmitting the required information; placing telephone calls for officials and registered vehicle owners at accident scenes; providing assistance to other law enforcement agencies as requested; maintaining a variety of logs and records; and preparing statistical summaries on center activities.

In consultation with subject matters experts from DPS and analysts within DHRM the EEO Administrator determined that the EEO-4 Code be amended from “D – Protective Service Worker” which are occupations which workers are entrusted with public safety, security, and protection from destructive forces and includes police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers, and kindred workers to “F – Administrative Support” which are occupations in which workers are responsible for internal and external communication, recording, and retrieval of data and/or information and other paperwork required in an office and includes dispatchers.

This change also maintains compliance with the Standard Occupational Classifications of the United States Department of Labor which identifies dispatchers as administrative support occupations and further ensures accurate reporting to the federal government.

Throughout the review management and staff within DPS and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the 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>
PUBLIC SAFETY DISPATCHER VI	37*	[D]F	11.117
PUBLIC SAFETY DISPATCHER V	34*	[D]F	11.118
PUBLIC SAFETY DISPATCHER IV	33*	[D]F	11.120
PUBLIC SAFETY DISPATCHER III	31*	[D]F	11.122
PUBLIC SAFETY DISPATCHER II	29*	[D]F	11.124
PUBLIC SAFETY DISPATCHER I	27*	[D]F	11.126

SERIES CONCEPT

Public Safety Dispatchers perform technical communications work in the operation of a district, central, or statewide communications center including but not limited to: providing assistance to law enforcement units in both routine and emergency situations; dispatching enforcement units and other emergency mobile units from a computerized dispatch center; researching various criminal justice records systems and transmitting the required information; placing telephone calls for officials and registered vehicle owners at accident scenes; providing assistance to other law enforcement agencies as requested; maintaining a variety of logs and records; and preparing statistical summaries on center activities.

Operate computerized dispatch consoles and determine which information resource to access for expediency and situational relevance; interpret information received and transmitted; enter, retrieve, and edit data; and ensure accurate storage of the system's activities.

Provide dispatch support to State and federal law enforcement entities and/or peace officers outside of the agency, following each entity's procedural guidelines; ensure adherence to the regulations, policies, and procedures of various criminal justice records systems by the entities; interpret information received and transmitted; access appropriate information resources or data bases; and dispatch specialized emergency support units for the entities.

Respond to routine and emergency telephone calls from citizens and law enforcement/criminal justice entities; take control of the conversation and extract pertinent information; determine whether the caller is authorized to receive the requested information; assess appropriate information resources; answer off-hour calls for other entities as assigned.

Enter, modify, confirm, and delete warrants by accessing the Nevada Criminal Justice Information System (NCJIS) and the National Crime Information Center (NCIC); produce warrant abstracts upon requests by law enforcement/criminal justice agencies as assigned.

Provide daily and routine equipment maintenance by troubleshooting problems and correcting/adjusting if possible; consult manuals and vendor contracts; contact vendor or repair service for service call; and prepare written documentation of equipment problem and resolution.

Assist in training new employees and provide orientation to communications center policies and procedures; observe and coach dispatch work at the computerized consoles; and provide instruction in the authorized use, screen formatting and confidentiality standards of the various criminal justice records systems.

Perform related duties as assigned.

*** Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.**

PUBLIC SAFETY DISPATCHER VI	37*	[D]F	11.117
PUBLIC SAFETY DISPATCHER V	34*	[D]F	11.118
PUBLIC SAFETY DISPATCHER IV	33*	[D]F	11.120
PUBLIC SAFETY DISPATCHER III	31*	[D]F	11.122
PUBLIC SAFETY DISPATCHER II	29*	[D]F	11.124
PUBLIC SAFETY DISPATCHER I	27*	[D]F	11.126

CLASS CONCEPTS

Public Safety Dispatcher VI: Under general administrative direction, the Public Safety Dispatcher VI oversees the activities of the two dispatch centers in the Communications Bureau and directly supervises a staff of Public Safety Dispatcher V positions to include performance evaluations, work performance standards, work assignment and review, scheduling, training, and discipline; may supervise other professional, technical, and/or administrative staff as required. In addition to having working knowledge of the duties described in the series concept, incumbents plan, organize, coordinate, and oversee a variety of functions related to the management of the Department of Public Safety’s dispatch operations and serves as the department’s representative in coordinating access to dispatch services by various department and other authorized federal, State, local, and civil entities.

Provide guidance to staff in the development and implementation of policies, procedures, and quality standards; authorize equipment purchases; administer mandated training and certification standards and effecting audits to ensure compliance; analyze, draft, and submit new and proposed legislation, amendments, and regulations; testify before legislative committees and report on legislation in other states and at the federal level; analyze reports, resolve issues, and ensure compliance with all laws, regulations, and policies; participate in the development of requests for proposals and communicate multiple system needs; evaluate and determine successful bids for service and equipment contracts; participate in and oversee the planning, development, and administration of the budget and revenue sources; review and approve expenditures for staffing, operations, system enhancements and projected legislation.

Present and defend the budget before the Budget Division and the legislature; research and solicit potential external funding sources for Dispatch functions as appropriate; develop grant proposals and ensure compliance with established requirements; establish goals and objectives; develop, implement, and revise policies and procedures; plan and develop justifications for work programs; meet and consult with officials at all levels of the criminal justice community, and private industry to address needs, resolve problems, and provide research and support; may testify in court and at administrative hearings as an expert witness as appropriate.

Public Safety Dispatcher V: Under administrative direction, and in addition to performing the full range of duties described in the series concept, incumbents manage the activities of, and are responsible for, the 24-hour operation of a specific Department of Public Safety Communications Center. Incumbents directly supervise a staff of Public Safety Dispatcher IV positions to include performance appraisals, work performance standards, work assignment and review, scheduling, training, and discipline; may supervise other professional, technical, and/or administrative staff as assigned. Incumbents participate in the design, development, implementation, and maintenance of computer aided dispatch consoles and various automated records management and reporting systems; assist in the development and monitoring of budgets for assigned center operations; assist in the development of goals, objectives, and work programs for assigned center operations and staff; implement training for staff and administer examinations to demonstrate proficiency required by various criminal information systems standards; provide law enforcement communications training to department personnel; represent the assigned center at various department staff meetings and other meetings as assigned; and are responsible for coordinating department communications center activities with other law enforcement agencies.

Public Safety Dispatcher IV: Under general direction, incumbents perform the full range of duties described in the series concept and function as a shift supervisor over lower-level Public Safety Dispatcher positions to include performance evaluations, work performance standards, work assignment and review, scheduling training, and discipline.

Incumbents assess staffing needs and develop the work schedules of subordinate dispatchers to ensure the communications center is appropriately staffed 24 hours a day, 7 days a week.

PUBLIC SAFETY DISPATCHER VI	37*	[D]F	11.117
PUBLIC SAFETY DISPATCHER V	34*	[D]F	11.118
PUBLIC SAFETY DISPATCHER IV	33*	[D]F	11.120
PUBLIC SAFETY DISPATCHER III	31*	[D]F	11.122
PUBLIC SAFETY DISPATCHER II	29*	[D]F	11.124
PUBLIC SAFETY DISPATCHER I	27*	[D]F	11.126

Page 3 of 7

CLASS CONCEPTS (cont'd)

Public Safety Dispatcher IV: (cont'd)

Develop, implement, and update center procedures to ensure compliance with department policy, NCIC, NCJIS and NLETS (The International Justice and Public Safety Network) rules, regulations, and policies; ensure compliance with applicable laws and regulations for various federal, State, and local agencies.

Assist the Public Safety Dispatcher V, with implementing training for staff and administer examinations to demonstrate proficiency required by various criminal information systems standards and providing law enforcement communications training to department personnel.

Assess equipment, training, travel, and staffing needs; prepare cost projections; and submit information to management as input to the overall communications center budget.

Collect, organize, and maintain materials from entities serviced such as policies, procedures, functions, and updates; prepare statistical reports for submission to management; conduct audits and quality control checks regarding the entry, modification, deletion, confirmation, and validation of law enforcement records (i.e., warrants, criminal history); perform audits of criminal history requests; coordinate with other law enforcement communications centers; respond to information requests from the media according to department policy; and testify at court and administrative proceedings regarding evidentiary communications records.

Public Safety Dispatcher III: Under limited supervision, incumbents perform the full range of duties described in the series concept and, in addition, act as a lead worker over lower-level Public Safety Dispatchers to include work review and assignment, training, and providing input regarding performance evaluations and discipline as needed. This is the journey level in the series.

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

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

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * Positions require work on evenings, weekends, and/or holidays.
- * Positions require a State of Nevada/FBI background check.
- * Positions require a pre-employment criminal history check and fingerprinting.

INFORMATIONAL NOTES:

- * Incumbents must pass the NCIC certification examination within six months of appointment and every

PUBLIC SAFETY DISPATCHER VI	37*	[D]F	11.117
PUBLIC SAFETY DISPATCHER V	34*	[D]F	11.118
PUBLIC SAFETY DISPATCHER IV	33*	[D]F	11.120
PUBLIC SAFETY DISPATCHER III	31*	[D]F	11.122
PUBLIC SAFETY DISPATCHER II	29*	[D]F	11.124
PUBLIC SAFETY DISPATCHER I	27*	[D]F	11.126

Page 4 of 7

MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES: (cont'd)

- two years thereafter as a condition of continuing employment.
- * Applicants must meet the minimum typing speed established by the agency at the time of recruitment.
- * At the Public Safety Dispatcher I, applicants may be required to attach copies of their successful completion of the Emergency Telecommunications Program of Study and current certification from the International Academies of Emergency Dispatch at the time of application.

PUBLIC SAFETY DISPATCHER VI

EDUCATION AND EXPERIENCE: Six years of law enforcement communications experience, two years which included supervising the personnel and operations of a public safety dispatch center; budget preparation and management; report preparation and data analysis; and program development and implementation; **OR** two years of experience as a Public Safety Dispatcher V in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

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

Detailed knowledge of: theories, principals, techniques, and practices of public safety dispatch and communications. **Working knowledge of:** principals of other public safety agencies' operations as they pertain to law enforcement communications; laws, rules, and guidelines specific to assigned areas of responsibility. **Skill in:** mathematical calculations sufficient to prepare reports and analyze data; designing, researching, and interpreting study results; recommending courses of action based upon study outcomes and results; organizing, developing, and making oral presentations; coordinating and implementing diverse work plans. **Ability to:** collaborate with municipal and state officials; plan, manage others, analyze, carry out projects, consult and offer advice; make presentations specific to the Communications Bureau to management, staff and legislative bodies; write clear and concise policies, procedures, reports and justifications using correct English grammar, vocabulary, spelling and punctuation; read, interpret and apply rules, regulations and statutes to determine and ensure compliance and provide direction to management and staff; communicate orally to instruct, advise or persuade management, staff and others regarding budget requests, policy interpretation and business operations; research, organize and analyze data related to business operations; identify and resolve operating problems; analyze data and formulate logical conclusions and recommendations; read and interpret technical reports, governmental publications and federal directives; *and all knowledge, skills, and abilities required at the lower levels.*

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

Working knowledge of: Nevada State budgeting principles and practices sufficient to develop a request and administer a budget; legislative process relating to budgeting; principles of sound business management. **Skill in:** planning, organizing, coordinating, and directing the overall program of emergency dispatch communications; establishing and maintaining public confidence in all public safety dispatch centers. **Ability to:** develop Statewide dispatch-related training programs for the Communications Bureau; establish short-range or long-range plans and objectives within scope of policies and goals; keep abreast of changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to division operations and activities.

PUBLIC SAFETY DISPATCHER V

EDUCATION AND EXPERIENCE: Four years of experience in law enforcement communications including control of ten or more units and the use of State and national criminal justice information systems, two years which were in a lead worker or shift supervisor capacity; **OR** one year of experience as a Public Safety Dispatcher IV in Nevada State service. (*See Special Requirements and Informational Notes*)

PUBLIC SAFETY DISPATCHER VI	37*	[D]F	11.117
PUBLIC SAFETY DISPATCHER V	34*	[D]F	11.118
PUBLIC SAFETY DISPATCHER IV	33*	[D]F	11.120
PUBLIC SAFETY DISPATCHER III	31*	[D]F	11.122
PUBLIC SAFETY DISPATCHER II	29*	[D]F	11.124
PUBLIC SAFETY DISPATCHER I	27*	[D]F	11.126

Page 5 of 7

MINIMUM QUALIFICATIONS (cont'd)

PUBLIC SAFETY DISPATCHER V (cont'd)

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

Detailed knowledge of: regulations, policies and procedures governing the operations and activities of a law enforcement communication center as applied to directing, advising, and coordinating operations. **Working knowledge of:** organizational structure and programs administered by the agency; monitoring and tracking dispatch center operating and supply budgets; supervisory techniques including disciplinary processes, employee evaluation, and the development of work performance standards. **General knowledge of:** State budgeting process. **Ability to:** develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties; motivate others and encourage effective action; evaluate activities and applied practices using various techniques and principles to determine operations and performance compliance with system requirements; plan, organize and oversee the work and performance of a specific dispatch center; identify specific non-compliance areas or problems and initiate and prepare individual training courses on a variety of topics; read, interpret and apply new regulations, policies and procedures with limited assistance; supervise subordinate supervisors and staff including organizing work flow to accomplish established objectives, delegating responsibility, training, evaluating work effectiveness and proficiency, and administering necessary discipline; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills, and Abilities required for Public Safety Dispatcher VI.*)

PUBLIC SAFETY DISPATCHER IV

EDUCATION AND EXPERIENCE: Three years of experience in law enforcement communications including control of ten or more units and the use of State and national criminal justice information systems; **OR** one year of experience as a Public Safety Dispatcher III in Nevada State service. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: the agency's operating policies and procedures; various types and jurisdictions of law enforcement and criminal justice agencies; types of available public safety organizations that support law enforcement activities; effective training or coaching techniques used in training lower level dispatchers; warrant system procedures for entering, deleting, editing, validating and confirming information; public relations principles and practices; personnel rules and regulations. **General knowledge of:** supervisory techniques and practices which involved coordinating, directing, and scheduling dispatchers. **Ability to:** compose and maintain a variety of correspondence and reports using correct English grammar, vocabulary, spelling and punctuation; interact with supervisors, peers and subordinates tactfully and effectively; adjust priorities quickly as circumstances dictate; assist in drafting communication center procedures; assess situations and make comparisons to judge whether they are similar to or different from prescribed standards; make presentations in front of large groups of people; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills, and Abilities required for Public Safety Dispatcher V.*)

PUBLIC SAFETY DISPATCHER VI	37*	[D]F	11.117
PUBLIC SAFETY DISPATCHER V	34*	[D]F	11.118
PUBLIC SAFETY DISPATCHER IV	33*	[D]F	11.120
PUBLIC SAFETY DISPATCHER III	31*	[D]F	11.122
PUBLIC SAFETY DISPATCHER II	29*	[D]F	11.124
PUBLIC SAFETY DISPATCHER I	27*	[D]F	11.126

Page 6 of 7

MINIMUM QUALIFICATIONS (cont'd)

PUBLIC SAFETY DISPATCHER III

EDUCATION AND EXPERIENCE: Two years of experience in law enforcement communications including control of ten or more units and the use of State and national criminal justice information systems; **OR** one year of experience as a Public Safety Dispatcher II in Nevada State service. (*See Special Requirements and Informational Notes*)

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

Detailed knowledge of: capabilities and screen formats of criminal justice information systems such as, but not limited to, NCIC, NLETS, California Law Enforcement Telecommunications Systems (CLETS), NCJIS, and Shared Computerized Operations for Protection and Enforcement (SCOPE); communications center functions and capabilities to train lower-level dispatchers. **Working knowledge of:** security, confidentiality and privacy regulations; maintenance contracts for resolution of equipment malfunctions; location of DPS Officers and other law enforcement units assigned geographically throughout the responsible area of the assigned Communications Center; agency procedures, policies and programs; functions and communications procedures of other entities serviced by the communications center; law enforcement terminology as applied to operating a computerized dispatch console; geography of Nevada and its major highways. **Ability to:** handle a large volume of radio, telephone and telecommunication traffic; work independently and follow through on assignments with minimal direction; law enforcement terminology as applied to operating a computerized law enforcement dispatch console; efficiently and accurately respond to requests for information using criminal justice information systems such as, but not limited to, NCIC, NLETS, CLETS, NCJIS and SCOPE; recognize emergency situations and take appropriate action; *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 Public Safety Dispatcher IV.*)

PUBLIC SAFETY DISPATCHER II

EDUCATION AND EXPERIENCE: One year of experience in law enforcement communications or dispatch work; **OR** one year of experience as a Public Safety Dispatcher I in Nevada State service. (*See Special Requirements and Informational Notes*)

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

General knowledge of: the capabilities of criminal justice information systems; common office procedures for reports and records; the organizational work unit where employed; other entities serviced by communication center. **Working knowledge of:** the Department's Computer Aided Dispatch (CAD) system; geography of Nevada and its highways within the responsible area of the assigned Communications Center. **Ability to:** perform complex dispatch work including fatalities, pursuits, and officer-involved shootings; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills, and Abilities required for Public Safety Dispatcher III.*)

PUBLIC SAFETY DISPATCHER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of general work experience; **OR** graduation from high school to include successful completion of the Emergency

POSTING#: 15-24

Effective: 10/26/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.305	Engineering Technician V	35	C		No Change		
6.308	Engineering Technician IV	33	C		No Change		
6.313	Engineering Technician III	30	C		No Change		
6.328	Engineering Technician II	27	C		No Change		
6.334	Engineering Technician I	23	C	6.334	Engineering Technician I	25	C

Basis for Recommendation

At the request of the Department of Transportation (NDOT) and in consultation with the Division of Human Resource Management (DHRM) it was determined that a review of the grade level for the Engineering Technician I be conducted. Engineering Technicians perform a broad range of duties involving technical engineering work in support of professional engineers.

In consultation with subject matters experts from NDOT and analysts within DHRM it was determined that the grade level for the Engineering Technician I be increased from a grade 23 to a grade 25, which creates a two-grade differential between itself and the Engineering Technician II. This grade increase does not create a fiscal cost as positions in this series are classified at the Engineering Technician II level or above, and the Engineering Technician I is the trainee level in the series.

This change will allow for an increased and more diverse pool of applicants and increase recruitment efforts.

Throughout the review management and staff within NDOT and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the 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>
ENGINEERING TECHNICIAN V	35	C	6.305
ENGINEERING TECHNICIAN IV	33	C	6.308
ENGINEERING TECHNICIAN III	30	C	6.313
ENGINEERING TECHNICIAN II	27	C	6.328
ENGINEERING TECHNICIAN I	[23]25	C	6.334

SERIES CONCEPT

Engineering Technicians perform a broad range of duties involving technical engineering work in support of professional engineers including drafting, engineering calculations, surveying, materials and soils testing, construction inspection, roadway design, right-of-way engineering, planning, permitting and inspection, water rights appropriation and land acquisition in support of civil or related professional engineering work. Work requires the application of technical engineering skills, methods, and practices in compiling technical data, drafting, computer aided software, operating specialized equipment and preparing engineering related documents.

Assist engineers in performing field and laboratory tests and setting up equipment; gather and compile data, analyze technical problems, conduct research, and analyze data gathered to ensure accuracy and conformance to policies, procedures, guidelines, and standards.

Assist engineers, contractors, department staff, other agencies, the public and private business regarding water rights ownership, bid documents, contract plans, right-of-way plans, acquisition and disposal documentation, contract specifications, test results and federal and State guidelines and procedures; review, prioritize, research and prepare information in appropriate format.

Perform technical research to ensure department programs, testing methods, policies and procedures comply with federal and State requirements; review technical documents, analyze and interpret data and note discrepancies; verify areas of noncompliance against agency records and contact appropriate parties when discrepancies arise; make recommendations to correct problems and/or revise existing policies, procedures or methods.

Maintain records and contract documents in accordance with established filing system; enter data into computer system for analysis and review construction, water rights and contract documents and/or plan specifications; check applications and technical reports for completeness, clarity and conformance to department guidelines and federal and State policies and procedures.

Perform field inspections of construction projects, well locations and water use, material equipment, property lines and boundaries, right-of-way mapping and safety barriers; review and interpret construction plans, water rights records of survey and specifications to determine compliance; perform field measurements and record data; provide information, discuss problems and recommend solutions to contractors, professionals, property owners, department personnel and the general public; make recommendations and document the inspection process for future reference, payment of contract billings and to meet federal and State requirements.

Perform manual and computer aided drafting assignments by preparing maps, charts, graphs, tables, slopes and contours for construction projects, right-of-way location and water rights ownership, water rights data, data analysis, water quality data and federal, State and private property location.

Conduct surveying work including staking alignments, structures, fence lines and cross sections to set control points, locate wells and establish right-of-way lines, government survey and property boundaries; perform vertical

ENGINEERING TECHNICIAN V	35	C	6.305
ENGINEERING TECHNICIAN IV	33	C	6.308
ENGINEERING TECHNICIAN III	30	C	6.313
ENGINEERING TECHNICIAN II	27	C	6.328
ENGINEERING TECHNICIAN I	[23]25	C	6.334

SERIES CONCEPT (cont'd)

and horizontal measurements and topographical mapping by operating transits, levels, rods, computerized surveying equipment, compasses, and calculators.

Perform material and soil testing in a laboratory setting involving a variety of design and quality control testing including acceptance testing, design mix, proficiency and advance testing; research material properties, new or proposed specifications and test procedures.

Maintain and calibrate equipment to ensure proper operation, accuracy and reliability of test results and data collection; maintain equipment inventory, repair and maintenance records; document calibration results, repairs and problems encountered and make recommendations for repair and/or replacement of existing equipment.

Research city, county and federal records to determine property ownership, boundaries, encumbrances and condition of title.

Perform calculations establishing government survey and property boundaries, right-of-way lines, slopes and contours, horizontal and vertical alignments, traverses, construction limits and material quantities.

Perform related duties as assigned.

CLASS CONCEPTS

Engineering Technician V: Under general direction of an engineer or section head, incumbents perform the full range of duties in the series concept and in addition, function as a first-line supervisor directing and reviewing the work of lower-level engineering technicians and oversee an engineering function or operation of considerable importance to the agency. Work involves independent decision-making and accountability for the accuracy of the final work products of subordinates. Projects are assigned in terms of general program goals and are not specified in detail. Completed work is reviewed by an engineer or section head for conformance with engineering principles and practices, applicable policies and procedures as well as federal and State requirements. Incumbents oversee major projects and exercise functional supervision over engineering related programs; apply concepts, theories and practices utilizing considerable judgment and ingenuity in carrying out assignments. Work includes the supervision and coordination of technical engineering work such as water rights ownership determination, field and other critical investigations, interpretation of legal documents and descriptions, data analysis, permitting and water rights and land acquisitions. Incumbents supervise lower-level engineering technicians or personnel assigned to specific projects or functions and ensure the quality and quantity of work assigned to a squad or section; establish work performance standards; evaluate employee performance; assign and review work; make recommendations in the hiring, firing and disciplinary actions of assigned employees; and determine work priorities, procedures and techniques within existing standards and controls.

Engineering Technician IV: Under general direction, incumbents function independently at the advanced journey level performing technical work requiring knowledge of engineering theories, principles, concepts and practices in a specialized area. Incumbents plan and execute assignments, independently coordinate projects with engineers and other technicians and coordinate engineering functions within the office. Work assignments cover a wide range of technical engineering duties requiring considerable judgment and ingenuity.

Incumbents determine individual work priorities and apply established procedures, techniques, standards, process flows, project reporting requirements and guidelines set forth by management. Incumbents perform specialized technical engineering work of an advanced nature and function under minimal supervision; use considerable judgment in making independent decisions; may act as a first-line supervisor and have technical or leadworker responsibility for a project and staff of lower-level engineering technicians.

ENGINEERING TECHNICIAN V	35	C	6.305
ENGINEERING TECHNICIAN IV	33	C	6.308
ENGINEERING TECHNICIAN III	30	C	6.313
ENGINEERING TECHNICIAN II	27	C	6.328
ENGINEERING TECHNICIAN I	[23]25	C	6.334

CLASS CONCEPTS (cont'd)

Engineering Technician III: Under general supervision incumbents perform one or more of the duties described in the series concept at the journey level. Incumbents perform technical engineering work such as project coordination, cost estimating, material and soil analysis, quality assurance testing and sampling, construction inspection activities, data gathering and research, maintaining data files, surveying, drafting, right-of-way engineering duties, relocation inspections, review of legal transfer documents and water rights ownership and land acquisition research by applying a variety of methods and practices in compiling technical data, using computer aided software, operating specialized equipment and preparing technical engineering documents. Incumbents are accountable for the accuracy of the final work product and the correct application and interpretation of office policy and statutory requirements, testing procedures, completed construction work, design plans, engineering data, cost estimates and survey results. Work assignments are not completely standardized requiring the incumbent to use a variety of references, guidelines and precedents that may require making modifications in work procedures, data and equipment; apply judgment and knowledge in selecting and evaluating data and adapting methods to accomplish work assignment; contribute to the actual design development phase of an engineering function. Incumbents assist in training lower-level staff as assigned.

Engineering Technician II: Under general supervision, incumbents continue to receive training in technical engineering methods and practices in preparation for progression to the journey level and performing more specialized and technical engineering related work. Work includes basic elements of engineering work such as, cost estimating, material and soil analysis, construction planning and inspections, data interpretation, permit preparation, technical report preparation, proofreading, survey work, drafting and research of federal, State, department, city and county records. Work involves testing, measurement, calculations, data collection and analysis by applying technical engineering practices and concepts. Incumbents exercise limited judgment when applying guidelines and specifications regarding the course of action to accomplish assignments.

Engineering Technician I: Under close supervision of a higher-level technician or engineer, incumbents learn to perform technical engineering tasks at the entry level. This is the trainee level in the series and incumbents may progress to the next level upon meeting the minimum qualifications, satisfactory performance 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.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal statute requires random testing for controlled substances during employment.

ENGINEERING TECHNICIAN V

EDUCATION AND EXPERIENCE: Associate’s degree from an accredited college or university with major course work in engineering, physics, math or closely related field and two years of experience which involved the coordination of technical engineering projects; responsibility for a specialized engineering function or program area; and leadwork or supervisory responsibilities over technical engineering staff; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** one year of experience as an Engineering Technician IV in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirements*)

ENGINEERING TECHNICIAN V	35	C	6.305
ENGINEERING TECHNICIAN IV	33	C	6.308
ENGINEERING TECHNICIAN III	30	C	6.313
ENGINEERING TECHNICIAN II	27	C	6.328
ENGINEERING TECHNICIAN I	[23]25	C	6.334

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

ENGINEERING TECHNICIAN V (cont'd)

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

Working knowledge of: technical aspects of highway materials testing, construction, maintenance and related areas; surveying practices and real estate law court decisions and legal opinions related to assigned functions. **Ability to:** work as a team leader and coordinate the work of others; communicate effectively both orally and in writing involving a variety of technical and legal work related topics; conduct inspections of complex structures such as bridges, retaining walls, wells and drilled shafts; perform complex technical tasks; evaluate technically correct engineering planning documents and inspection reports; logic and reasoning used to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to technical problems; *and all other knowledge, skills, and abilities required at the lower levels.*

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

General knowledge of: regulations applicable to State personnel administration. **Ability to:** develop and implement efficient work plans and approaches; recommend changes to forms, procedures and methods to improve workflow; plan, direct, supervise and evaluate the work of assigned staff; oversee a variety of complex technical operations.

ENGINEERING TECHNICIAN IV

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university with major course work in engineering, physics, math or closely related field and two years of experience in a specialized engineering function or program area which involved the application of work procedures, standards and controls; **OR** graduation from high school or equivalent education and three years of progressively responsible experience as described above; **OR** one year of experience as an Engineering Technician III in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

Detailed knowledge of: standard safety procedures when working in labs, on construction sites and setting up protective barriers. **Working knowledge of:** construction principles, practices and procedures; agency policies and procedures related to the assignment; standards, guidelines and criteria. **Ability to:** communicate effectively both orally and in writing; deal firmly and tactfully with others inside and outside the agency; work independently and lead the work activities of others; read and interpret parcel maps, subdivision plats, construction plans and specifications, engineering drawings, department policy and procedures and federal and State regulations and guidelines; identify problems and recommend appropriate solutions; make field adjustments in response to unusual circumstances; make independent decisions related to specific work assignments; *and all other 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 Engineering Technician V.*)

ENGINEERING TECHNICIAN III

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university with major course work in engineering, physics, math or closely related field and one year of experience in a specialized engineering function or program area which involved the application of work procedures, standards and controls; **OR** graduation from high school or equivalent education and two years of experience as described above; **OR** one year of experience as an Engineering Technician II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

ENGINEERING TECHNICIAN V	35	C	6.305
ENGINEERING TECHNICIAN IV	33	C	6.308
ENGINEERING TECHNICIAN III	30	C	6.313
ENGINEERING TECHNICIAN II	27	C	6.328
ENGINEERING TECHNICIAN I	[23]25	C	6.334

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

ENGINEERING TECHNICIAN III (cont'd)

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

Working knowledge of: engineering maps and records; principles and practices of surveying; engineering drafting methods, conventional symbols and sources of information; materials, methods and techniques used in construction and inspection; testing and sampling procedures. **Ability to:** operate and manipulate civil engineering software; conduct tests and inspections of products, services or processes to evaluate quality or performance; perform all relevant certified testing procedures; read and comprehend legal and/or technical documents; read and understand references, guidelines and procedures related to technical documents; read and understand references, guidelines and procedures related to technical engineering work; understand and apply instructions from technical manuals to specific situations; organize material in a systematic way to optimize efficiency; determine and use correct mathematical procedures to accomplish job assignments; work independently with minimal supervision; research and locate technical information from various records and resources, public records and websites; operate, maintain and calibrate equipment and instruments applicable to the assignment; *and all other 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 Engineering Technician IV.)

ENGINEERING TECHNICIAN II

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university with major course work in engineering, physics, math or closely related field and six months of experience in a specialized engineering function or program area which involved the application of work procedures, standards and controls; **OR** graduation from high school or equivalent education and eighteen months of experience as described above; **OR** eighteen months as an Engineering Technician I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

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

Working knowledge of: safety procedures when working in labs, construction sites or other work sites; trigonometry, algebra and geometry used in engineering calculations; construction plans and specifications; application of software, computer aided drafting and/or calculation programs; methods of compiling technical data; records maintenance. **General knowledge of:** engineering drafting methods, conventional symbols and sources of information; principles and practices of surveying; engineering maps and records. **Ability to:** operate and manipulate drawing/drafting software; work independently and follow through on routine assignments; perform technical engineering calculations applicable to typical tasks; establish and maintain documentation including records, manuals and inspection reports; convey technical information to others; write technically correct inspection reports, field notes and other documents; apply general rules to specific problems to generate solutions; *and all other 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 Engineering Technician III.)

ENGINEERING TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience involving public contact; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

ENGINEERING TECHNICIAN V	35	C	6.305
ENGINEERING TECHNICIAN IV	33	C	6.308
ENGINEERING TECHNICIAN III	30	C	6.313
ENGINEERING TECHNICIAN II	27	C	6.328
ENGINEERING TECHNICIAN I	23 25	C	6.334

Page 6 of 6

MINIMUM QUALIFICATIONS (cont'd)

ENGINEERING TECHNICIAN I (cont'd)

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

Working knowledge of: personal computers and related ancillary equipment. **General knowledge of:** mathematics including algebra, geometry and trigonometry. **Ability to:** communicate effectively both orally and in writing; work with frequent interruptions; establish and maintain cooperative working relationships with coworkers and the public; follow oral and written instructions; convert mathematical data, quantities and measurements and calculate area, volume, length and proportion; read and understand policy and procedure; accurately copy, post or transcribe data; perform repetitive work according to prescribed procedures, sequence and pace; gather and compile 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 Engineering Technician II.)

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

	<u>6.305</u>	<u>6.308</u>	<u>6.313</u>	<u>6.328</u>	<u>6.334</u>
ESTABLISHED:	8/23/71	8/23/71	7/1/65	7/1/65	7/1/65
REVISED:					10/5/70
REVISED:			8/23/71	8/23/71	8/23/71
REVISED:				5/12/72	5/12/72
REVISED:	12/12/73				
REVISED:			4/26/74		
REVISED:			6/26/74		
REVISED:	7/1/74	7/1/74	7/1/74	7/1/74	
REVISED:		10/25/74	10/25/74	10/25/74	
REVISED:		4/4/75			
REVISED:				7/1/75	
REVISED:				2/26/76	
REVISED:	7/27/78-3				
REVISED:			9/11/78-3		
REVISED:		1/17/86	1/17/86		
REVISED:			4/14/87	4/14/87	
REVISED:			11/13/87-3	11/13/87-3	
REVISED:		8/19/88-3			
REVISED:		12/9/88-3			
REVISED:		2/21/89-12			
REVISED:	7/1/93P	7/1/93P	7/1/93P	7/1/93P	7/1/93P
REVISED:	8/31/92PC	8/31/92PC	8/31/92PC	8/31/92PC	8/31/92PC
REVISED:	1/13/95UC	1/13/95UC	1/13/95UC	1/13/95UC	1/13/95UC
REVISED:			11/26/96UC		
REVISED:	7/27/00UC	7/27/00UC	7/27/00UC	7/27/00UC	7/27/00UC
REVISED:	6/25/04PC	6/25/04PC	6/25/04PC	6/25/04PC	6/25/04PC
REVISED:	7/6/20UC	7/6/20UC	7/6/20UC	7/6/20UC	7/6/20UC
REVISED:					10/26/23UC

POSTING#: 16-24

Effective: 10/26/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.117	Highway Maintenance Worker IV	31	H		No Change		
9.120	Highway Maintenance Worker III	29	H		No Change		
9.127	Highway Maintenance Worker II	26	C	9.127	<i>Highway Maintenance Worker II</i>	27	C
9.130	Highway Maintenance Worker I	23	C	9.130	<i>Highway Maintenance Worker I</i>	25	C

Basis for Recommendation

At the request of the Department of Transportation (NDOT) and in consultation with the Division of Human Resource Management (DHRM) it was determined that a review of the grade level for the Highway Maintenance Worker I and Highway Maintenance Worker II be conducted. Highway Maintenance Workers are certified by the Nevada Department of Transportation (NDOT) to operate a variety of complex or specialized highway maintenance and construction equipment to restore and maintain the integrity of roadway surfaces; maintain roadside slopes, shoulders, culverts, and ditches to restore drainage and prevent erosion; and repair or replace related roadway appurtenances such as guardrails, markers, guideposts, and fences.

In consultation with subject matters experts from NDOT and analysts within DHRM it was determined that the grade level for the Highway Maintenance Worker I be increased from a grade 23 to a grade 25 and the grade level for the Highway Maintenance Worker II be increased from a grade 26 to a grade 27, which creates a two-grade differential between grades within the series. This grade increase does not create a fiscal cost as positions in this series are classified at the Highway Maintenance Worker III level or above, and the Highway Maintenance Worker I and the Highway Maintenance Worker II are trainee levels in the series.

This change will allow for an increased and more diverse pool of applicants and increase recruitment efforts.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
HIGHWAY MAINTENANCE WORKER IV	31	H	9.117
HIGHWAY MAINTENANCE WORKER III	29	H	9.120
HIGHWAY MAINTENANCE WORKER II	26 27	H	9.127
HIGHWAY MAINTENANCE WORKER I	23 25	H	9.130

SERIES CONCEPT

Highway Maintenance Workers are certified by the Nevada Department of Transportation (NDOT) to operate a variety of complex or specialized highway maintenance and construction equipment to restore and maintain the integrity of roadway surfaces; maintain roadside slopes, shoulders, culverts, and ditches to restore drainage and prevent erosion; and repair or replace related roadway appurtenances such as guardrails, markers, guideposts, and fences.

Operate and perform preventive maintenance and minor repair on a variety of light, medium and heavy-duty highway maintenance, and construction equipment such as a rotary snowplow, motor grader, crawler/tractor, backhoe/grade-all, truck mounted asphalt distributor, chip spreader, cold planer, paint striper, vacuum sweeper, and culvert cleaner.

Act as designated certified operator for certification of Highway Maintenance Worker I's and II's; demonstrate and oversee equipment operation and provide training in established safety policies and requirements.

Operate equipment or backup vehicles to install long line, solid and skip lines and gore lines; measure and install various permanent and temporary pavement markings.

Apply chip and flush seals to the construction of maintenance overlays, and cold milling and inlays with hot asphalt.

Provide information for input into the Maintenance Management System; respond to customer service requests and prepare billable accident reports.

Establish traffic controls using accepted methods to reroute traffic or control traffic speed and flow in highway maintenance areas, construction zones, and accident scenes.

Mix salt and sand stockpiles; operate loaders to load salt and sand into trucks; apply anti-icing chemicals; remove snow with medium and heavy dump trucks with snow plows, spreaders, and pre-wetting equipment; operate motor graders; construct and maintain brine-making facilities.

Maintain radio contact with a base station, maintenance personnel and law enforcement agencies; use information provided by the Intelligent Transportation System and the District Operations Center; use the Incident Command System protocol and respond to emergencies outside normal working hours.

Install, repair, and replace roadway signs and signposts; repair and replace bulbs, fixtures, and sensors on lighted sign structures; clean and replace overhead sign panels.

Monitor contract compliance and quality control including testing/materials and completed work performed by contractors.

HIGHWAY MAINTENANCE WORKER IV	31	H	9.117
HIGHWAY MAINTENANCE WORKER III	29	H	9.120
HIGHWAY MAINTENANCE WORKER II	26 27	H	9.127
HIGHWAY MAINTENANCE WORKER I	23 25	H	9.130

Page 2 of 5

SERIES CONCEPT (cont'd)

Maintain landscaped areas and the highway right-of-way; repair, widen or reconstruct tree wells; replace dead or damaged trees, flowers, shrubs, and ground cover; fertilize, mow, and re-seed lawns.

Remove roadway and roadside debris, excess dirt, vegetation, and other traffic hazards; remove dead animals and biohazards.

Respond to accidents and fatalities and complete required forms and documentation.

Perform related duties as assigned.

CLASS CONCEPTS

Highway Maintenance Worker IV: Under general supervision, incumbents function as lead workers and as an assistant to the Highway Maintenance Supervisor I. Incumbents plan and schedule maintenance activities including determining what equipment and materials are required, assigning personnel, and completing required records. As the assistant supervisor, they participate in the duties described in the series concept; assign and review the work of lower-level personnel; provide input into performance evaluations; assist the supervisor in laying out a variety of roadway or specialty maintenance work; organize equipment, materials, personnel, and procedures; and respond to emergencies.

Positions in this class are distinguished from the lower levels by ongoing responsibility to provide assistance to the crew supervisor. These responsibilities require a greater depth of knowledge of equipment, materials, methods, and procedures relative to highway maintenance and a greater degree of skill in overseeing the work of others, preparing reports, and making decisions that impact production and safety.

Incumbents interpret a variety of departmental manuals or industry standards relative to the Maintenance Management System, standard plans, hazardous material, traffic control and equipment repair in order to promote efficiency and safety; and may conduct or oversee sampling and testing of materials such as salt/sand or aggregate.

Highway Maintenance Worker III: Under general supervision, incumbents perform the duties described in the series concept at the journey level. Positions in this class are distinguished from those at the lower levels by the complexities involved in operating and training others in the use of specialized or complex highway maintenance and construction equipment as determined by NDOT. This is the journey level in the series.

Incumbents instruct other employees in the operation of equipment associated with highway maintenance and construction crews including specialty areas such as striping, landscaping, and lighting and signs. They also observe and verify the proficiency of other employees who are working toward certification. Incumbents review written procedures on traffic control, activities coding, sign configuration and placement, highway lighting, pavement marking/striping, chemical spraying, and snow and ice prevention and removal.

Highway Maintenance Worker II: Under supervision, incumbents continue to receive training in performing the duties described in the series concept. This is the continuing trainee level, and incumbents may progress to the next level after one year of being certified as a fully trained operator of complex or specialized highway maintenance and construction equipment as designated by NDOT and with the approval of the appointing authority.

Highway Maintenance Worker I: Under close supervision, incumbents work with experienced staff while learning to perform the duties described in the series concept. This is the entry level in the series and incumbents may progress to the next level upon meeting the minimum qualifications and with the approval of the appointing authority.

HIGHWAY MAINTENANCE WORKER IV	31	H	9.117
HIGHWAY MAINTENANCE WORKER III	29	H	9.120
HIGHWAY MAINTENANCE WORKER II	26 27	H	9.127
HIGHWAY MAINTENANCE WORKER I	23 25	H	9.130

Page 3 of 5

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.

INFORMATIONAL NOTES:

- * A class A or B commercial driver's license, including appropriate endorsements, will be required within six months of appointment for positions that are required to operate a commercial vehicle or transport hazardous materials. These positions will be identified at the time of recruitment.
- * Incumbents at the Highway Maintenance Worker I may progress to the Highway Maintenance Worker II upon obtainment of a valid State of Nevada Commercial Driver's License and at the recommendation of the appointing authority.
- * In order to meet the needs of specialized disciplines within the highway maintenance field, certified equipment proficiency or specialized skills may be required for Highway Maintenance Worker III's and IV's and will be identified at the time of recruitment.

HIGHWAY MAINTENANCE WORKER IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience as a Highway Maintenance Worker III in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Notes)*

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

Detailed knowledge of: materials, methods and equipment commonly used in reconstructing, renovating or repairing highway roadbed, surface, shoulders, drainage facilities, and fixtures; pruning and watering techniques for landscaped areas; traffic paints and beads and retro-reflectivity qualities of these materials; hazardous materials isolation zones as first responders to hazardous material spills; Maintenance Management System Manual; dust control techniques; endangered species habitats, protection techniques and safe removal of non-native species; environmental regulations that impact the method of work at job sites; incident command system and operational controls during emergency operations; *and all knowledge, skills, and abilities required at the lower levels.*

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

General knowledge of: supervisory principles and practices; procedures related to payroll records, activity reports and status reports associated with a highway maintenance crew; Maintenance Management System Manual and associated coding elements; policies, procedures and regulations affecting roadway and specialty maintenance crew activities.

HIGHWAY MAINTENANCE WORKER III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience following certification in the operation of complex or specialized highway maintenance and construction equipment as designated by NDOT; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Notes)*

HIGHWAY MAINTENANCE WORKER IV	31	H	9.117
HIGHWAY MAINTENANCE WORKER III	29	H	9.120
HIGHWAY MAINTENANCE WORKER II	26 27	H	9.127
HIGHWAY MAINTENANCE WORKER I	23 25	H	9.130

Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

HIGHWAY MAINTENANCE WORKER III (cont'd)

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

Detailed knowledge of: traffic control and routing through highway maintenance and construction zones; snow removal and anti-icing techniques, materials, and equipment; proper drainage and erosion control methods. **Working knowledge of:** materials, methods and equipment commonly used in reconstructing, renovating or repairing highway roadbed, surface, shoulders, drainage facilities, and fixtures; pruning and watering techniques for landscaped areas; traffic paints and beads and retro-reflectivity qualities of these materials; hazardous materials isolation zones as first responders to hazardous material spills; Maintenance Management System Manual; dust control techniques; endangered species habitats, protection techniques and safe removal of non-native species; environmental regulations that impact the method of work at job sites; incident command system and operational controls during emergency operations. **Ability to:** train others in the operation of complex or specialized highway maintenance and construction equipment; estimate quantities of labor and material needed for a project; read, interpret and explain policies, procedures, regulations and standard plans associated with maintenance activities; operate and maintain complex or specialized highway maintenance and construction equipment; work effectively with staff and representatives of other agencies and companies; diagnose the cause and extent of common equipment, component or basic system malfunctions; *and all knowledge, skills, and abilities required at the lower levels.*

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Highway Maintenance Worker IV.)

HIGHWAY MAINTENANCE WORKER II

EDUCATION AND EXPERIENCE: One year of experience performing basic highway maintenance work; **OR** one year of experience as a Highway Maintenance Worker I in Nevada State service. *(See Special Requirements and Informational Notes)*

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

Working knowledge of: herbicide/insecticide application procedures and equipment. **General knowledge of:** repairing highway roadbed, surface, shoulders, drainage facilities, and fixtures; materials, methods, and equipment used in routine highway maintenance activities; traffic control and routing through highway maintenance and construction zones; proper drainage and erosion control methods; snow removal and anti-icing techniques, materials and equipment; pruning and watering techniques for landscaped areas; traffic paints and beads and retro-reflectivity qualities of these systems; dust control techniques; endangered species habitats, protection techniques and safe removal of non-native species; environmental regulations that control the method of work at job sites; incident command system and operational controls used during emergency operations. **Ability to:** safely operate and maintain a variety of hand and power tools associated with routine highway maintenance tasks; read and understand the Maintenance Management System Manual; *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 Highway Maintenance Worker III.)

HIGHWAY MAINTENANCE WORKER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education; **OR** one year of general work and/or volunteer experience; **OR** one year of experience as a Highway Construction Aid in Nevada State service. *(See Special Requirements and Informational Notes)*

HIGHWAY MAINTENANCE WORKER IV	31	H	9.117
HIGHWAY MAINTENANCE WORKER III	29	H	9.120
HIGHWAY MAINTENANCE WORKER II	26 27	H	9.127
HIGHWAY MAINTENANCE WORKER I	23 25	H	9.130

Page 5 of 5

MINIMUM QUALIFICATIONS (cont'd)

HIGHWAY MAINTENANCE WORKER I (cont'd)

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

Ability to: read at a sufficient level to understand written instructions on vehicle operation, vehicle maintenance, work procedures, and hazardous material handling; follow oral and written instructions; use common hand tools such as rakes and shovels; work as a member of a team; effectively communicate with co-workers and the public; work under adverse conditions such as extreme heat or extreme cold, in or near the path of moving vehicles, or on difficult or steep terrain; perform heavy physical labor; write sufficiently to keep simple records.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Highway Maintenance Worker II.)

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

	<u>9.117</u>	<u>9.120</u>	<u>9.127</u>	<u>9.130</u>
ESTABLISHED:	2/19/82	8/31/73	1/1/61	1/1/61
REVISED:		12/13/77	4/1/70	4/1/70
REVISED:		4/8/83	2/17/77	3/22/71
REVISED:				12/7/76
REVISED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
REVISED:	11/29/90PC	11/29/90PC	11/29/90PC	11/29/90PC
REVISED:	5/16/94UC	5/16/94UC	5/16/94UC	5/16/94UC
REVISED:	3/18/98UC	3/18/98UC	3/18/98UC	3/18/98UC
REVISED:	7/1/07P	7/1/07P	7/1/07P	7/1/07P
	8/11/06PC	8/11/06PC	8/11/06PC	8/11/06PC
REVISED:	9/15/15RNC	9/15/15RNC	9/15/15RNC	9/15/15UC
REVISED:			7/26/23UC	7/26/23UC
REVISED:			10/26/23UC	10/26/23UC

POSTING#: 17-24
Effective: 11/30/23

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	NEW			7.773	<i>Skillbridge Trainee</i>	31	B

Basis for Recommendation

At the request of the Division of Human Resource Management (DHRM) it was determined that a class be created for the State of Nevada Skillbridge Program. This program provides transitioning service members from all branches of the U.S. Armed Forces internships and training. These opportunities allow service members to gain valuable work experience in the public sector and exposure to State employment opportunities. This new series builds a conduit for those individuals who successfully complete the internship program to be employed by the State.

- 1) *Skillbridge Trainee, 7.773, grade 31*: Under immediate supervision, incumbents perform a variety of duties while receiving training for advancement to a higher-level class. This series may be utilized for entry into any Occupational Group. Employees in this class receive on-the-job training in the duties performed in a particular field. Training received is designed to prepare individuals to do the entry-level work in that class. Duties are performed under the guidance and direction of journey level staff and/or supervisors and are closely monitored to ensure accuracy and conformance to legal requirements and established policies and procedures. Training may be supplemented by formal or informal classroom courses, workshops, and other instructional activities. This is an entry-level trainee class. Employees in this class will progress within the appropriate professional series pursuant to regulations regarding recruitment processes and automatic advancement.

It is recommended that this class be placed in the 7.000 Fiscal Management & Staff Services Occupational Group, which is consistent with the Fiscal/Business Professional Trainee series and the Staff Professional Trainee. It is further recommended that this class be placed at a grade 31 which is comparable to the Fiscal/Business Professional Trainee III, 7.776 class. The EEO Administrator has assigned the EEO-4 code of “B” Professional which is also consistent with the comparable classes.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

ok/bg
 10/24/2023

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<i>SKILLBRIDGE TRAINEE</i>	31	7.773	B

Under immediate supervision, incumbents perform a variety of duties while receiving training for advancement to a higher-level class. This series may be utilized for entry into any Occupational Group.

Employees in this class receive on-the-job training in the duties performed in a particular field. Training received is designed to prepare individuals to do the entry-level work in that class.

Duties are performed under the guidance and direction of journey level staff and/or supervisors and are closely monitored to ensure accuracy and conformance to legal requirements and established policies and procedures. Training may be supplemented by formal or informal classroom courses, workshops, and other instructional activities.

This is an entry-level trainee class. Employees in this class will progress within the appropriate professional series pursuant to regulations regarding recruitment processes and automatic advancement.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *Applicants must be honorably discharged from a branch of the United States Armed Forces or National Guard or in the process of transitioning out of military service honorably. Verification of honorable discharge or transition out of military service must be submitted at the time of recruitment.*
- * *Applicants must have successfully completed a State of Nevada SkillBridge internship program at the time of appointment.*

SKILLBRIDGE TRAINEE

EDUCATION AND EXPERIENCE: *Two years of experience in a Military Occupational Specialty in the field in which the applicant is to be trained. (See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
General knowledge of: problem solving techniques; research techniques; recordkeeping; organizational principles; operation and use of database management, spreadsheet, word processing, and/or other associated business software. Ability to: apply complex agency and/or program regulations, requirements, and policies to specific situations; receive, review, and process a variety of documents according to established guidelines, policies, regulations, and timelines; write grammatically correct business correspondence; read and understand analytical, statistical, and/or technical information related to the profession; communicate effectively both verbally and in writing; interact effectively with clients and/or staff from a variety of backgrounds.

MINIMUM QUALIFICATIONS (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 the class series to be trained.)*

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

7.773

ESTABLISHED: 11/30/23UC

POSTING#: 18-24**Effective: 12/08/23**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.810	Conservation Staff Specialist II Option A: Natural Resources Option B: Fleet Management	36	B	<i>1.810</i>	<i>Conservation Staff Specialist II</i>	<i>36</i>	<i>B</i>
1.809	Conservation Staff Specialist I	35	B	<i>1.809</i>	<i>Conservation Staff Specialist I</i>	<i>35</i>	<i>B</i>
	NEW			<i>1.802</i>	<i>Conservation Staff Specialist Trainee II</i>	<i>33</i>	<i>B</i>
	NEW			<i>1.801</i>	<i>Conservation Staff Specialist Trainee I</i>	<i>31</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	NEW			<i>1.804</i>	<i>Forestry Fleet Coordinator</i>	<i>36</i>	<i>B</i>

Basis for Recommendation

At the request of the Division of Human Resource Management (DHRM), Recruitment Unit a review was conducted of the Conservation Staff Specialist series. Conservation Staff Specialists assist in developing, formulating, and coordinating programs, policies, and procedures related to areas such as resource management, safety and training, fire management, and policy management pertinent to the assigned area of natural resource management, preservation, conservation, and protection.

In consultation with Subject Matter Experts from the Department of Agriculture, Department of Wildlife, Department of Conservation & Natural Resources, Division of Forestry, Division of State Parks, Division of Natural Heritage, and Conservation Districts and analysts within DHRM, it is recommended that the Conservation Staff Specialist series be amended to remove Option A: Natural Resources and Option B: Fleet Management from the Conservation Staff Specialist II and create a new class titled Forestry Fleet Coordinator.

- 1) *Forestry Fleet Coordinator, 1.804, grade 36* coordinates and supervises the statewide operational activities of the Nevada Division of Forestry's (NDF) Fleet Program to include, but not limited to: supervision of personnel; purchase, maintenance, and repair of all equipment which includes light, medium, and heavy vehicles and movable maintenance, forestry, and natural resource equipment; fuel for use by all agency vehicles, equipment, and tools including other non-rental equipment; purchase parts, materials, and supplies; develop, review, revise, and implement policies and procedures related to vehicle and equipment use within the agency; and oversee the management and accountability of the agency's property inventory.

In removing Option B: Fleet Management from the Conservation Staff Specialist II and creating the Forestry Fleet Coordinator class, the allocated grade 36 and EEO-4 Code of "B" Professional remain the same. In addition, only minor modifications were made to the representative duty statements and minimum qualifications to account for the creation of this class. This change will allow for a more robust pool of applicants as the title is more reflective of the representative job

duties.

It is also recommended that two trainee levels be added to the Conservation Staff Specialist series.

- 1) *Conservations Staff Specialist Trainee II, 1.802, grade 33*: Under close supervision, incumbents continue to receive training in performing the duties described in the series concept related to the assigned area of natural resource management, preservation, conservation, and protection. This is the continuing trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.
- 2) *Conservation Staff Specialist Trainee I, 1.801, grade 31*: Under close supervision, incumbents learn to perform the duties described in the series concept related to the assigned area of natural resource management, preservation, conservation, and protection. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

It is recommended that the Conservation Staff Specialist Trainee II be allocated to a grade 33 and the Conservation Staff Specialist Trainee I be allocated to a grade 31. This is a two-grade differential between the trainee levels and the journey level which is consistent with most classes within the State. In addition, the EEO Administrator allocated an EEO-4 Code of "B" Professional, which is consistent with the class.

The addition of two trainee levels will allow for a more diverse and deeper pool of applicants and allow for upward mobility for existing employees.

Furthermore, it is recommended that a representative duty statement be added to the series concept to clarify positions may perform supervisory duties as required.

In addition, Informational Notes were added to the Minimum Qualifications to account for equivalent certification in lieu of experience.

Lastly, minor modifications were made to the Education & Experience and the Knowledge, Skills, & Abilities sections of the Minimum Qualifications of the Conservation Staff Specialist II and Conservation Staff Specialist I to maintain consistency with verbiage, formatting, and structure.

Throughout the review management and staff within the above-mentioned agencies and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed, and they support these recommendations.



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>
CONSERVATION STAFF SPECIALIST II OPTIONS A. NATURAL RESOURCES B. FLEET MANAGEMENT	36	B	1.810
CONSERVATION STAFF SPECIALIST I	35	B	1.809
<i>CONSERVATION STAFF SPECIALIST TRAINEE II</i>	<i>33</i>	<i>B</i>	<i>1.802</i>
<i>CONSERVATION STAFF SPECIALIST TRAINEE I</i>	<i>31</i>	<i>B</i>	<i>1.801</i>

SERIES CONCEPT

Conservation Staff Specialists assist in developing, formulating, and coordinating programs, policies, and procedures related to areas such as resource management, safety and training, ~~[fleet and inventory management,]~~ fire management, and policy management pertinent to the assigned area of natural resource management, preservation, conservation, and protection.

Assist in the formulation and development of policies and programs; compile technical data; consult with field personnel; assess needs; develop goals, objectives, and timeframes; write specifications; design and plan activities; evaluate budget provisions; analyze, evaluate, and develop grant proposals; coordinate resources available; and formulate annual work plans for implementation.

Manage contracts, concessions, leases, and agreements; develop, evaluate, monitor, and mediate procurement and implementation of services contracts; oversee statewide concession activities; audit concessionaires and inspect premises to ensure compliance with contract terms; maintain appropriate records and prepare reports.

Review, evaluate and oversee program operations; review reports and statistics; analyze information regarding new technology and methods available; conduct field inspections; assess program quality and results; develop and recommend alternative approaches; develop and revise emergency procedures as needed; prepare summary reports; assess contract provisions, successes and the need for future modifications; study and research programs in other areas; and monitor budget and cost effectiveness in order to meet program objectives and increase efficiency.

Coordinate and implement training programs; evaluate requirements; assess needs; incorporate new equipment and procedures; organize training resources; develop written plans; compile training materials; secure funds; coordinate instructors; maintain records of employee training needs and training completed; and coordinate with related agencies in sharing resources to provide for staff development.

Gather and evaluate information for budget review and requests; summarize program descriptions; prepare justifications; coordinate and organize information on monies generated through program activities; assess requests in terms of statutory requirements; and prepare justifications for new personnel and equipment.

May supervise lower-level professional, technical, and/or administrative staff to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline as required.

Perform related duties as assigned.

CONSERVATION STAFF SPECIALIST II [OPTION]	36	B	1.810
CONSERVATION STAFF SPECIALIST I	35	B	1.809
CONSERVATION STAFF SPECIALIST TRAINEE II	33	B	1.802
CONSERVATION STAFF SPECIALIST TRAINEE I	31	B	1.801

Page 2 of 7

CLASS CONCEPTS

Conservation Staff Specialist II: [OPTION A: Natural Resources:] Under general supervision, incumbents, on a statewide basis, develop, formulate, and coordinate Statewide programs, policies and procedures related to areas such as resource management, safety and training, fire management, and policy management pertinent to the assigned area of natural resource management, preservation, conservation, and protection.

Manage resource management programs; review and develop resource plans, assist in grant development for resource projects and monitor resource actions statewide to ensure compliance with federal and State requirements for resource management.

Coordinate special grant programs; organize and develop program proposals; distribute grant or application forms to entities; negotiate cooperative agreements; review and evaluate completed applications; analyze program objectives; submit applications for final approval; cooperate with other agencies; and maintain records concerning use of funds and program criteria to protect, enhance, and conserve natural resources.

Manage volunteer programs; recruit volunteers and perform background checks; prepare contracts describing work to be done; write job descriptions and train volunteers.

Coordinate division activities with other federal and State agencies, special interest groups and the public; represent the division and provide information to the public and governmental entities; make presentations; appear before governmental and regulatory bodies; prepare press releases and interact with the media.

This class is distinguished from the Conservation Staff Specialist I by the broader scope of responsibility and additional experience required to coordinate the assigned statewide programs. *This is the advanced journey level in the series.*

~~[OPTION B: Fleet Manager: Under general supervision, the incumbent develops, formulates, and coordinates the Nevada Division of Forestry (NDF) Statewide fleet program, writes and updates policies and procedures related to vehicle and equipment use within the agency. The incumbent oversees the management, inspection, maintenance, and repair of the division's light, medium, and heavy vehicles and equipment. Perform complex diagnoses and troubleshooting, repairs as needed, rebuilds as needed, and oversee modifications of agency vehicles and equipment, and recommend actions; ensure quality control on both agency and outside vendor repairs and services; document and track all inspections, repairs, and services performed on agency vehicles and equipment; perform mechanical and safety inspections of vehicles and equipment for agency, county, and federal cooperators.~~

~~Place unsafe vehicles and equipment out of service until repairs are completed; schedule vehicles and equipment for repairs by reviewing the vehicle condition reports prepared by drivers; consult with Fire Management Officers (FMO's) and Conservation Camp Area Supervisors in the three regions; periodically review equipment in the fleet.~~

~~Organize, coordinate, and oversee specialized programs and activities for statewide implementation. Examples of these programs and activities include management of the statewide preventive maintenance program; preparation and administration of bid specifications for automobiles, trucks and equipment, including parts and repairs, for fleet maintenance operations; preparation of new vehicles and equipment for distribution to Fire and Camp programs; manage the statewide specialty equipment.~~

~~Manage and provide oversight for the Federal Excess Property Program (FEPP), to include acquisition, build-up, and disposal of the FEPP property; establish and maintain current records for all Division's vehicles and equipment. Records will include type, license, or property number, assigned location and budget account, plus mileage and type services performed. Prepare equipment property transfers and excess property forms and submit to the Forestry Program Manager or the State Office for approval. Conduct/manage annual inventory of all agency Capital Equipment and submit results to Department of Administration; maintain an accurate inventory of the Division's assets using the state database, ADVANTAGE-DAWN. Ensure the four~~

CONSERVATION STAFF SPECIALIST II [5-OPTIONS]	36	B	1.810
CONSERVATION STAFF SPECIALIST I	35	B	1.809
CONSERVATION STAFF SPECIALIST TRAINEE II	33	B	1.802
CONSERVATION STAFF SPECIALIST TRAINEE I	31	B	1.801

Page 3 of 7

CLASS CONCEPTS (cont'd)

~~[OPTION B: Fleet Manager: (cont'd)~~

~~equipment/maintenance shops are maintaining inventory control of all shop supplies and materials utilizing FLEETMATE database; prepare purchase orders for tools, manuals, supplies and services as needed.]~~

Conservation Staff Specialist I: Under general supervision, incumbents, on a regional basis, develop, formulate, and coordinate programs, policies and procedures related to the assigned area of natural resource management, preservation, conservation, and protection. *This is the journey level in the series.*

Conservation Staff Specialist Trainee II: *Under close supervision, incumbents continue to receive training in performing the duties described in the series concept related to the assigned area of natural resource management, preservation, conservation, and protection. This is the continuing trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

Conservation Staff Specialist Trainee I: *Under close supervision, incumbents learn to perform the duties described in the series concept related to the assigned area of natural resource management, preservation, conservation, and protection. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Applicants may be required to pass a thorough medical examination and physical agility test prior to appointment.
- * Applicants may be required to undergo a background investigation prior to being considered for employment.
- * Some positions require a valid Nevada Class A or B driver's license at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTES:

- * Incumbents may be required to obtain and maintain certification as an Agency Certified Contract Monitor.
- * Some positions require specialized skills and experience in grant management, policy development, equipment and property management, fire and/or resource management, or other natural resource fields and will be identified at the time of recruitment.
- * *Current Certification as a Professional in Rangeland Management (CPRM) from the Society of Range Management, current certification as a Certified Forester from the Society of American Foresters, or current certification as an Associate Wildlife Biologist (AWB) from the Wildlife Society is equivalent to one year of professional experience. This certification must be attached at the time of application.*
- * *Successful completion of the Research Associate Program through the Great Basin Institute will qualify applicants at the Conservation Staff Specialist Trainee II level.*
- * *One year of experience in the AmeriCorps Program will qualify applicants at the Conservation Staff Specialist Trainee I level.*

CONSERVATION STAFF SPECIALIST II [5-OPTIONS]	36	B	1.810
CONSERVATION STAFF SPECIALIST I	35	B	1.809
<i>CONSERVATION STAFF SPECIALIST TRAINEE II</i>	33	<i>B</i>	<i>1.802</i>
<i>CONSERVATION STAFF SPECIALIST TRAINEE I</i>	31	<i>B</i>	<i>1.801</i>

Page 4 of 7

MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION STAFF SPECIALIST II

~~[OPTION A: Natural Resources]~~

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, ecology, *environmental studies, environmental science*, fire management, forestry, *geology*, natural resource management, parks management, or related field and three years of [~~journey-level~~] professional experience in a relevant resource management field that included assisting in developing, formulating, and coordinating programs, policies and procedures; coordinating special grant programs and/or contracts; and coordinating training programs; *OR graduation from high school or equivalent education and five years of professional experience as described above; OR one year of experience as a Conservation Staff Specialist 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: practices and procedures applicable to obtaining and distributing grant funds; wildland and structural fire prevention and suppression; current best practices in natural resource conservation and management; safety practices and principles. **Ability to:** plan, organize, and coordinate one or more statewide programs; establish goals, objectives and timetables consistent with the division's mission; analyze problems and develop and recommend effective solutions; develop and justify budgetary requests; perform statistical and cost management analysis; coordinate and implement training and resource management programs; negotiate contracts, leases and agreements; read, interpret and explain technical documents applicable to assigned programs; communicate effectively both orally and in writing; establish and maintain cooperative working relationships with federal, State and local entities, private contractors, boards and commissions involved in natural resource management and conservation; *and all knowledge, skills, and abilities required at the lower levels.*

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

Working knowledge of: division goals and objectives; appropriate Nevada statutory authorities mandating the conservation of State resources; State Purchasing policies and procedures relating to contract management. **Ability to:** speak effectively and persuasively before groups of people; analyze information, problems, situations, practices, and procedures to define problem areas and formulate logical and objective solutions; create and manipulate spreadsheets.

~~[OPTION B: Fleet Manager]~~

~~EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or related and three years of journey-level experience which included repairing and rebuilding a variety of automotive vehicles and equipment components including engines, cooling systems, transmissions and converters, drive trains, differentials, brake systems and steering systems; OR completion of a National Automotive Technicians Education Foundation (NATEF) certified program and five years of journey-level experience which included repairing and rebuilding a variety of equipment components including engines, cooling systems, transmissions and converters, drive trains, differentials, brake systems and steering systems; OR three years of experience equivalent to Equipment Mechanic III in Nevada State service; OR an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)~~

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

~~**Detailed knowledge of:** equipment systems and operation characteristics of light, medium, heavy and specialized equipment used in firefighting from a variety of manufacturers; methods, materials, tools and equipment used in the constructions, assembly, overhaul, repair, and adjustment of automotive and firefighting apparatuses; electrical and mechanical theories of design; safe working procedures and the proper~~

CONSERVATION STAFF SPECIALIST II [5-OPTIONS]	36	B	1.810
CONSERVATION STAFF SPECIALIST I	35	B	1.809
<i>CONSERVATION STAFF SPECIALIST TRAINEE II</i>	33	B	1.802
<i>CONSERVATION STAFF SPECIALIST TRAINEE I</i>	31	B	1.801

Page 5 of 7

MINIMUM QUALIFICATIONS (cont'd)

~~[OPTION B: Fleet Manager (cont'd)~~

~~use, storage, and disposal of hazardous materials. **Ability to:** plan, organize and coordinate one or more statewide maintenance facilities; establish goals, objectives and timetables consistent with the division's mission; analyze problems and develop and recommend effective solutions; develop and justify budgetary requests; perform statistical and cost management analysis; coordinate and implement training of staff located at all statewide maintenance facilities, negotiate contracts, leases and agreements; read, interpret and explain technical documents applicable to assigned programs; communicate effectively both orally and in writing; establish and maintain cooperative working relationships with federal, State and local entities, and private contractors. **Skill in:** performing complex diagnoses, repair, rebuilding, and modifications of firefighting equipment; basic arc and acetylene welding and cutting and basic machining; repairing, rebuilding and modifying all components of firefighting equipment including diesel and gas engines, automatic and manual transmissions, and hydraulic equipment.~~

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

~~**Working knowledge of:** division goals principles and practices of State budgeting and purchasing; State and agency administrative rules, policies and procedures; federal and State laws, rules and regulations pertaining to the Divisions operations; and principles and practices of supervision. **Ability to:** prepare and monitor an annual budget; supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline and evaluation performance.]~~

CONSERVATION STAFF SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, ecology, *environmental studies, environmental science*, fire management, forestry, *geology*, natural resource management, parks management, or related field and two years of professional experience in a relevant resource management field that included assisting in developing, formulating, and coordinating programs, policies and procedures; coordinating special grant programs and/or contracts; and coordinating training programs; *OR graduation from high school or equivalent education and four years of professional experience as described above; OR one year of experience as a Biologist II, Conservation Crew Supervisor III, Conservation Staff Specialist Trainee II, Fire Captain, Forester II, Nursery Specialist II, or Park Ranger II (Non-Commissioned) in Nevada State service; OR* an equivalent combination of education and experience as described above. (See *Special Requirements and Informational Notes*)

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

Working knowledge of: natural resources and conservation; ecological concepts; environmental laws, policies and practices; basic fire suppression techniques as applied to grass, brush and forest areas; methods and techniques used in natural resource conservation and management. **Ability to:** plan, organize, and coordinate regional programs; research, secure and administer grants; establish project objectives and timetables; develop and recommend effective solutions to problems in an assigned region; prepare budgetary requests; coordinate and implement resource management programs; develop and manage contracts, leases and agreements; read, interpret and explain technical documents; write grant applications and reports; *supervise staff*; establish and maintain cooperative working relationships with federal, State and local entities, private contractors, citizens and others involved in natural resource management and conservation; preserve, restore and enhance natural resources; make oral presentations to groups to provide information; promote resource management services to the community; plan and provide resource protection education programs in the community; *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 Conservation Staff Specialist II.)

CONSERVATION STAFF SPECIALIST II [5-OPTIONS]	36	B	1.810
CONSERVATION STAFF SPECIALIST I	35	B	1.809
CONSERVATION STAFF SPECIALIST TRAINEE II	33	B	1.802
CONSERVATION STAFF SPECIALIST TRAINEE I	31	B	1.801

Page 6 of 7

MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION STAFF SPECIALIST TRAINEE II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, ecology, environmental studies, environmental science, fire management, forestry, natural resource management, parks management, or related field and one year of professional experience in a relevant resource management field as described above; OR graduation from high school or equivalent education and three years of experience as described above; OR one year of experience as a Conservation Crew Supervisor II, Conservation Staff Specialist Trainee I, Firefighter II, Fish Hatchery Technician III, or Wildlife Area Technician III in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application):
 General knowledge of: methods and techniques used in natural resource conservation and/or management; statistical analysis. Ability to: read and understand technical documents; establish and maintain cooperative working relationships; manage a variety of projects simultaneously; implement assigned resource management programs; integrate program resources; utilize sound judgment and make responsible decisions and recommendations; develop, prepare, and submit analytical, narrative, and statistical reports regarding program activities; 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 Conservation Staff Specialist I.)

CONSERVATION STAFF SPECIALIST TRAINEE I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, ecology, environmental studies, environmental science, fire management, forestry, natural resource management, parks management, or related field; OR graduation from high school or equivalent education and two years of technical and/or paraprofessional experience in a relevant resource management field to include maintaining lands for wildlife, surveying wildlife, wildland fire suppression and fire prevention; conducting field research and field testing, compiling data, maintaining records, and preparing reports; OR one year of experience as a Conservation Crew Supervisor I, Firefighter I, Fish Hatchery Technician II, Forester I, Park Ranger Technician III, or Wildlife Area Technician I, in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application):
 General knowledge of: natural resource conservation/management, fire management, and/or parks management; data collection techniques. Ability to: plan, organize, and prioritize work; keep accurate records; communicate effectively both verbally and in writing; compose program documents using correct English, grammar, spelling, and punctuation; operate a personal computer and related hardware and software.

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

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

CONSERVATION STAFF SPECIALIST II [5 -OPTIONS]	36	B	1.810
CONSERVATION STAFF SPECIALIST I	35	B	1.809
CONSERVATION STAFF SPECIALIST TRAINEE II	33	B	1.802
CONSERVATION STAFF SPECIALIST TRAINEE I	31	B	1.801

Page 7 of 7

	<u>1.810</u>	<u>1.809</u>	<i>1.802</i>	<i>1.801</i>
ESTABLISHED:	4/1/67	12/2/05R 5/5/06UC	<i>12/8/23UC</i>	<i>12/8/23UC</i>
REVISED:	10/1/67			
REVISED:	7/1/71			
REVISED:	8/31/73			
REVISED:	2/22/77			
REVISED:	7/1/87-12P 10/17/86PC			
REVISED:	11/13/87-3			
REVISED:	7/1/97P 6/4/96PC			
REVISED:	7/1/01R 12/7/01PC			
REVISED:	12/8/03UC			
REVISED:	8/24/04UC			
REVISED:	12/2/05R 5/5/06UC			
REVISED:	5/22/15UC	5/22/15UC		
<i>REVISED:</i>	<i>12/8/23UC</i>	<i>12/8/23UC</i>		



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FORESTRY FLEET COORDINATOR	36	B	1.804

The Forestry Fleet Coordinator coordinates and supervises the statewide operational activities of the Nevada Division of Forestry's (NDF) Fleet Program to include, but not limited to: supervision of personnel; purchase, maintenance, and repair of all equipment which includes light, medium, and heavy vehicles and movable maintenance, forestry, and natural resource equipment; fuel for use by all agency vehicles, equipment, and tools including other non-rental equipment; purchase parts, materials, and supplies; develop, review, revise, and implement policies and procedures related to vehicle and equipment use within the agency; and oversee the management and accountability of the agency's property inventory.

Assist in the formulation and development of policies and programs; compile technical data; consult with field personnel; assess needs; develop goals, objectives, and timeframes; write specifications; design and plan activities; coordinate resources available; and formulate annual work plans for implementation.

Manage contracts, leases, and agreements; develop, evaluate, monitor, and mediate procurement and implementation of service contracts; assess contract provisions, successes, and the need for future modifications; maintain appropriate records and prepare reports.

Gather and evaluate information for budget review and requests; summarize program descriptions; prepare justifications; assess requests in terms of statutory requirements; prepare justifications for new personnel and equipment; monitor budget and cost effectiveness to meet program objectives and increase efficiency.

Review, evaluate and oversee program operations; review reports and statistics; analyze information regarding new technology and methods available; conduct field inspections; assess program quality and results; develop and recommend alternative approaches; develop and revise emergency procedures as needed; prepare summary reports.

Organize, coordinate, and oversee specialized programs and activities for statewide implementation; manage the statewide preventive maintenance program; prepare and administer bid specifications for automobiles, trucks, and equipment, including parts and repairs, for fleet maintenance operations; prepare new vehicles and equipment for distribution to Fire, Camp, and Natural Resource programs; manage all statewide specialty equipment.

Manage and provide oversight for the Federal Excess Property Program (FEPP), to include acquisition, build-up, and disposal of the FEPP property; establish and maintain current records for all NDF's vehicles and equipment to include type, license or property number, assigned location and budget account, mileage and type of services performed; prepare equipment property transfers and excess property forms and submit to the Forestry Program Manager or the State Office for approval; conduct/manage annual inventory of all agency Capital Equipment and submit results to Department of Administration; maintain an accurate inventory of the Division's assets using appropriate databases; ensure equipment/maintenance shops are maintaining inventory control of all shop supplies and materials utilizing appropriate fleet database; prepare purchase orders for tools, manuals, supplies and services as needed.

May supervise professional, technical, and/or administrative staff as assigned to include performance appraisals, work performance standards, scheduling, work assignment and review, training, and discipline.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *A valid driver's license is required at the time of appointment and as a condition of continuing employment.*
- * *The position requires a valid Nevada Class A or B driver's license at the time of appointment and as a condition of continuing employment.*

INFORMATIONAL NOTES:

- * *Incumbents may be required to obtain and maintain certification as an Agency Certified Contract Manager.*

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in business administration, public administration, or related field and two years of professional experience which included responsibility for planning, organizing, and directing the operations of an equipment repair facility(s) or managing fleet operations in a government setting; developing operating procedures; reviewing specifications for bids; and budget development; one year which included supervision of staff; OR graduation from high school or equivalent education and four years of professional experience as described, one year which included supervision of staff; OR two years of experience as an Equipment Mechanic IV 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: principles and practices of equipment utilization and fleet management; inventory procurement and management. General knowledge of: principles and practices of management and supervision; budget development and oversight. Ability to: plan, organize and coordinate one or more statewide maintenance facilities; establish goals, objectives and timetables consistent with the division's mission; develop and implement policies and procedures; analyze problems and develop and recommend effective solutions; develop and justify budgetary requests; perform statistical and cost management analysis; supervise staff; coordinate and implement training of staff located at all statewide maintenance facilities; negotiate contracts, leases and agreements; read, interpret and explain technical documents applicable to assigned programs; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships with federal, State and local entities, and private contractors.

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

Working knowledge of: Division goals principles and practices of State budgeting and purchasing; State and agency administrative rules, policies, and procedures; federal and State laws, rules and regulations pertaining to the Division's operations; and principles and practices of supervision. Ability to: prepare and monitor an annual budget; supervise staff including hiring, training, assigning, and reviewing work, establishing work schedules and priorities, administering discipline and evaluation performance.

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

1.804

ESTABLISHED: 12/8/23UC

REPORT OF CLASSIFICATION CHANGES

POSTING#: 19-24
Effective: 01/22/24

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.260	Dental Clinic Supervisor	29	E	<i>10.260</i>	<i>Dental Clinic Supervisor</i>	<i>29</i>	<i>E</i>
10.262	Dental Assistant III	27	E	<i>10.262</i>	<i>Dental Assistant III</i>	<i>27</i>	<i>E</i>
10.263	Dental Assistant II	25	E	<i>10.263</i>	<i>Dental Assistant II</i>	<i>25</i>	<i>E</i>
10.264	Dental Assistant I	23	E	<i>10.264</i>	<i>Dental Assistant I</i>	<i>23</i>	<i>E</i>

Basis for Recommendation

As the result of an Individual Classification Study (NPD-19) received by the Division of Human Resource Management (DHRM) from the University of Nevada Las Vegas (UNLV), School of Dental Medicine it was determined that a review of the Dental Clinic Supervisor/Dental Assistant series be conducted. This series assists dentists in the general or specialized treatment of patients in both routine and emergency procedure in areas of diagnostic, preventative, restorative, periodontal, endodontic, pedodontics, orthodontic, oral surgery, and prosthodontic dental care.

In coordination with subject matter experts from UNLV and analysts within DHRM it is recommended that the class concept for each level in the series be amended to clarify duties and responsibilities reflective of each class. In addition, a secondary option was added to the Dental Assistant III to clarify that incumbents that function as a Dental Cone-Beam Computer Tomography and/or other radiology technology technician perform at an advanced journey level. Furthermore, the Dental Assistant I and II were amended to maintain consistency with verbiage, formatting, and structure.

In addition, it is recommended that the Education and Experience section of the Minimum Qualifications for the Dental Assistant I be amended to broaden the type of experience required of the level. This change will allow for a more diverse range of applicants and increase the number of individuals applying for employment.

Additionally, it is recommended that the Education and Experience section of the Minimum Qualifications, at every level, be amended to maintain consistency with verbiage, formatting, and structure.

Throughout the review, management and staff within UNLV and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes. In addition, the Department of Corrections, who also utilize the class specification, have reviewed the recommended changes and they have no objections to 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>
DENTAL CLINIC SUPERVISOR	29	E	10.260
DENTAL ASSISTANT III	27	E	10.262
DENTAL ASSISTANT II	25	E	10.263
DENTAL ASSISTANT I	23	E	10.264

SERIES CONCEPT

Dental Assistants ~~[provide assistance to]~~ *assist* dentists in the general or specialized treatment of patients in both routine, ~~[and]~~ emergency, *and clinical research* procedures in areas of diagnostic, preventive, restorative, periodontal, endodontic, pedodontic, orthodontic, oral surgery, and prosthodontic dental care. Duties include, but are not limited to, patient preparation and positioning; ~~[clinical]~~ *treatment* area preparation; use of sterile techniques; administration of dental care and treatment as directed by professional staff; use and maintenance of dental equipment, instruments, and supplies; instructing patients in proper oral hygiene; and collection and maintenance of patient *and/or clinical research subject* data and records.

Assist dentists using four-handed dental assisting techniques in operative, endodontic, oral surgery, orthodontic, pedodontic, prosthodontic and periodontal procedures by performing oral evacuation, fabricating temporary crowns, custom trays, taking impressions, mixing cements, and assisting in the application of light cured material; anticipate and provide the dentist with the appropriate materials, instruments and equipment.

Change arch wires, apply ligatures, cement temporary crowns, remove excess cement, perform coronal polishing, remove sutures, apply and remove periodontal pack, apply temporary restorations, and apply topical fluoride treatments, sealant and anesthetic as directed by a staff dentist.

Receive and seat patient; interview patient to clarify the purpose of visit; update patient medical history and document any other pertinent information; prepare and arrange dental instruments, materials and equipment appropriate for procedure; expose intraoral and extraoral radiographs as directed by dentist or following standard protocol; process, mount and label radiographs; enter information into chart or computer as dictated by dentist or hygienist.

Answer patient questions by explaining and clarifying basic information regarding the treatment plan, sequence of treatments, result of non-treatment, and patient's responsibilities including insurance and co-payments; secure patient signature on informed consent forms for special procedures, as required.

Apply sterile techniques and infectious control and exposure procedures when preparing for, during and upon completion of each dental treatment; disinfect and clean treatment rooms and contaminated trays; apply dental radiography infectious control protocol; handle and dispose of sharps and hazardous materials according to established federal and State OSHA standards.

Provide basic oral hygiene instruction to patients; demonstrate proper tooth brushing and flossing methods; discuss the importance of diet; furnish patient with appropriate oral hygiene literature; provide patient appropriate pre- and post-operative instructions.

Maintain medical, dental supply and material levels; assist in the inventory process and notify appropriate staff when supplies are needed; receive and store supplies and materials.

DENTAL CLINIC SUPERVISOR	29	E	10.260
DENTAL ASSISTANT III	27	E	10.262
DENTAL ASSISTANT II	25	E	10.263
DENTAL ASSISTANT I	23	E	10.264

Page 2 of 6

SERIES CONCEPT (cont'd)

Maintain and perform basic repairs to dental and laboratory equipment *and* report major malfunctions to appropriate personnel.

Perform laboratory procedures as allowed by State law such as taking impressions, preparing study models and making simple denture repairs.

Using basic keyboarding techniques, enter information into computer database such as treatment records, prescriptions, charting, changes in health history, ADA codes, patient data, and set up return appointments.

In a Correctional setting, receive and evaluate inmate requests for dental services; seek clinical guidance from the dentist regarding request for non-routine services; establish appointment schedule and maintain list of requests that are not scheduled; and make all required arrangements with security staff to ensure inmates are notified and transported to scheduled appointments.

At the University of Nevada – Las Vegas, School of Dental Medicine, perform front office operations to include, but not limited to: assist in establishing and monitoring work schedules and appointment schedules; greet patients in person or over the telephone; provide information to patients regarding requirements and guidelines, treatment, insurance, and payment options; review patient accounts, process referrals, and submit pre-authorizations to insurance providers for approval; coordinate communications with insurance companies; collect payments, prepare daily bank deposits, and ensure payments reconcile with daily patient management financial reports; research and resolve billing and claim denial issues; review patient records for completion of dental treatment and resolution of financial obligations.

Perform related duties as assigned.

CLASS CONCEPTS

Dental Clinic Supervisor: Under general direction, incumbents work in a university setting *and* coordinate the activities of a working dental clinic in a specialty area of dentistry such as oral surgery, endodontics, orthodontics, or prosthodontics, requiring technical knowledge and experience in the specialty area. Incumbents have full supervisory responsibility for *lower-level* Dental Assistants [~~and front office clerical staff~~] to include [~~hiring and disciplinary actions; monitor quality improvement, program evaluation, training, and strategic planning activities within the specialty area by conducting needs assessment and internal performance standard reviews and exit interviews of graduating dental students.~~] *performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline.*

In conjunction with the Associate Dean or Professor, incumbents conduct clinical case reviews to evaluate the appropriateness of [~~clinical~~] *dental* services provided and compliance with policies and procedures; *assist in strategic planning activities within their specialty area by conducting needs assessment and internal performance standard reviews and exit interviews of graduating dental students;* monitor expenditures against approved budget for specialty area and participate in resource allocation decisions.

Establish inventory and reorder levels for all dental supplies and materials; meet with vendors to discuss new products and procedures, evaluate new items and make recommendations to dentists; prepare requisitions and purchase orders to maintain supply and material stock and order new equipment; and secure price quotes for equipment repairs and purchases.

Monitor infectious control and hazardous material policies and procedures and recommend improvements; arrange for required OSHA training for staff.

DENTAL CLINIC SUPERVISOR	29	E	10.260
DENTAL ASSISTANT III	27	E	10.262
DENTAL ASSISTANT II	25	E	10.263
DENTAL ASSISTANT I	23	E	10.264

Page 3 of 6

CLASS CONCEPTS (cont'd)

Dental Clinic Supervisor: (cont'd)

~~[This class is distinguished from the Dental Assistant III level by full supervisory responsibility of Dental Assistants working in a specialty area of dentistry and supervision of [both] front and/or back office operations and staff.]~~ This is the supervisory level in the series.

Dental Assistant III: Under general supervision, incumbents *either,*

- 1) ~~[serve]~~ *function* as a lead worker ~~[to Dental Assistant I and II's and coordinate the back office operations in a State/university dental facility.]~~ *over lower-level Dental Assistants to include work assignment and review, training, and providing input regarding work schedules, performance evaluations and discipline as required. In addition, incumbents* ~~[As the lead worker to other Dental Assistants, develop and prepare work schedules, demonstrate proper dental assisting techniques and procedures, and assist in developing work performance standards, contribute to performance evaluations, and make recommendations for disciplinary action.]~~ *implement policies and procedures; conduct morning chart reviews to assess and discuss [with dentists and other assistant's] procedures scheduled for the day, required material preparation, and individual patient needs with dentists and other assistants; [E]ensure laboratory documentation is complete and corresponds to the contents of lab cases; review patient charts and other documentation prepared by Dental Assistants to ensure proper charting; ensure American Dental Association Codes correspond to procedures performed and required follow-up has been performed; [A]assess patient files and charts for the next day to ensure all materials and equipment needed are available and that adequate time is allotted; and [G]gather required patient information and schedule emergency treatment as needed; or*
- 2) *function as a Dental Cone-Beam Computer Tomography (CBCT) and/or other radiology technology technician. Incumbents create images and convert them to other formats as required; review and test related imaging software programs and digital radiography software enhancements; train all new employees and conduct regular continuing education classes; assist in identifying, planning, and implementing training programs; ensure compliance with federal, State, and local agencies rules, regulations, policies, and procedures as it pertains to dental radiology safety guidelines; inspect radiology equipment to ensure proper function; order radiology supplies, evaluate new items, and make recommendations to dentists; ensure all CBCT payments are made and issue receipts in support of the CBCT program; make CBCT appointments; communicate with local doctors and external agencies and ensure proper delivery of images; and perform other related duties as assigned.*

This is the advanced level in the series.

~~[Establish inventory and reorder levels for all dental supplies and materials; meet with vendors to discuss new products and procedures, evaluate new items and make recommendations to dentists; prepare requisitions and purchase orders to maintain supply and material stock and order new equipment; and secure price quotes for equipment repairs and purchases.]~~

~~[Monitor infectious control and hazardous material policies and procedures and recommend improvements; arrange for required OSHA training for staff.]~~

Dental Assistant II: Under general supervision, ~~[positions in this class perform the duties outlined in the series concept at the journey level.]~~ *incumbents perform duties as described in the series concept. This is the journey level in the series.*

Dental Assistant I: Under close supervision, incumbents ~~[acquire skills and experience]~~ *receive training* in performing duties ~~[outlined]~~ *described* in the series concept. This is the ~~[entry]~~ *trainee* level in the series and *incumbents may progress to the next level in the series* ~~[progression to the journey level may occur]~~ upon

DENTAL CLINIC SUPERVISOR	29	E	10.260
DENTAL ASSISTANT III	27	E	10.262
DENTAL ASSISTANT II	25	E	10.263
DENTAL ASSISTANT I	23	E	10.264

Page 4 of 6

CLASS CONCEPTS (cont'd)

Dental Assistant I: (cont'd)

~~[successful completion of the probationary period,]~~ *meeting the minimum qualifications, satisfactory performance,* and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment must submit to a pre-employment screening for controlled substances.
- * All positions at the University of Nevada, Las Vegas (UNLV) are required to pass: 1) a background investigation; and 2) a sanction check performed through the National Healthcare Data Bank (NHDB).

INFORMATIONAL NOTE:

- * *Incumbents at the Dental Assistant III, who function as a Dental Cone-Beam Computer Tomography (CBCT) and/or other radiology technology technician must successfully complete practical and one-on-one training on the principles, practices, techniques, application, identification, use, and troubleshooting of applicable technology within three months of appointment and as a condition of continuing employment at this level.*

DENTAL CLINIC SUPERVISOR

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of ~~[clinical]~~ experience working in a dental practice performing treatment of patients in both routine and emergency dental procedures, one year of which was in a specialty area to be identified at time of recruitment; **OR** successful completion of the Dental Assisting National Board (DANB), Certified Dental Assistant (CDA) examination and one year of dental assisting experience in a specialty area to be identified at time of recruitment; **OR** one year of experience as a Dental Assistant III in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

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

Detailed knowledge of: advanced dental techniques in a designated specialty area; federal and State OSHA standards for infection control and hazardous materials handling and disposal. **Working knowledge of:** patient care, confidentiality, rights, and code of ethics. **Ability to:** train and supervise subordinate Dental Assistants performing advanced techniques in a designated specialty area; monitor and evaluate clinic activities to ensure compliance with safety procedures, HIPAA, ADA, Medicaid, OSHA, and other federal and State regulations; interpret policies and regulations related to patient and dental clinic activities; direct the activities of subordinates and students in order to meet clinic goals; negotiate/mediate customer, employee and/or student complaints in order to resolve conflicts; communicate between management, faculty, staff and students to coordinate clinic operations and activities; respond effectively to inquiries regarding complex and sensitive issues; *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: coordination of processes and quality control to maximize effective dental clinic operations; principles of supervision including personnel selection, training, employee relations and negotiations; disciplinary procedures and performance evaluation; budget preparation and monitoring. **General knowledge of:** strategic planning and resource allocation; quality assurance practices. **Ability to:** project and monitor budget expenditures.

DENTAL CLINIC SUPERVISOR	29	E	10.260
DENTAL ASSISTANT III	27	E	10.262
DENTAL ASSISTANT II	25	E	10.263
DENTAL ASSISTANT I	23	E	10.264

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

DENTAL ASSISTANT III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of **[clinical]** experience working in a dental practice performing general or specialized treatment of patients in both routine and emergency procedures in areas of diagnostic, preventive, restorative, periodontal, endodontic, pedodontic, orthodontic, oral surgery, and/or prosthodontic dental care; **OR** successful completion of the Dental Assisting National Board, Certified Dental Assistant (CDA) examination; **OR** one year of experience as a Dental Assistant II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Note)*

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

Detailed knowledge of: dental charting and procedures in relation to patient scheduling. **Working knowledge of:** dental materials and inventory, storage, and rotation procedures; insurance coverage and co-payment; federal and State OSHA standards for infection control and laws and regulations related to hazardous materials handling and disposal. **General knowledge of:** pertinent information required for emergency appointment scheduling. **Ability to:** establish perpetual inventory levels and appropriate reorder quantities for dental practice; *and all knowledge, skills, and abilities required at the lower levels.*

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

Detailed knowledge of: federal and State OSHA standards for infection control and hazardous materials handling and disposal laws and regulations. **Working knowledge of:** State and agency rules, policies and procedures regarding procurement of supplies, materials and equipment; supervisory principles, practices and procedures. **Ability to:** schedule staff to maximize efficiency and administer effective dental assistance within established budget allocations; evaluate existing procedures and develop and recommend new processes or procedures to improve quality and efficiency of services; train others in proper dental assisting techniques; discuss new products and procedures with vendor representatives, evaluate their usefulness and make recommendations to the dentists.

DENTAL ASSISTANT II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of **[clinical]** experience in a dental practice using four-handed techniques in a wide range of procedures, collecting and recording patient's medical information, exposing, processing, mounting and labeling radiographs, and applying dental sterile techniques and infectious control and exposure procedures; **OR** graduation from high school or equivalent education, successful completion of a recognized one-year dental assistant training program, and one year of experience working with the public collecting and recording information and/or explaining and clarifying basic information; **OR** one year of experience as a Dental Assistant I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

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

Working knowledge of: sterile techniques and infectious control procedures and protocol; four-handed dental assisting techniques; oral hygiene methods and techniques; the theory and practices of dental assisting; exposing intraoral and extraoral dental radiographs; dental radiography processing, mounting and labeling techniques; dental and medical terminology sufficient to document patient's health and dental history; standard preparation and arrangement of dental instruments, materials and equipment appropriate for variety of dental procedures; ADA procedure codes. **Ability to:** perform four-handed dental assisting techniques to oral evacuate, fabricate temporary crown, take impressions, mix cements, and assist in the application of light cured material; explain and clarify information to patients regarding treatment plans and patient's responsibility; *and all knowledge, skills, and abilities required at the lower level.*

MINIMUM QUALIFICATIONS (cont'd)

DENTAL CLINIC SUPERVISOR	29	E	10.260
DENTAL ASSISTANT III	27	E	10.262
DENTAL ASSISTANT II	25	E	10.263
DENTAL ASSISTANT I	23	E	10.264

Page 6 of 6

DENTAL ASSISTANT II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Detailed knowledge of: standard dental charting and documentation processes; exposing intraoral and extraoral dental radiographs; dental radiography processing, mounting and labeling techniques. **Working knowledge of:** sequence of steps and instruments and materials used in a wide variety of dental procedures; dental laboratory procedures such as taking impressions, preparing study models, and making simple denture repairs. **Ability to:** inventory, receive and store dental supplies and materials; perform standard maintenance and repair on dental equipment.

DENTAL ASSISTANT I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of *general work and/or volunteer* experience [~~working with the public collecting and recording information and/or explaining and clarifying basic information;~~] **OR** an equivalent combination of education and experience as described above. (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: grammar, spelling and punctuation sufficient to record treatment plans. **General knowledge of:** techniques for cleanliness and sanitation; basic oral hygiene techniques; basic computer keyboarding and data entry. **Ability to:** interview and collect data from patients; follow detailed oral and written instructions; write sufficient to prepare and maintain accurate dental records; establish and maintain cooperative working relationships with supervisors, staff and patients; read and comprehend standard forms and procedures manuals; enter data into a computer using basic keyboarding techniques; explain and clarify basic information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: standard dental charting and documentation processes; exposing intraoral and extraoral dental radiographs; the anatomy of the mouth, head and face of adults and children; dental terminology sufficient to understand dentist's orders; basic theory and practices of dental assisting; operation and use of standard dental equipment. **Ability to:** interview and collect data from patients regarding health history, symptoms and/or complaints; properly use and dispose of sharps and hazardous materials; apply sterile techniques and infectious control procedures; use standard dental equipment, instruments and materials appropriately; demonstrate proper oral hygiene care to patients.

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>10.260</u>	<u>10.262</u>	<u>10.263</u>	<u>10.264</u>
ESTABLISHED:	5/25/07R 9/24/07UC	1/3/00R 5/30/00UC	11/18/85	1/3/00R 5/30/00UC
REVISED:			7/1/89P 8/19/88PC	
REVISED:			1/3/00R 5/30/00UC	
REVISED:		5/25/07R 9/24/07UC	5/25/07R 9/24/07UC	5/25/07R 9/24/07UC
REVISED:	2/20/08-3	2/20/08-3	2/20/08-3	2/20/08-3
REVISED:	8/21/09UC	8/21/09UC	8/21/09UC	8/21/09UC
REVISED:	1/22/24UC	1/22/24UC	1/22/24UC	1/22/24UC

REPORT OF CLASSIFICATION CHANGES

POSTING#: 21-24
Effective: 2/26/24

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.701	Deputy Fire Chief (Air National Guard)	38	D	<i>11.701</i>	<i>Deputy Fire Chief (Air National Guard)</i>	<i>38</i>	<i>D</i>
11.702	Assistant Fire Chief (Air National Guard)	36	D	<i>11.702</i>	<i>Assistant Fire Chief (Air National Guard)</i>	<i>36</i>	<i>D</i>
11.703	Crew Chief (Air National Guard)	34	D	<i>11.703</i>	<i>Crew Chief (Air National Guard)</i>	<i>34</i>	<i>D</i>
11.705	Firefighter/Driver Operator (Air National Guard)	32	D	<i>11.705</i>	<i>Firefighter/Driver Operator (Air National Guard)</i>	<i>32</i>	<i>D</i>

BASIS FOR RECOMMENDATION

At the request of the Office of the Military, the Division of Human Resource Management conducted a review of the above series. Air National Guard Airport Rescue Firefighters respond to emergency incidents involving all forms of civilian, commercial and military aircraft, structure or wildland fires, auto accidents, medical emergencies, hazardous materials incidents, aerospace ground equipment fires, aircraft engine fires, hot aircraft brakes, combustible metal fires and overheated electrically charged aircraft components.

In coordination with subject matter experts from the Office of the Military and analysts within DHRM, it was determined that the Education and Experience Section of the Minimum Qualifications for the Firefighter/Driver Operator (Air National Guard) be updated to clarify the certification required at the time of appointment.

In addition, the Special Requirements and Informational Notes were both separated and then expanded to include items previously identified within the Education and Experience section of the Minimum Qualifications, at every level in the series. This change is recommended to maintain consistency with verbiage, formatting, and structure.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EE0-4</u>	<u>CODE</u>
DEPUTY FIRE CHIEF (AIR NATIONAL GUARD)	38	D	11.701
ASSISTANT FIRE CHIEF (AIR NATIONAL GUARD)	36	D	11.702
CREW CHIEF (AIR NATIONAL GUARD)	34	D	11.703
FIREFIGHTER/DRIVER OPERATOR (AIR NATIONAL GUARD)	32	D	11.705

SERIES CONCEPT

Air National Guard Airport Rescue Fire Fighters (ARFF) respond to emergency incidents involving all forms of civilian, commercial and military aircraft, structure or wildland fires, auto accidents, medical emergencies, hazardous materials incidents, aerospace ground equipment fires, aircraft engine fires, hot aircraft brakes, combustible metal fires and overheated electrically charged aircraft components.

Provide stand-by protection for jet engine test stand emergencies, defueling and abnormal fuel transfers, explosives handling, welding, cutting and brazing operations, air-med evacuations, and flammable liquid spills.

Respond to aircraft emergencies by driving crash fire rescue equipment to the scene; determine the most effective placement of apparatus to effect fire suppression and rescue operations; establish command post; operate vehicle pumps and direct turret and hose line streams for the fire suppression.

Initiate rescue egress operations by safe tying aircraft systems; gain access to aircraft by manual or forcible entry, locating and removing air crew and others from extremely confined and restrictive environment; continue operations of salvage, ventilation and overhaul wearing self-contained breathing apparatus (SCBA) in a toxic atmosphere and operating specialized equipment in a life-threatening environment.

Respond to structural fires driving emergency vehicles; strategically position apparatus, operate pumps, lay hose lines, apply extinguishing agents, direct hose streams, ladder building, provide ventilation, enter to provide rescue to trapped victims and suppression, provide salvage of high value assets and overhaul operations.

Respond to wildland fires in support of State and federal fire management agencies in accordance with established agreements; establish command post, evaluate incident fuels, terrain, weather conditions, life hazard, exposures and possible mutual aid requirement; control and extinguish fire by use of hand tools and agent application utilizing standard wildland tactics and strategy; perform mop up and patrol functions to prevent re-ignite.

Respond to medical emergencies to provide medical attention to sick and injured persons; assess injuries and monitor vital signs; triage multiple victims; remove victims from hazardous areas; stabilize victims, providing emotional support to victims and families; provide medical support to other health care professionals.

Mitigate and resolve complex hazardous materials releases and accidents; enter hazardous atmosphere to identify materials, estimate quantity and determine life safety concerns; rescue victims; prescribe isolation zones; establish a command post and coordinate security, evacuation and sheltering; implement a safety plan to detect symptoms of heat stress and closely monitor work performed at the hazardous material site.

Maintain assigned vehicles and equipment to ensure safe operation; perform preventive maintenance and inspect apparatus, tools, support equipment and protective clothing according to established policies and preventive maintenance schedules; make adjustments, correct minor problems and report needed repairs to supervisors; replace used equipment and supplies.

DEPUTY FIRE CHIEF (AIR NATIONAL GUARD)	38	D	11.701
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Page 2 of 9

SERIES CONCEPT (cont'd)

Maintain current knowledge of modern fire detection and suppression equipment and techniques, communications systems, and the geographical features of the base and surrounding areas.

Supervise or participate in a base-wide fire prevention inspection program; conduct facility inspections to determine compliance with Uniform Fire Code (UFC), NFPA, Air Force Occupational Safety and Health (AFOSH) Standards, and local directives; provide subjective analysis and assign Risk Assessment Codes (RAC's); develop and implement corrective action plans and monitor compliance.

Supervise or participate in a base populace fire prevention education program; ensure fire protection requirements are included in activities and projects; conduct initial and refresher training classes to educate base population in basic fire science, extinguisher identification and operation, fire/emergency reporting, and evacuation and sheltering procedures; provide fire prevention training, lectures, and demonstrations for functional, youth or social groups; publish fire prevention column in base newspaper and conduct seasonal campaigns providing literature, publicity, static displays and technical presentations.

Supervise, conduct, or participate in on-the-job training sessions, classroom instruction, aircraft emergency response training, firefighting drills and live firefighting sessions; coordinate joint training sessions among mutual aid providers to ensure proper pre-fire planning and constant readiness.

Participate in wartime readiness and contingency operations; provide crash firefighting and rescue operations; maintain proficiency in aerospace vehicle firefighting operations, aircraft/structural rescue techniques, lifesaving emergency first aid skills, firefighting operations involving conventional, chemical, biological and nuclear weapons, and wartime fire prevention procedures involving storing and handling of fuels and weapons.

Participate in chemical warfare defense training and maintain proficiency in responding to emergency incidents and performing rescue and firefighting operations under adverse chemical, biological and radiation enhanced atmospheres.

Perform collateral duties as assigned.

CLASS CONCEPTS

Deputy Fire Chief (Air National Guard): Under general direction, the incumbent administratively supports and assists the Fire Chief in the management of fire protection functions; acts as the Fire Chief during the Fire Chief's absence; manages fire protection operations and readiness programs in accordance with AFI 32-2001; coordinates the activities of shift supervisors and assists the Fire Chief in the development and implementation of policies and procedures in a consistent manner throughout the shifts.

Oversee the budget development process to ensure adequate funding for agency activities; review budget requests and submit final budget to the chief; administer the approved budget, prepare periodic reports and review and approve adjustments to programs and activities.

Monitor fire prevention activities of all tenant organizations to ensure compliance with established fire protection engineering and fire prevention policies; meet regularly with tenants and key management officials to review, develop and implement more effective base-wide fire prevention plans; attend professional conferences to keep abreast of the latest developments in the field; arrange and participate in fire prevention lectures, conferences and orientation meetings.

DEPUTY FIRE CHIEF (AIR NATIONAL GUARD)	38	D	11.701
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Page 3 of 9

CLASS CONCEPTS (cont'd)

Deputy Fire Chief (Air National Guard): (cont'd)

Provide expert fire consultant services to organizations and individuals, provide fire liaison service throughout assigned areas, and interpret and apply fire prevention directives; review fire prevention programs and operating instructions for compliance and established procedures.

Review, on a regular basis, responses to various emergencies such as declared aircraft emergencies, building fires, or spilling of aircraft fuels, taking action to preclude recurrence of similar emergencies; review the installation, maintenance and use of alarm systems and allied communication devices; provide service to tenant personnel needing assistance in fire prevention techniques and guidance; make administrative and technical recommendations concerning the program to tenants and higher headquarters; conduct training for other fire protection personnel on fire prevention standards and practices and advanced fire protection subjects.

Direct the development of contingency plans for emergency operations such as natural disasters, traffic accidents, hazardous materials incidents and civil disturbances to minimize loss or injury to lives and property; ensure coordination and communication with other public safety agencies and the appropriate planning for command structure, staffing and deployment, logistics and communications.

Review plans for construction or alterations to existing structures and recommend changes to comply with fire prevention requirements; advise contractors of fire prevention responsibility when working on base facilities; inspect work performed by base tenants for compliance with directives; assist tenants in the pre-final and final acceptance of base facilities.

Investigate the scene of fires to determine the cause and preserve evidence that may indicate the violation of regulations, carelessness, or arson; may appear as a witness at a board of inquiry to present evidence or data relative to the cause of a fire; submit fire incident reports for forwarding to higher headquarters as assigned.

Assistant Fire Chief (Air National Guard): Under general supervision, incumbents plan, direct and supervise firefighters on an assigned shift. In addition, Assistant Fire Chiefs respond to all fires, alarms, and other emergencies and assume command until the arrival of the Fire Chief.

Exercise incident command and control to accomplish rescue of entrapped personnel or fire victims of structural, crash, and wildland fires.

Direct crews in the control and extinguishment of fires and eliminate existing and potential fire hazards.

Work closely and cooperatively with outside agencies such as local and county fire departments, National Transportation Safety Board, the F.B.I. and F.A.A.; develop plans for events, incidents and operations which require assistance and support from other agencies; ensure plans identify appropriate command, staffing, deployment, communications and logistics.

Devise techniques for entry into structures and aircraft to rescue personnel or recover equipment; solve problems involving extremely volatile elements such as explosives, flammable liquids, oxidizers, chemicals and radiological hazards.

Provide for extra precautionary measures during hazardous operations such as furnishing standby personnel and equipment for welding and cutting operations, defueling, loading and unloading cargo and explosives, medical air evacuation, aircraft landing and take-offs, engine tests, and classified operations.

Assist in implementation of policies, rules, regulations and procedures necessary for effective operations; maintain a balance of personnel on shift by appropriate assignment, detail or transfer; interpret Air Force Major Command and base level guidance, changes in operations and revisions, and fire protection organization required to comply with such guides.

DEPUTY FIRE CHIEF (AIR NATIONAL GUARD)	38	D	11.701
ASSISTANT FIRE CHIEF (AIR NATIONAL GUARD)	36	D	11.702
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FIREFIGHTER/DRIVER OPERATOR (AIR NATIONAL GUARD)	32	D	11.705

Page 4 of 9

CLASS CONCEPTS (cont'd)

Assistant Fire Chief (Air National Guard): (cont'd)

Maintain records, prepare reports, and make recommendations relative to material procurement, department policy, procedures, and methods; sign time cards and conduct daily quarters/muster of personnel; determine priorities; plan, organize, assign and evaluate the work of subordinates.

Schedule and approve leave; maintain discipline; recommend personnel action relative to discipline, commendatory awards, promotion, recruitment, and transfer of subordinate personnel.

Conduct daily inspections of personnel, quarters, equipment and apparatus to ensure conformance with standard practices and procedures and operational readiness; manage the vehicle maintenance program.

Coordinate training with specialists in specialized fields, keeping abreast of new developments to ensure effective fire suppression and rescue methods; determine training requirements, develop training plans, conduct required training, evaluate effectiveness of training, ensure training requirements are met, and maintain proficiency training records.

Act in the capacity of Fire chief when the Deputy and Fire Chief are absent.

Crew Chief (Air National Guard): Under general supervision of the Assistant Chief, incumbents act as the lead firefighter on a shift. In addition to performing the range of duties described in the series concept, the Crew Chief assembles and submits information to the Assistant Fire Chief upon request for inclusion in a variety of reports covering personnel, inspections, fires, and equipment. The Crew Chief may recommend discipline or personnel actions to the Assistant Fire Chief if pertinent to the maintenance of equipment and firefighting operations. Incumbents also exercise leadership through direct command or implementation of the Incident Command System (ICS) until relieved by a senior fire officer.

Conduct instructional courses for firefighters by means of classroom lecture and practical demonstrations in firefighting and crash rescue techniques, structural fire rescue, first aid, fire prevention, and the use of all tools and equipment used in crash rescue, structural and wildland firefighting.

Determine requirements for the fire detection and suppression systems; inspect, service and test transmitting and receiving devices for fire detection and suppression systems.

Read and interpret plans, drawings, and specifications; identify and eliminate fire hazards; compute distribution criteria for fire extinguishers; conduct base-wide training and coordinate public fire prevention education.

Prepare and maintain fire protection records, reports, and charts.

Prepare and submit training progress reports for assigned crew members, make recommendations for improvements in firefighting procedures, maintain crew members' time cards, and inform the Assistant Fire Chief of any infractions among crew members for possible disciplinary action.

Firefighter/Driver Operator (Air National Guard): Under general supervision, incumbents perform the range of duties described in the series concept and are responsible for the upkeep and operation of assigned vehicles and other assigned apparatus in a manner consistent with safety for crew and vehicle. Incumbents may be assigned to perform the duties of the Crew Chief when directed by higher authority.

DEPUTY FIRE CHIEF (AIR NATIONAL GUARD)	38	D	11.701
ASSISTANT FIRE CHIEF (AIR NATIONAL GUARD)	36	D	11.702
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FIREFIGHTER/DRIVER OPERATOR (AIR NATIONAL GUARD)	32	D	11.705

Page 5 of 9

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *Incumbents must possess and maintain all current certifications expected of the lower levels at the time of appointment and as a condition of continuing employment.*
- * *Applicants must obtain a favorable background investigation and have appropriate clearance to allow access to computer networks and restricted areas in the performance of their duties at the time of appointment and as a condition of continuing employment.*
- * *Possession of a Class C driver's license is required at the time of appointment and as a condition of continuing employment.*

Additional Special Requirement for Deputy Fire Chief (Air National Guard)

- * *Current certification in Nevada as an Emergency Medical Technician is required at the time of appointment and as a condition of continuing employment.*
- * *Current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Fire Officer III and Fire Instructor II is required at the time of appointment and as a condition of continuing employment.*

Additional Special Requirements for Assistant Fire Chief (Air National Guard)

- * *Current certification in Nevada as an Emergency Medical Technician is required at the time of appointment and as a condition of continuing employment.*
- * *Current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board or equivalent accrediting institution as a Fire Officer III, Fire Inspector II, Fire Instructor II, and HAZMAT Incident Commander is required at the time of appointment and as a condition of continuing employment.*

Additional Special Requirements for Crew Chief (Air National Guard)

- * *Current certification in Nevada as an Emergency Medical Technician is required at the time of appointment and as a condition of continuing employment.*
- * *Current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Fire Officer I, Fire Inspector I, Fire Instructor I, and HAZMAT Incident Commander, is required at the time of appointment and as a condition of continuing employment.*

Additional Special Requirements for Firefighter/Driver Operator (Air National Guard)

- * *Possession of a current Candidate Physical Ability Test (CPAT) or current membership in the Nevada Air National Guard Fire Department in good standing is required at the time of appointment.*

INFORMATIONAL NOTES:

- * *Incumbents must obtain a Military Motor Vehicle Operator card within one month of appointment and as a condition of continuing employment.*
- * *Applicants must be in good physical condition and may be required to pass a thorough medical examination and physical agility test prior to appointment and as a condition of continuing employment.*

DEPUTY FIRE CHIEF (AIR NATIONAL GUARD)	38	D	11.701
ASSISTANT FIRE CHIEF (AIR NATIONAL GUARD)	36	D	11.702
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FIREFIGHTER/DRIVER OPERATOR (AIR NATIONAL GUARD)	32	D	11.705

Page 6 of 9

MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES: (cont'd)

Additional Informational Note for Deputy Fire Chief (Air National Guard)

- * *Current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Fire Officer IV and Fire Inspector III is required within one year of appointment and as a condition of continuing employment.*

Additional Informational Note for Crew Chief (Air National Guard)

- * *Current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Fire Officer II is required within one year of appointment and as a condition of continuing employment.*

Additional Informational Note for Firefighter/Driver Operator (Air National Guard)

- * *Certification in Nevada as an Emergency Medical Technician is required within 18 months of appointment and as a condition of continuing employment.*
- * *Current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Driver/Operator ARFF, Driver/Operator Mobile Water Supply, and Driver/Operator Pumper is required within one year of appointment and as a condition of continuing employment.*
- * *Current certification from IFSAC, Pro Board, or equivalent accrediting institution as an Airport Rescue Fire Fighter (ARFF) is required within one year of appointment and as a condition of continuing employment.*

[SPECIAL NOTES AND REQUIREMENTS:]

- ~~* Applicants must be in good physical condition and may be required to pass a thorough medical examination and physical agility test prior to appointment and as a condition of continuing employment.~~
- ~~* A Secret military security clearance is required.~~
- ~~* Possession of a Class C driver's license is required at the time of appointment and as a condition of continuing employment. Employees must obtain a Military Motor Vehicle Operator card within one month of appointment.~~
- ~~* Possession of an International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Driver/Operator ARFF and Driver/Operator Pumper is required within one year of appointment.~~
- ~~* Possession of current certification in Nevada as an Emergency Medical Technician at the time of hire is required for the Deputy Chief, Assistant Chief and Crew Chief.]~~

DEPUTY FIRE CHIEF (AIR NATIONAL GUARD)

EDUCATION AND EXPERIENCE: Five years of professional firefighting experience which involved prevention and suppression of aircraft, structural and wildland fires, two years of which must have been in a supervisory capacity; **OR** two years of experience as an Assistant Fire Chief (Air National Guard) in the Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements and Informational Notes*) ~~[and Requirements Additional Special Notes and Requirements for positions in this class include:]~~

- ~~* [Possession of current International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Fire Officer III and Fire Instructor II is required within one year of hire.]~~

DEPUTY FIRE CHIEF (AIR NATIONAL GUARD)	38	D	11.701
ASSISTANT FIRE CHIEF (AIR NATIONAL GUARD)	36	D	11.702
CREW CHIEF (AIR NATIONAL GUARD)	34	D	11.703
FIREFIGHTER/DRIVER OPERATOR (AIR NATIONAL GUARD)	32	D	11.705

Page 7 of 9

MINIMUM QUALIFICATIONS (cont'd)

DEPUTY FIRE CHIEF (AIR NATIONAL GUARD) (cont'd)

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

Detailed knowledge of: principles and best practices of modern firefighting and fire prevention; fire suppression strategies, tactics, and procedures; principles and practices of administration, supervision and training. **Working knowledge of:** development of long-range plans and objectives for an organization; maintenance, repair, purchase and operation of a variety of fire suppression equipment and apparatus; oral and written communication skills. **Ability to:** manage and direct fire suppression operations; respond to major emergency situations and assume or delegate command; establish and maintain cooperative working relationships with other firefighting agencies, staff and the public; supervise and evaluate the performance of assigned personnel; provide expert fire consultative services to organizations and individuals; read, interpret, apply and explain codes, rules, regulations, policies and procedures; develop contingency plans for a wide variety of emergencies and natural disasters; plan and organize diversified programs in fire department administration, training and fire prevention; 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):

Detailed knowledge of: department policies, procedures, organization and operations. **Working knowledge of:** State budget processes and personnel administration. **Ability to:** assist the Fire Chief in fire suppression and prevention activities on the Air National Guard base; prepare and manage the department's budget.

ASSISTANT FIRE CHIEF (AIR NATIONAL GUARD)

EDUCATION AND EXPERIENCE: Four years of professional firefighting experience which involved prevention and suppression of aircraft, structural and wildland fires, one year of which must have been in a lead worker capacity; **OR** one year of experience as a Crew Chief (Air National Guard) in Nevada State service; **OR** an equivalent combination of education and experience *as described above.* (See *Special Requirements and Informational Notes*) [~~and Requirements Additional Special Notes and Requirements for positions in this class include:~~]

- * [~~Possession of current International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Fire Officer II, Fire Inspector I, Fire Instructor II, Hazardous Materials Incident Commander, and Hazardous Materials Operations is required at the time of hire.~~]
- * [~~Possession of current International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Fire Officer III, and Fire Instructor II is required within one year of hire.~~]

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

Detailed knowledge of: air fire/crash/rescue principles and practices including advanced rescue and egress techniques for all types of aircraft and structural rescue; Air National Guard policies and procedures; principles of training and supervision; locations and equipment assigned to the Air National Guard base; water delivery and hydrant systems. **Working knowledge of:** NFPA standards, safety regulations and insurance requirements related to training; interagency mutual aid agreements; mitigation, isolation and evacuation techniques used in hazardous materials emergencies. **Ability to:** exercise authority during rescue and fire suppression operations; plan, organize and deploy personnel and equipment in highly complex emergency situations; develop and implement emergency response plans appropriate to the situation; conduct inspections and investigations; *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 the Deputy Fire Chief, Air National Guard.)

DEPUTY FIRE CHIEF (AIR NATIONAL GUARD)	38	D	11.701
ASSISTANT FIRE CHIEF (AIR NATIONAL GUARD)	36	D	11.702
CREW CHIEF (AIR NATIONAL GUARD)	34	D	11.703
FIREFIGHTER/DRIVER OPERATOR (AIR NATIONAL GUARD)	32	D	11.705

Page 8 of 9

MINIMUM QUALIFICATIONS (cont'd)

CREW CHIEF (AIR NATIONAL GUARD)

EDUCATION AND EXPERIENCE: Three years of professional firefighting experience, one year of which must have included experience in air/crash/rescue; **OR** one year of experience as a Firefighter/Driver Operator (Air National Guard) in Nevada State service; **OR** an equivalent combination of education and experience **as described above**. (See *Special Requirements and Informational Notes*) [~~and Requirements Additional Special Notes and Requirements for positions in this class include:~~]

- * [~~Possession of current International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Fire Officer I, Fire Instructor I, and Hazardous Materials Operations is required at the time of hire.~~
- * [~~Possession of current International Fire Service Accreditation Congress (IFSAC) or Pro Board or equivalent certification as a Fire Officer II, Fire Inspector I, and Hazardous Materials Incident Commander is required within one year of appointment.~~]

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

Detailed knowledge of: tactics and strategy used in firefighting; roads, buildings, terrain and location of fire hydrants, alarm boxes, emergency exits and off base roads; water distribution systems both on and off base. **Working knowledge of:** air fire/crash/rescue principles and practices including advanced rescue and egress techniques for all types of aircraft and structural rescue; Air National Guard policies and procedures; special operations and equipment used when hazardous materials are present in emergency situations; emergency medical procedures; fire prevention codes and ordinances; fire chemistry; policies and procedures applicable to issuance of welding permits. **Ability to:** oversee the activities of a fire crew in any call-out situation; apply the principles of the ICS in incidents of moderate to high complexity; provide emergency medical treatment to injured persons; evaluate complex situations and request appropriate additional resources in emergency situations and take appropriate action in complex hazardous materials emergencies; make hazard and risk assessments; provide firefighting training to assigned personnel; maintain records and prepare reports; inspect buildings and facilities, detect fire hazards and code violations, and institute corrective action; monitor and operate the computerized fire alarm system; inspect, test and ensure proper operation of firefighting equipment; read and interpret building and construction plans; understand chemical, biological and radiological terms; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities for Assistant Fire Chief, Air National Guard.)

FIREFIGHTER/DRIVER OPERATOR (AIR NATIONAL GUARD)

EDUCATION AND EXPERIENCE: *Current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Firefighter II; in Hazardous Materials Operation; and as a Nationally Registered Emergency Medical Technician, State of Nevada Emergency Medical Technician, or higher; OR current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Firefighter II; in Hazardous Materials Operation; and as an Airport Rescue Fire Fighter (ARFF); OR an equivalent combination of education and experience as described above.* [~~Two years of professional firefighting experience or completion of the 3 level USAF Fire Protection School: OR an equivalent combination of education and experience.~~] (See *Special Requirements and Informational Notes*) [~~and Requirements Additional Special Notes and Requirements for positions in this class include:~~]

- * [~~Certification in Nevada as an Emergency Medical Technician within 18 months of hire is required.~~
- * [~~Possession of current International Fire Service Accreditation Congress (IFSAC) or equivalent certification as a Firefighter II, Airport Firefighter, and Hazardous Materials Operation is required at the time of hire.~~]

DEPUTY FIRE CHIEF (AIR NATIONAL GUARD)	38	D	11.701
ASSISTANT FIRE CHIEF (AIR NATIONAL GUARD)	36	D	11.702
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FIREFIGHTER/DRIVER OPERATOR (AIR NATIONAL GUARD)	32	D	11.705

Page 9 of 9

MINIMUM QUALIFICATIONS (cont'd)

FIREFIGHTER/DRIVER OPERATOR (AIR NATIONAL GUARD) (cont'd)

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

Working knowledge of: fire suppression tactics; characteristics and application of chemical fire retardants; pump operations and hydraulic systems; fire vehicle and equipment maintenance; fire behavior in various weather conditions. **General knowledge of:** crash/fire/rescue, structural and wildland firefighting principles and techniques; National Fire Codes and inspection procedures; Uniform Building and Fire Codes and other applicable regulations and standards. **Ability to:** use and maintain fire, rescue and extrication tools; operate power driven fire apparatus such as 4-wheel drive trucks, pumpers, crash trucks and tenders and place in the most effective positions; inspect and maintain fire apparatus; inspect, repair and maintain fire extinguishers and other first aid fire appliances; apply the principles of the Incident Command System to incidents of moderate complexity; perform basic maintenance to vehicles and equipment; make observations and prepare reports.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities for the Crew Chief, Air National Guard.)

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

	<u>11.701</u>	<u>11.702</u>	<u>11.703</u>	<u>11.705</u>
ESTABLISHED:	2/14/90R	2/14/90R	2/14/90R	2/14/90R
	7/6/90PC	7/6/90PC	7/6/90PC	7/6/90PC
REVISED:	7/1/91LG	7/1/91LG	7/1/91LG	7/1/91LG
REVISED:	8/24/04UC	8/24/04UC	8/24/04UC	8/24/04UC
REVISED:	5/28/10UC	5/28/10UC	5/28/10UC	5/28/10UC
REVISED:	2/26/24UC	2/26/24UC	2/26/24UC	2/26/24UC

POSTING#: 22-24

Effective: 2/26/24

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			<i>7.868</i>	<i>Deputy Division Administrator, Historic Preservation</i>	<i>42</i>	<i>A</i>

BASIS FOR RECOMMENDATION

As a result of an Individual Classification Study, and in partnership with the subject matter expert from the Department of Conservation and Natural Resources (DCNR), State Historic Preservation Office (SHPO), it has been determined that a new series should be created to aid the Administrator of SHPO in planning, organizing, directing, and managing all program sections within SHPO.

The incumbent in this class acts on the behalf of the Division Administrator, SHPO, in all matters related to division operations, activities and personnel as directed by the Administrator; establishes goals, objectives, schedules, policies and procedures; establishes organizational structures and provides programmatic direction and guidance; interacts with legislators, executives, officials, and regulatory representatives; develops and implements long-term direction; reviews and approves bills, contract payments, grant reimbursements and travel claims; and plans, organizes and directs major, complex statewide land use and cultural resource protection programs. In addition, the incumbent leads budget development for assigned areas of responsibility; directs and manages subordinate staff to include preparing written performance evaluations; establish work performance standards; manage programs and provide programmatic direction to uphold the department's standards of performance; represent the agency and department at meetings and hearings; and represents the State's position on historic preservation, management and resource issues on committees and commissions. The position also assists with the development of, or response to, proposed legislation affecting the agency including fiscal notes, bill draft requests and developing and providing testimony on behalf of the division; and provides technical assistance to staff, committees, groups, and the public.

It is recommended that the Deputy Division Administrator, Historic Preservation be allocated at a grade 42 as it performs similar duties to the Deputy Administrator, State Lands, also at grade 42.

It is further recommended that the series be placed in the 7.000 Fiscal Management and Staff Services; Sub-group J: Public Information, which is consistent with the Historic Preservation Specialist series. The DHRM EEO Officer has assigned EEO-4 job code "A – Officials and Administrators:" to this class to recognize that the position has the responsibility for providing support to the Administrator in the areas of responsibility for execution of policies, special phases of the agency's operations, and providing specialized consultation on a regional, district or area basis.

Throughout the review, management within SHPO and analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes throughout the process and they support the proposed class series for the Deputy Administrator, Historic Preservation.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<i>DEPUTY DIVISION ADMINISTRATOR, HISTORIC PRESERVATION</i>	42	A	7.868

Under administrative direction, the Deputy Administrator, Historic Preservation, plans, organizes, directs, and manages all program sections within the Historic Preservation Office within the Department of Conservation and Natural Resources.

Act on behalf of the Division Administrator, Historic Preservation Office, in all matters related to division operations, activities and personnel as directed by the Administrator.

Establish goals, objectives, schedules, policies, and procedures compatible with statutory, regulatory, departmental, and divisional requirements; review and approve work plans, budgets and applications for federal grants in accordance with applicable federal laws and regulations.

Establish organizational structures and provide programmatic direction and guidance to achieve objectives most effectively; develop and implement a strategy that gives long term direction to assigned programs; and provide day-to-day programmatic direction and advice to subordinate supervisors in the execution of strategies to attain goals and objectives.

Perform administrative duties that require policy level decisions and provide control of outcome-based objectives including conferring with legislators, executives, officials, and regulatory representatives to negotiate solutions to controversial issues which have policy implications.

Review and approve bills, contract payments, grant reimbursements, and travel claims in accordance with contracts, goods received and policies and regulations to ensure spending is according to State requirements and authorized levels.

Plan, organize and direct major, complex statewide land use and cultural resource protection programs to ensure compliance with federal and state laws, rules and regulations associated with historic preservation planning and use of State or federally managed cultural resources.

Lead budget development for assigned areas of responsibility by recommending operational needs and other pertinent cost factors; attend finance, staff, and status meetings; assist with managing budget spending to ensure that expenditures do not exceed authorized budgets and actual revenue.

Direct and manage subordinate staff to include preparing written performance evaluations; establish work performance standards; manage programs and provide programmatic direction to uphold the department's standards of performance.

Represent the agency and department at meetings and hearings; represent the State's position on historic preservation, management and resource issues on committees and commissions.

Assist with the development of, or response to, proposed legislation affecting the agency including fiscal notes, bill draft requests and developing and providing testimony on behalf of the division.

Provide technical assistance to staff, committees, groups, and the public.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

EDUCATION AND EXPERIENCE: *Master's degree from an accredited university in history, architectural history, historic preservation, art history, archaeology, anthropology, cultural geography or closely related field and four years of professional experience performing historic preservation work in archaeology, architectural history, history, or planning; two years of which must have included supervising professional level staff; OR Bachelor's degree from an accredited college or university in history, architectural history, historic preservation, art history, archaeology, anthropology, cultural geography or closely related field and five years of professional experience as described above; OR two years of experience as a Historic Preservation Specialist III 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):

General knowledge of: principles, practices, and methods of effective management; program development and implementation; historic preservation and cultural resource management practices. Ability to: develop, review, monitor, and monitor budgets; apply management and conflict resolution techniques to complex cultural resource management and historic preservation; plan, organize, direct and control statewide programs related to cultural resource management; establish and maintain effective working relationships with federal, State, local, and private agencies and individuals; represent the division and act on behalf of the Administrator; communicate effectively both orally and in writing; prepare concise, logical and analytical reports; interpret and explain complex and sometimes conflicting policies, procedures, laws and regulations; supervise and evaluate the performance of assigned personnel including supervisory, professional, technical and support staff.

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

Working knowledge of: federal, State, county and municipal laws and regulations governing Nevada cultural resources, cultural resource management and historic preservation; Nevada State personnel, budget and purchasing rules and regulations; Nevada cultural resource management practices. Ability to: direct and deploy division resources within authorized staffing and budgetary limitations; make decisions and establish priorities; interpret and enforce department and division policies and procedures; identify relevant concerns, factors, patterns or operation, tendencies and relationships and draw logical conclusions.

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.

07.868

ESTABLISHED: 2/26/24UC
10/1/23R

POSTING#: 23-24

Effective: 3/4/24

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.500	State Payroll Manager	40	A	<i>7.500</i>	<i>State Payroll Manager</i>	<i>40</i>	<i>A</i>

BASIS FOR RECOMMENDATION

At the request of the Division of Human Resource Management (DHRM) a review of the State Payroll Manager Class Specification was conducted. The State Payroll Manager has statewide responsibility for planning, organizing, directing, and managing the activities and staff of the Payroll and Employee Records section of the Division of Human Resource Management

In coordination with subject matter experts from DHRM it is recommended that the 18 credits in accounting be removed from the Informational Notes and the Education and Experience section of the Minimum Qualifications. In addition, it is recommended that current certification as a Certified Payroll Professional is preferred but is not required.

Throughout the review management and staff 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>
STATE PAYROLL MANAGER	40	A	7.500

Under general administrative direction, the State Payroll Manager has statewide responsibility for planning, organizing, directing, and managing the activities and staff of the Payroll and Employee Records section of the Division of Human Resource Management.

Develop, review, revise, and implement policies, procedures, and internal controls for State and agency payroll and employee records management; establish goals, objectives, and service delivery methods within the work unit; identify deficiencies and correct areas of concern; develop performance indicators and analyze statistics to determine efficiency, productivity, and service quality; provide suggestions to enhance productivity; prepare monthly, quarterly, and/or yearly analytical, narrative and statistical reports as required.

Oversee and manage the payroll of Executive and Judicial branch employees; ensure proper payment of wages and salaries to Executive and Judicial branch employees in compliance with federal and State rules, regulations, labor agreements, policies, and procedures; ensure the timely completion of all payroll tax reporting requirements; ensure the timely issuance of W-2 and 1099-MISC forms; review and approve payroll control reports and payroll transmissions; monitor and oversee year-end balancing and auditing processes.

Oversee and manage all State employee personnel actions; ensure employee records and documentation to include onboarding, offboarding, disciplinary, and evaluation documents are maintained in compliance with federal and State rules, regulations, labor agreements, policies, and procedures.

Review applicable Human Resource Information Systems (HRIS) to ensure compliance with federal and State rules, labor agreements, regulations, policies, and procedures; establish controls and monitor results; collaborate with HRIS team to modify and/or adapt programming, processing, and/or reporting requirements in response to, but not limited to, changes in regulations, withholding rates, and reporting needs; maintain system reference tables; establish and maintain system edits; ensure system interfaces are accomplished accurately and timely; resolve system errors.

Oversee Payroll and Records Certification training ~~[as required by [NAC 284.504]]~~; review and recommend changes to statewide training programs on payroll and records policies and procedures, federal and State rules, regulations, labor agreements, forms, and reports.

Assist in the preparation of the biennial budget; submit recommendations concerning personnel, equipment, and supplies needed to ensure services are provided efficiently and effectively; review historical data and make projections; monitor and approve expenditures.

Review, monitor, and research bills submitted to the Legislature impacting the work unit; make recommendations concerning proposed legislation and policy issues; inform management of possible implications; and recommend an appropriate course of action.

Plan, organize, and oversee the work of supervisory staff and may supervise other professional, technical and/or administrative staff as assigned; conduct performance evaluations; develop work performance standards; assign, review, prioritize, and delegate work to subordinate personnel; ensure work performed is consistent with professional standards and applicable federal and State rules, regulations, policies, and procedures; oversee staff training; initiate disciplinary action as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A pre-employment criminal history check and fingerprinting are required.

INFORMATIONAL NOTES:

- * Current certification as a Certified Payroll Professional (CPP) from the American Payroll Association ~~[may be substituted for one year of experience]~~ *is preferred.*
- * ~~[The required 18 college credits in accounting must include 6 credits of beginning accounting, 6 credits of intermediate accounting, and 6 credits of upper division accounting courses.]~~
- * ~~Applicants must attach a copy of their college or university transcripts indicating successful completion of required credits in accounting at the time of application.]~~

STATE PAYROLL MANAGER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university *with major course work* in accounting, *business administration*, finance, *information technology*, ~~[business or]~~ public administration, or *a [closely related] field related and five years of experience in financial Enterprise Resource Planning (ERP) solutions including financial system integrations and payroll management, preferably in a public sector/government setting, two of which were at supervisory and/or manager level. [which included 18 credits in accounting and four years of professional payroll experience to include payroll production, reporting, accounting, taxation, and information systems to include one year supervising payroll staff; and one year of experience in employee records management;]* **OR** graduation from high school or equivalent education and ~~[six]~~ *seven* years of experience as described above; ~~[and 18 college credits in accounting;]~~ **OR** an equivalent combination of education and experience as described above. ~~[and 18 college credits in accounting.]~~ (See Special Requirement and Informational Notes)

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

Working knowledge of: payroll accounting and payroll auditing principles and procedures; payroll preparation methods and disbursing systems; federal and State laws, rules, regulations, labor agreements, policies, and procedures affecting payroll transactions; pre-tax, post-tax, Internal Revenue Service tax and other applicable tax tables. **General knowledge of:** supervisory principles and practices; training principles and practices; budgeting; employee records management principles and practices; legislative proceedings and processes; techniques of statistical analysis including data collection, evaluation, analysis, financial statements, and manipulation. **Skill in:** organizing, planning, implementing, and overseeing multiple programs or areas of responsibility; complex data research, analysis, and reporting. **Ability to:** effectively manage and oversee complex payroll processes and employee record transactions; supervise staff; read, interpret, and apply complex rules and regulations relating to payroll and employee records management; develop, review, revise, and implement policies, procedures, and internal controls for State payroll and records management; establish section goals, objectives, and service delivery methods; analyze information, problems or practices to identify relevant concerns, identify patterns, tendencies, and relationships, and formulate logical conclusions; develop performance indicators and analyze statistics to determine efficiency, productivity, and service quality; provide suggestions to enhance productivity; prepare summaries, correspondence, and monthly, quarterly, and/or yearly analytical, narrative, and statistical reports as required; communicate effectively both verbally and in writing; establish and maintain effective working relationships; operate a personal computer and related hardware and software.

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

Detailed knowledge of: principles and practices of payroll management. **Working knowledge of:** State employee records management; Rules for State Personnel Administration.

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

7.500

ESTABLISHED: 7/1/21R
7/29/21UC
REVISED: 03/04/24UC