



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

**PERSONNEL COMMISSION**

**Meeting Notice**

**DATE:** Friday, June 26, 2020

**TIME:** 9:00 a.m.

**This meeting will be held via teleconference only.**

Pursuant to Governor Sisolak's March 22, 2020, Declaration of Emergency Directive 006, the requirement contained in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate is suspended in order to mitigate the possible exposure or transmission of COVID-19 (Corona Virus). Accordingly, anyone planning to participate in the meeting must participate by using the teleconference number.

Meeting materials are available on the Division of Human Resource Management's website at: [http://hr.nv.gov/Boards/Master Meetings Calendar/](http://hr.nv.gov/Boards/Master_Meetings_Calendar/)

**Teleconference Access:**  
**Teleconference Number – 877-848-7030**  
**Participant Code – 4277490#**

**Notice:** The Personnel Commission may address agenda items out of sequence to accommodate persons appearing before the Commission or to aid the efficiency or effectiveness of the meeting at the Chair's discretion. The Commission may combine two or more agenda items for consideration, and the Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Comments will be limited to three minutes per person and persons making 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 public comment on a specific agenda item when the item is being considered.

**Agenda**

- I. Call To Order, Welcome, Roll Call, Announcements**

	<b>II.</b>	<b>Public Comment:</b> No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)	
<b>FOR POSSIBLE ACTION</b>	<b>III.</b>	<b>Approval of Minutes of Previous Meeting Dated March 6, 2020.....</b>	<b>5</b>
<b>FOR POSSIBLE ACTION</b>	<b>IV.</b>	<b>Discussion and Approval of Proposed Regulations Changes to Nevada Administrative Code, Chapter 284 .....</b>	<b>11</b>
		A. LCB File No. 047-20 Section 1. NAC 284.589 Administrative leave with pay.	
<b>FOR POSSIBLE ACTION</b>	<b>V.</b>	<b>Discussion and Approval of Addition or Removal of Classes or Positions for Pre-employment Screening for Controlled Substances and Revision to Class Specifications .....</b>	<b>22</b>
	A.	The Nevada System of Higher Education, Business Center North, requests the removal of the following classes/positions from the list approved for pre-employment screening for controlled substances:	
		9.534 Research Aid II; All Wolf Pack Meats PCNs	
		9.555 Research Aid I; All Wolf Pack Meats PCNs	
		9.580 Research Technician; All Wolf Pack Meats PCNs	
	B.	The Office of the Military requests the addition of the following positions to the list approved for pre-employment screening for controlled substances and requests approval of class specification amendments to include pre-employment screening for controlled substances:	
	1.	Class and positions requested for approval of pre-employment screening for controlled substances:	
		9.501 National Guard Range Specialist; PCN: 103	
	2.	Request for approval of class specification changes to include pre-employment screening for controlled substances for below positions:	
		9.501 National Guard Range Specialist	
<b>FOR POSSIBLE ACTION</b>	<b>VI.</b>	<b>Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions .....</b>	<b>41</b>
	A.	Library & Archives	
	1.	Subgroup: Archives & Records	
	a.	4.204 State Records Manager/Records Analyst Series	
	b.	4.220 State Archives Manager/Archivist Series	

- B. Engineering & Allied
  - 1. Subgroup: Earth Science
    - a. 6.615 Seismic Data Technician Series
- C. Mechanical & Construction Trades
  - 1. Subgroup: Equipment Management, Maintenance & Repair
    - a. 9.303 Equipment Superintendent
    - b. 9.309 Equipment Operations Manager

**INFORMATIONAL ITEM**

**VII. Report of Uncontested Classification Plan Changes Not Requiring Personnel Commission Approval per NRS 284.160.....66**

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

- Posting: #9-20
  - 9.549 Meat Plant Manager/Supervisor/Technician Series
- Posting: #10-20
  - 10.540 Marijuana Program Inspector Series
- Posting: #14-20
  - 12.457 Disability Adjudicator Series
- Posting: #15-20
  - 9.501 National Guard Range Specialist
- Posting: #16-20
  - 12.416 Vocational Rehabilitation Supervisor/Counselor Series (formerly Rehabilitation Counselor Series)
- Posting: #18-20
  - 1.401 Weights & Measures Inspector Series
- Posting: #19-20
  - 10.540 Marijuana Program Inspector Series
- Posting: #20-20
  - 1.868 Conservation Camp Series
- Posting: #21-20
  - 12.378 Family Readiness Specialist Series
- Posting: #22-20
  - 12.535 Group Supervisor Series

**VIII. Discussion and Announcement of Dates for Upcoming Meetings. Next Meeting Scheduled for September 18, 2020.**

**IX. Commission Comments**

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

**XI. Adjournment**

Supporting material for this meeting is available at the Division of Human Resource Management at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 555 E. Washington Avenue, Suite 1400, Las Vegas, Nevada, 89101, or on our website [http://hr.nv.gov/Boards/PersonnelCommission/Personnel\\_Commission\\_-\\_Meetings/](http://hr.nv.gov/Boards/PersonnelCommission/Personnel_Commission_-_Meetings/). To obtain a copy of the supporting material, you may contact Carrie Lee at (775) 684-0131 or [carrie.lee@admin.nv.gov](mailto:carrie.lee@admin.nv.gov).

Inquiries regarding the items scheduled for this Commission meeting may be made to Michelle Garton at (775) 684-0136 or [mgarton@admin.nv.gov](mailto:mgarton@admin.nv.gov).

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Division of Human Resource Management in writing at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701, no less than (5) five working days prior to 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/](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 Carrie Lee at (775) 684-0131 or [carrie.lee@admin.nv.gov](mailto:carrie.lee@admin.nv.gov) to make such requests.

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

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

Division of Human Resource Management website: [www.hr.nv.gov](http://www.hr.nv.gov)

**STATE OF NEVADA  
PERSONNEL COMMISSION**

Held at the Legislative Counsel Bureau, 401 S. Carson Street, Room 2134, Carson City; and via video conference in Las Vegas at the Grant Sawyer Building, 555 E. Washington Avenue, Room 4401.

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**MEETING MINUTES  
March 6, 2020  
Subject to Commission Approval**

**COMMISSIONERS PRESENT**

**IN CARSON CITY:**

Ms. Katherine Fox, Chairperson  
Ms. Patricia Hurley, Commissioner  
Ms. Priscilla Maloney, Commissioner

Ms. Dana Carvin, Alternate Commissioner, non-voting

**COMMISSIONERS PRESENT**

**IN LAS VEGAS:**

Mr. Mark Olson, Commissioner  
Mr. Andreas Spurlock, Commissioner

Mr. Armen Asherian, Alternate Commissioner, non-voting

**STAFF PRESENT IN CARSON CITY:**

Mr. Peter Long, Administrator, Division of Human Resource Management (DHRM)  
Ms. Michelle Garton, Deputy Administrator, DHRM  
Ms. Beverly Ghan, Deputy Administrator, DHRM  
Ms. Tammy Smith, EEO Administrator, DHRM  
Ms. Kara Sullivan, Supervisory Personnel Analyst, DHRM  
Ms. Denise Woo-Seymour, Supervisory Personnel Analyst, DHRM  
Ms. Carrie Hughes, Personnel Analyst, DHRM  
Ms. Tori Sundheim, Deputy Attorney General, Office of the Attorney General

**STAFF PRESENT IN LAS VEGAS:**

Ms. Michelle Morgando, Senior Hearing Officer, Division of Hearings and Appeals  
Ms. Heather Dapice, Supervisory Personnel Analyst, DHRM

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

**Chairperson Fox:** Called the meeting to order on Friday, March 6, 2020. at approximately 9:00 a.m. She welcomed everyone, indicated Commissioner Priscilla Maloney was serving in retired Commissioner Mauger's vacant position and welcomed newly appointed Commissioner Mark Olson, who will be filling Commissioner Sanchez' position.

**Commissioner Olson:** Shared he was a career Human Resources professional with well over 40 years in the business in both the public and the private sectors. He retired in 2016 as the Senior Vice President of HR at the Las Vegas Convention and Visitors Authority, was honored to serve as a Commissioner and was looking forward to the work ahead.

**Chairperson Fox:** Announced there have been three role changes within the Division of Human Resource Management. Peter Long has returned to his position as DHRM Administrator, Michelle Garton has been promoted to Deputy Administrator, and Denise Woo-Seymour has been promoted to Supervisory Personnel Analyst. Congratulations to all. Several alternate Commissioners were attending the meeting: Dana Carvin in the North and Armen Asherian in South.

## II. PUBLIC COMMENT

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

## III. APPROVAL OF MINUTES OF PREVIOUS MEETING DATED DECEMBER 6, 2019 – Action Item

**Chairperson Fox:** Asked if there were any corrections or changes to be made on the minutes from December 6, 2019. There were none.

MOTION: Moved to approve minutes of the December 6, 2019, meeting.  
BY: Chairperson Fox  
SECOND: Commissioner Maloney  
VOTE: The vote was unanimous in favor of the motion.

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

**Michelle Garton:** Stated the *Hearing Officer Rules of Procedure* were once again before the Commission for approval. There was a Commission request at the December 6, 2019, meeting to examine GENERAL PROVISIONS, Section 1.2, Personnel Hearing Officer Appointments. Discussions with Deputy Attorney General Sundheim and Michelle Morgando, Administrator of the Hearings Division, resulted in the proposed language being presented to the Commission today as the most appropriate language in that the language is referring to Chapter 284, the *Personnel Rules of Procedure*, and then Chapter 616C which are the provisions governing the Hearings Division. DHRM currently has and is proceeding forward with a contract with the Hearings Division for at least the next several years; the proposed language would be appropriate for governing those appointments. One benefit is if the arrangement was ever changed, the *Rules* could easily be updated.

**Commissioner Olson:** Asked about the use of the word “days.” Within the document there are references to “business days,” “calendar days,” “working days” and just plain “days.” He recommended the language be cleaned up for consistency purposes.

**Tori Sundheim:** Answered that can certainly be addressed. The proposed changes should be agendized for the next meeting so staff can review and decide how to best clean up that language.

**Chairperson Fox:** Clarified the Commissioner is requesting the Division review the “days” issue and update the Commission at a future meeting regarding a recommended language change or not. She suggested the Commission approve the item with the understanding that there will be further staff review of the language regarding “days” and a report back to the Commission at a future meeting.

**Michelle Morgando:** Added she would be happy to work with the Deputy Attorney General and the Deputy Administrator on the proposed changes.

**Chairperson Fox:** Asked if there were further questions or comments, and there were none.

MOTION: Moved to approve the *Personnel Commission Hearing Officer Rules of Procedure* with the provision of the consistency regarding the use of the word “days” will be reviewed.  
BY: Commissioner Olson  
SECOND: Chairperson Fox  
VOTE: The vote was unanimous in favor of the motion.

## V. DISCUSSION AND APPROVAL OF PROPOSED REGULATIONS CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284 – Action Item

- A. LCB File No. R018-19
  - Section 1. NAC 284.498 Training of supervisory and managerial employees.
  - Sec. 2. NAC 284.726 Access to confidential records.

**Carrie Hughes:** Personnel Analyst with the Division of Human Resource Management presented Section 1 of LCB File No. R018-19 regarding NAC 284.498, Training of supervisory and managerial employees. The proposed amendment to NAC 284.498 will add a requirement for supervisors to receive training on the Americans with Disabilities Act, the ADA; and the Family Medical Leave Act, the FMLA; as well as training on the developing and revising of documented essential functions of positions. The intent is to ensure that supervisors are prepared to fill their responsibilities under these laws. Additionally, this amendment will provide for an additional component regarding sexual harassment and discrimination to be added to the existing Equal Employment Opportunity class for managers and supervisors. This additional component will not replace the employee required sexual harassment and discrimination class but instead provide additional supervisor-specific training.

**Denise Woo-Seymour:** Supervisory Personnel Analyst for the Division of Human Resource Management Consultation and Accountability Unit presented Section 2 of LCB File No. R018-19. The first amendment to NAC 284.726 will provide access to any appointing authority of an agency, in addition to the other individuals listed, to information related to a sexual harassment or discrimination investigation. The intent of this amendment is to expand access to an employee's record of employment to appointing authorities across the State of Nevada. The amendment to subsection 8 of NAC 284.726 brings the regulation into alignment with the requirements that an employee must have filed an appeal of disciplinary action in order to access any notes, records, recordings, findings or other information obtained from an internal investigation, through the administrative process related to the disciplinary action. No comments were received regarding the amendments to NAC 284.726 at the June 25, 2019, Regulation Workshop.

**Chairperson Fox:** Asked if there were any comments or questions from Commissioners or the public. Hearing none, she would entertain a motion.

MOTION: Moved to approve Item V-A, Sections 1 and 2.  
BY: Commissioner Maloney  
SECOND: Commissioner Hurley  
VOTE: The vote was unanimous in favor of the motion.

- V-B. LCB File No. R068-19
- Section 1. NAC 284.442 Length of probationary period.
  - Sec. 2. NAC 284.444 Application of probationary period.
  - Sec. 3. NAC 284.448 Time not counted toward completion of probationary period.
  - Sec. 4. NAC 284.450 Adjustment of probationary period.

**Kara Sullivan:** Supervisory Personnel Analyst for the Division of Human Resource Management Recruitment Unit presented amendments proposed for permanent adoptions in LCB File No. R068-19. Section 1 is a proposed amendment to NAC 284.442. Currently the regulation specifies which employees are assigned to a probationary period of a year and those which are assigned a probationary period of six months. The amendment specifies that these same provisions would apply to employees serving a trial period. Section 2 would allow for a trial period for a permanent employee to be waived by the appointing authority. If the trial period is waived, the employee would retain their status of appointment held at the time of transfer; the waiver must be made in writing by the appointing authority. This proposed amendment will allow more flexibility by agencies to transfer employees without the concern of a trial period, which may deter some employees from transferring. The amendment also includes some reorganization of the regulation for ease of administration. Section 3 clarifies the types of leave, status or service that do not count toward the completion of a probationary period would also not count toward the completion of a trial period. Section 4 clarifies that adjustments made to the probationary period to ensure the employee works the required number of months would also apply to those employees on a trial status. If an employee on a trial status does not work the required number of months, the trial period would be extended until the necessary amount of time has been served.

**Chairperson Fox:** Asked if there were any comments or questions from Commissioners or the public. Hearing none, she would entertain a motion.

MOTION: Moved to approve Items V-B, Sections 1, 2, 3, & 4.  
BY: Commissioner Olson  
SECOND: Commissioner Hurley  
VOTE: The vote was unanimous in favor of the motion.

V-C. LCB File No. R069-19.

Section 1. NAC 284.892 Duties of employee who is referred to employee assistance program.

Sec. 2. NAC 284.893 Return to work of employee who tests positive for alcohol or controlled substance while on duty.

**Carrie Hughes:** Presented the regulation amendments proposed for adoption in LCB File No. R069-19. Section 1, NAC 284.892, Duties of employee who is referred to employee assistance program and Section 2, NAC 284.893, Return to work of employee who tests positive for alcohol or controlled substance while on duty. As part of a mandatory referral to an employee assistance program due to a positive result on an alcohol and/or controlled substance screening test, an employee is required to provide documentation demonstrating participation in and completion of the referral. These amendments will clarify that an agency can act upon documentation provided directly by the employee assistance program, as well as the employee similar to a healthcare provider directly submitting documentation related to sick leave or the Family Medical Leave Act. Additionally, it provides that an employee is only subject to disciplinary action for failure to provide the required evidence if the appointing authority determines that the failure is the fault of the employee.

**Chairperson Fox:** Asked if there were any comments or questions from Commissioners or the public. Hearing none, she would entertain a motion.

MOTION: Moved to approve Item V-C, Sections 1 & 2.  
BY: Commissioner Hurley  
SECOND: Commissioner Maloney  
VOTE: The vote was unanimous in favor of the motion.

V-D. LCB File No. R124-19

Section 1. NAC 284.726 Access to confidential records.

**Denise Woo-Seymour:** Stated the intent of the amendment to NAC 284.726 in Section 1 of LCB File No. R124-019 is to ensure that the Division of Human Resource Management can conduct thorough sexual harassment and discrimination investigations by requiring an appointing authority of an agency to produce requested documents. There is currently no such requirement which can make it challenging for the Division to receive all requested records when conducting these types of investigations. No comments were received regarding this amendment at the Regulation Workshop on December 3, 2019.

**Commissioner Spurlock:** Asked how is the State handling gender identification? If the gender has been changed by the employee from a medical standpoint, is that considered a medical record?

**Tammy Smith:** Newly-appointed Equal Employment Opportunity Administrator replied all medical records are confidential. Gender identity is disclosed and employees can identify in the gender they relate with.

**Commissioner Spurlock:** Asked if gender identification is not considered a medical record in any way. It is just a static identifier code and public record, correct? **Tammy Smith:** Answered in the affirmative. Gender identity records are reported in and don't identify with a person. Transitional paperwork is considered to be part of confidential medical records.

**Chairperson Fox:** Asked if there were any comments or questions from Commissioners or the public. Hearing none, she would entertain a motion.

MOTION: Moved to approve Item V-D, Section 1.  
BY: Commissioner Olson  
SECOND: Commissioner Hurley  
VOTE: The vote was unanimous in favor of the motion.



**VI. DISCUSSION AND APPROVAL OF ADDITION OF CLASSES OR POSITIONS FOR PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES AND REVISIONS TO CLASS SPECIFICATIONS – Action Item**

A. The Nevada System of Higher Education, Business Center North, requests the addition of the following positions to the list approved for pre-employment screening for controlled substances:

- 9.549 Meat Plant Manager, PCN: All
- 9.548 Meat Plant Supervisor, PCN: All
- 9.547 Meat Plant Technician II, PCN: All
- 9.546 Meat Plant Technician I, PCN: All
- 9.545 Meat Plant Technician Trainee, PCN: All

**Carrie Hughes:** Stated the Nevada System of Higher Education, Business Center North (BCN) is requesting the addition of the requirement of pre-employment screening for controlled substances for the classes listed in Agenda Item VI-A. As a basis for their request, BCN has indicated that incumbents must ensure humane animal actions, as well as personal and consumer safety. BCN also noted that the Manager and Supervisor positions may not be on the production floor a preponderance of time.

**Chairperson Fox:** Asked if there were any comments or questions from Commissioners or the public.

**Janine Nelson:** Manager, BCN Job Evaluation and Analysis, verified that the manager and supervisor are not on the floor a preponderance of the time. Ultimately, it is the manager who's responsible for consumer safety pursuant to the USDA. There is a conceptual and larger picture of safety than just the output of the meat.

**Chairperson Fox:** Asked if there were any further comments or questions from Commissioners or the public. Hearing none, she would entertain a motion.

MOTION: Moved to approve Item 6-A.  
BY: Commissioner Maloney  
SECOND: Commissioner Hurley  
VOTE: The vote was unanimous in favor of the motion.

B. The Nevada System of Higher Education, Business Center North, requests approval of a class specification change to include the requirement of pre-employment screening for controlled substances for the positions in the following class codes:

- 9.549 Meat Plant Manager, PCN: All
- 9.548 Meat Plant Supervisor, PCN: All
- 9.547 Meat Plant Technician II, PCN: All
- 9.546 Meat Plant Technician I, PCN: All
- 9.545 Meat Plant Technician Trainee, PCN: All

**Carrie Hughes:** As pre-employment screening for controlled substances was approved for the classes listed in Agenda Item VI-A, BCN is requesting a change to the class series specification to reflect that approval of the requirement for pre-employment screening for controlled substances for the classes.

**Chairperson Fox:** Asked if there were any further comments or questions from Commissioners or the public. Hearing none, she would entertain a motion.

MOTION: Moved to approve Item VI-B.  
BY: Commissioner Maloney  
SECOND: Commissioner Hurley  
VOTE: The vote was unanimous in favor of the motion.

**VII. REPORT OF UNCONTESTED CLASSIFICATION PLAN CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL PER NRS 284.160 – Informational Item**

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

- Posting: #3-20  
12.136 ESD Manager Series
- Posting: #4-20:  
7.612 Management Analyst Series
- Posting: #5-20:  
7.263 Contributions Examiner Series
- Posting: #6-20:  
12.442 Rehabilitation Technician Series
- Posting: #7-20:  
1.805 Forestry Program Manager
- Posting: #8-20:  
11.298 Polygraph/Background Supervisor/Examiner Series  
11.380 Background Investigation Technician Series

**VIII. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS**

**Chairperson Fox:** Wondered if it would be possible to reschedule the June 12, 2020, meeting to June 26, 2020? Everyone concurred.

**Peter Long:** Asked about the date of the September meeting. The Commissioners discussed their schedules and it was decided the best date was September 18, 2020.

**IX. COMMISSION COMMENTS**

**Commissioner Maloney:** Stated one of the discrepancies that has not been clearly resolved was Hearing Officers Rule of Procedure #4, SUBPOENAS, PLEADINGS, DOCUMENTS AND DISCOVERY. Section 4.1 discusses subpoenas and in subsection b, it reads, “Subpoenas issued to the State of Nevada, its public entities and political subdivisions, and their officers and employees, must be served in accordance with N.R.C.P. 4(d.)” N.R.C.P. 4(d) deals with service of a summons and complaint when an action subject to the *Nevada Rules of Civil Procedure* (N.R.C.P.) is filed in Nevada and not specifically on the issuance of subpoenas. There is a separate rule which specifically deals with the issuance of subpoenas for actions in Nevada which is N.R.C.P. 45. As it is not agendaized for this meeting, Commissioner Maloney would like to see the issue addressed in the future.

**Peter Long:** Stated he discussed this with DAG Sundheim, and DHRM is prepared to bring this forward in the future with a revision to address whatever possible revisions Commissioner Maloney might suggest.

**X. PUBLIC COMMENT**

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

**XI. ADJOURNMENT**

**Chairperson Fox:** Thanked everyone and adjourned the meeting.

Personnel Commission Meeting  
June 26, 2020

**FOR INFORMATION ONLY**

Attached are the minutes of the April 15, 2020, regulation workshops, and the Small Business Impact Statement, as they are related to the regulation proposed for permanent adoption.



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**REGULATIONS WORKSHOP**

**DATE:** April 15, 2020

**TIME:** 9:00 a.m.

**LOCATION:** Teleconference

**Workshop Minutes**

**Staff present in Carson City:**

Michelle Garton, Deputy Administrator, Division of Human Resource Management

**1. Call to Order**

Deputy Administrator Michelle Garton called the workshop to order at approximately 9:05 a.m. She stated the workshop was being held to solicit comments from interested persons regarding a proposed permanent regulation amendment to NAC 284.589. Based on the feedback received today, proposed language may be changed or deleted, and a group of regulations may be affected. If the regulation is submitted to the Personnel Commission for adoption, the minutes from this workshop and any other comments received will be provided to the Personnel Commission when the regulation is presented for their consideration. Participants may submit written comments via email at [mgarton@admin.nv.gov](mailto:mgarton@admin.nv.gov).

**2. Review of proposed changes to NAC 284**

**NAC 284.589 Administrative leave with pay.**

Ms. Garton stated that Governor Sisolak signed an emergency regulation amendment to NAC 284.589, Administrative leave with pay, on March 15, 2020, to address the State of Emergency he declared on March 12, 2020, due to the COVID-19 pandemic. The intent is to expand the authorization of paid administrative leave to state employees in a State of Emergency. She read part of the explanation provided on the accompanying informational statement into the record:

“State employees may become sick and need to self-isolate or need to quarantine with infected or exposed household members. Currently, the NAC only provides for administrative leave with pay as a result of state office closures or school or daycare closure. However, in this pandemic situation, some of the offices may not close, but social distancing is still needed to contain the spread of the virus. Therefore, an emergency regulation is needed to permit appointing authorities the flexibility to provide administrative leave with pay or sick leave as the circumstances change, without closing entire state offices.”

The addition of subsection 7 to NAC 284.589 is proposed to read, “*During a State of Emergency declared pursuant to NRS Chapter 414, an appointing authority may, in its discretion, grant administrative leave with pay to an employee if necessary for health and safety purposes.*”

Ms. Garton asked for any suggestions or feedback.

Emily Kuhlman, Human Resource Manager, Gaming Control Board, expressed support for the amendment to NAC 284.589.

### **3. Adjournment**

Ms. Garton reminded everyone to submit any written comments via email, thanked them for participating and adjourned the workshop at approximately 9:10 a.m.



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## **Regulation Small Business Impact Statement**

Section 15 of Article 15 of the Nevada Constitution requires the Legislature to provide for a State merit system governing the employment of employees in the Executive Branch of State government and in 1969 the Legislature provided for such in NRS 284. Additionally, NRS 284.013 provides limitations to which employees of the Executive Branch are covered by NRS 284. NRS 284.065 authorizes the Personnel Commission to adopt regulations to carry out the provisions of this chapter.

Due to the limitations of the Nevada State Constitution and NRS 284, the Division of Human Resource Management staff has determined that the adoption of this proposed regulation does not affect small businesses, impose a significant economic burden on small businesses, nor will it restrict the formation, operation or expansion of small business. These regulations only impact employees moving into the nonclassified, classified, or unclassified service of the Executive Branch.

*I certify that to the best of my knowledge or belief, a concerted effort was made to determine the impact of the proposed regulation on small business and that the information contained in this statement was prepared properly and is accurate.*

*Peter Long*  
\_\_\_\_\_  
Peter Long, Administrator

March 25, 2020  
\_\_\_\_\_  
Date

**FOR DISCUSSION AND POSSIBLE ACTION**

The following regulation has been proposed for permanent adoption. A brief explanation precedes the regulation and summarizes the intent of the regulation change. **NOTE:** Language in *italics* is new, and language in brackets ~~omitted material~~ is to be omitted.

The following summarizes the recommended action of the Personnel Commission and identifies if there has been support or opposition to the proposed action.

**LCB File No. R047-20**

The Division of Human Resource Management recommends the regulation amendment contained in LCB File No. R047-20.

The intent of the amendment to NAC 284.589 in Section 1 of this LCB File is to provide a State of Nevada agency appointing authority or the Division of Human Resource Management greater flexibility to grant administrative leave with pay when a state of emergency or declaration of disaster has been proclaimed pursuant to NRS 414. As has become clear during the COVID-19 pandemic, there are a variety of staffing solutions that may be more appropriate for an agency to utilize and this amendment will allow for paid administrative leave to be one tool in these circumstances.

At the April 15, 2020, regulation workshop, a representative of the Gaming Control Board expressed support for the amendment to NAC 284.589.

**EXPLANATION OF PROPOSED CHANGE**  
**LCB File No. R047-20**

**Section 1: NAC 284.589 Administrative leave with pay.**

An amendment to NAC 284.589 was approved as an emergency regulation by Governor Sisolak on March 15, 2020, in response to the State of Emergency declared due to the COVID-19 pandemic. The amendment below is based on the Governor's emergency regulation and provides an appointing authority of a State of Nevada agency the discretion to grant administrative leave to an employee during a State of Emergency declared pursuant to NRS 414 when necessary for health and safety purposes.



**PROPOSED REGULATION OF THE  
PERSONNEL COMMISSION**

**LCB File No. R047-20**

May 18, 2020

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

AUTHORITY: §1, NRS 284.065, 284.155 and 284.345.

A REGULATION relating to state personnel; authorizing paid administrative leave for state employees when a state of emergency or declaration of disaster is proclaimed for purposes of health and safety; and providing other matters properly relating thereto.

**Legislative Counsel’s Digest:**

Existing law allows an agency to adopt an emergency regulation without following the process for adopting a permanent regulation by submitting a statement of the emergency to the Governor. (NRS 233B.0613) If the Governor endorses the statement of emergency, the regulation becomes effective immediately upon filing the regulation with the Office of the Secretary of State. (NRS 233B.070) An emergency regulation is effective for not more than 120 days and may only be submitted through the process for an emergency regulation one time. For the regulation to continue, the agency must adopt a permanent regulation which is substantially similar to the emergency regulation in accordance with the procedures set forth in the Administrative Procedures Act within 120 days, after which the emergency regulation automatically expires. (NRS 233B.0613) On March 15, 2020, the Department of Administration submitted an emergency regulation along with a statement of emergency for the adoption of a regulation which was endorsed by the Governor. This regulation is submitted to replace that emergency regulation.

Existing law authorizes the Personnel Commission to adopt regulations governing attendance and leave with or without pay for state employees. (NRS 284.345) Existing regulations authorize an appointing authority or the Division of Human Resource Management of the Department of Administration to grant administrative leave with pay to an employee in certain emergency situations beyond the control of the employee. Such situations include when the Governor authorizes employees not to report to work or to end a shift early because of an emergency, when there is a closure of a work site caused by a natural disaster, pandemic or other similar adverse condition or when school closures or closure of other child care facilities occur because of a pandemic. (NAC 284.589) In each of those circumstances an employee may be designated as essential and required to report to work. This regulation further allows an appointing authority to provide paid administrative leave to state employees for purposes related to health and safety during any period in which a state of emergency or declaration of disaster has been proclaimed.

**Section 1.** NAC 284.589 is hereby amended to read as follows:

284.589 1. An appointing authority may grant administrative leave with pay to an employee:

(a) To relieve the employee of his or her duties during the active investigation of a suspected criminal violation or the investigation of alleged wrongdoing;

(b) For up to 30 days when the appointing authority initiates the leave to obtain the results of an examination concerning the ability of the employee to perform the essential functions of his or her position;

(c) For up to 30 days to remove the employee from the workplace when he or she has committed or threatened to commit an act of violence;

(d) For up to 2 hours to donate blood;

(e) To relieve the employee of his or her duties until the appointing authority receives the results of a screening test pursuant to NRS 284.4065; or

(f) To attend a general employee benefits orientation or an educational session relating to employee benefits, including, without limitation, retirement and deferred compensation.

2. The appointing authority, upon approval of the Risk Management Division, may extend administrative leave with pay granted to an employee for a purpose set forth in paragraph (b) or (c) of subsection 1.

3. If an employee is granted administrative leave with pay pursuant to subsection 1 or 2, the employee must be available:

(a) By telephone to the supervisor of the employee; and

(b) To report to a work site or another location, as directed by the supervisor of the employee,

↳ during regular business hours.

4. Except as otherwise provided in subsection ~~5.7~~ 6, an appointing authority or the Division of Human Resource Management may grant administrative leave with pay to an employee for any of the following purposes:

(a) His or her participation in, or attendance at, activities which are directly or indirectly related to the employee's job or employment with the State but which do not require him or her to participate or attend in an official capacity as a state employee.

(b) His or her safety during an emergency when employees have been authorized by the Governor not to report to work or to leave work before the end of their shifts during the emergency, including, without limitation, emergencies relating to enemy attacks or other hostile actions, natural causes or other catastrophes, except for employees who are designated as essential and notified that they are required to report to work or remain at work.

(c) Closure of the employee's office or work site caused by a natural disaster, pandemic or other similar adverse condition when the employee is scheduled and expected to be at work. An appointing authority may designate certain employees as essential and notify them that they are required to report to work.

(d) Closure, as a result of a pandemic, of a school or a center or facility that provides day care services which is attended by the employee's dependent child or the temporary cancellation, as a result of a pandemic, of a program attended by the employee's dependent child. An appointing authority may designate certain employees as essential and notify them that they are required to report to work.

(e) His or her appearance as an aggrieved employee, an employee who filed a complaint described in NAC 284.658 or a witness at a hearing of the Committee.

(f) His or her appearance as a witness at a hearing regarding a matter described in subparagraph (1), (2) or (3) of paragraph (f) of subsection ~~6.1~~ 7.

(g) His or her appearance to provide testimony at a meeting of the Commission.

5. *To the extent not already covered in subsection 4, during any period in which a state of emergency or declaration of disaster has been proclaimed pursuant to NRS 414.070, an appointing authority may grant administrative leave with pay to an employee for purposes related to health and safety.*

6. An appointing authority or the Division of Human Resource Management shall grant administrative leave with pay to an employee for a purpose set forth in paragraph (e), (f) or (g) of subsection 4 if:

(a) The employee requests the administrative leave for a period of time that is reasonably needed to testify at the hearing or meeting;

(b) The employee requests the administrative leave at least 2 weeks before the leave is needed, unless such notice is impractical; and

(c) The absence of the employee will not cause an undue hardship to the operations of the appointing authority or adversely impact the provision of services to clients or to the public.

~~6.1~~ 7. An appointing authority shall grant administrative leave with pay to an employee for any of the following purposes:

(a) The initial appointment and one follow-up appointment if the employee receives counseling through an employee assistance program, including, without limitation, consultations provided in person or telephonically.

(b) His or her attendance at a health fair or related event coordinated by the Public Employees' Benefits Program.

(c) His or her participation in an official capacity as a member of a committee or board created by statute on which he or she serves as a representative of state employees. Such leave must be in lieu of other fees provided for attendance at meetings and participation in official functions of the committee or board.

(d) Up to 8 hours for preparation for any predisciplinary review.

(e) Up to 8 hours for preparation for any hearing described in paragraph (f).

(f) The appearance of the employee as a party at a hearing regarding:

(1) An alleged reprisal or retaliatory action against the employee for disclosing an improper governmental action as provided in NRS 281.641;

(2) An involuntary transfer of the employee as provided in NRS 284.376; or

(3) A suspension, demotion or dismissal of the employee as provided in NRS 284.390 and at a predisciplinary review as provided in NAC 284.6561.

Personnel Commission Meeting  
June 26, 2020

**FOR INFORMATION ONLY**

Attached is a list of classes and positions which have previously been approved for pre-employment testing. This list has been provided for you to use as a reference when determining which classes and/or positions the Commission may wish to approve at this meeting.

**STATE OF NEVADA**

**POSITIONS/CLASSES APPROVED FOR PRE-EMPLOYMENT CONTROLLED SUBSTANCE TESTING CHANGES EFFECTIVE MARCH 6, 2020**

(All positions in each class have been approved for pre-employment controlled substance testing, unless otherwise noted (\*) for a specific agency(s) and/or position(s). Classes in *bold/italics* are new to the list.)

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
1.401	WEIGHTS AND MEASURES INSPECTOR IV	
1.404	WEIGHTS AND MEASURES INSPECTOR III	
1.407	WEIGHTS AND MEASURES INSPECTOR II	
1.410	WEIGHTS AND MEASURES INSPECTOR I	
1.413	WEIGHTS AND MEASURES ASSISTANT (SEASONAL)	
1.608	FIELD ASSISTANT II (PARC)	
1.737	BIOLOGIST I*	AGR - PCN 4600-0025
1.770	WILDLIFE AREA SUPERVISOR II	
1.771	WILDLIFE AREA SUPERVISOR I	
1.772	FISH HATCHERY SUPERVISOR II	
1.774	FISH HATCHERY SUPERVISOR I	
1.776	FISH HATCHERY TECHNICIAN III	
1.778	FISH HATCHERY TECHNICIAN II	
1.780	FISH HATCHERY TECHNICIAN I	
1.785	WILDLIFE AREA TECHNICIAN III	
1.786	WILDLIFE AREA TECHNICIAN II	
1.787	WILDLIFE AREA TECHNICIAN I	
1.811	FORESTER III	
1.812	FIRE MANAGEMENT OFFICER II	
1.813	FORESTER II	
1.814	FIRE MANAGEMENT OFFICER I	
1.816	BATTALION CHIEF	
1.817	CONSERVATION CREW SUPERVISOR III	
1.818	FORESTER I	
1.819	FIREFIGHTER II	
1.820	CONSERVATION CREW SUPERVISOR II	
1.822	FIRE CONTROL DISPATCHER III	
1.823	SEASONAL FIRE CONTROL DISPATCHER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.824	SEASONAL FIRE CONTROL DISPATCHER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.825	CONSERVATION CREW SUPERVISOR I	
1.826	FIRE CONTROL DISPATCHER II	
1.827	FIRE CONTROL DISPATCHER I	
1.828	SEASONAL FIREFIGHTER III*	DCNR-FORESTRY DIVISION - ALL PCNS

1.829	SEASONAL FIREFIGHTER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.831	SEASONAL FIREFIGHTER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.835	HELITACK SUPERVISOR	
1.850	FIRE CAPTAIN	
1.852	FIREFIGHTER I	
1.907	PARKS REGIONAL MANAGER (NON-COMMISSIONED)	
1.912	PARK INTERPRETER	
1.918	LIFEGUARD II	
1.919	LIFEGUARD I	
1.921	PARK RANGER III (NON-COMMISSIONED)	
1.922	PARK RANGER II (NON-COMMISSIONED)	
1.923	PARK RANGER I (NON-COMMISSIONED)	
1.967	PARK SUPERVISOR III (NON-COMMISSIONED)	
1.968	PARK SUPERVISOR II (NON-COMMISSIONED)	
1.969	PARK SUPERVISOR I (NON-COMMISSIONED)	
2.124	MAIL SERVICE SUPERVISOR*	BCN - ALL PCNS
2.126	MAIL SERVICE TECHNICIAN*	BCN - ALL PCNS
2.127	MAIL SERVICE CLERK I*	BCN - ALL PCNS
2.129	MAIL SERVICE CLERK II*	BCN - ALL PCNS
2.153	LEGAL SECRETARY II*	TAXI - PCN 0038
2.210	ADMINISTRATIVE ASSISTANT IV*	DPS - PCNS 3743-0106, 3743-33, 3743-1111, 3743-1112, 4701-0106, 4701-0155, 4701-0706, 4701-0805, 4701-0870, 4709-42, 4709-70, 4709-71, 4709-72, 4709-73, 4709-206, 4709-625, 4709-645, 4709-665, 4709-1004, 4709-1006, 4709-1007, 4709-1009, 4709-8004, 4709-8018, 4709-8031, 4709-8038, 4709-8039, 4709-8040, 4709-8041, 4709-8042, 4709-8043, 4709-9013, 4709-9018, 4709-9019, 4713-0706, 4713-155, 4713-805; TAXI - PCN 0023
2.211	ADMINISTRATIVE ASSISTANT III*	DMV - PCNS RE7015, WF7047; DPS - PCNS 3740-1412, 3743-0028, 3743-5, 3743-15, 3743-17, 3743-32, 3743-34, 3743-60, 3743-61, 3743-62, 3743-64, 3743-65, 3743-1011, 3743-1014, 3743-1017, 3743-1020, 3743-1100, 3743-1101, 3743-1102, 3743-1103, 3743-1104, 3743-1105, 3743-1106, 3743-1107, 3743-1108, 3743-1109, 3744-10, 3744-13, 3744-16, 3744-19, 4702-51, 4702-147, 4702-315, 4702-328, 4702-648, 4702-705, 4702-871, 4702-11033, 4702-11034, 4709-36, 4709-37, 4709-58, 4709-620, 4709-630, 4709-8005, 4709-8007, 4709-8010, 4709-8011, 4709-8016, 4709-8017, 4709-8019, 4709-8020, 4709-8021, 4709-9001, 4709-9002, 4709-9011, 4709-9012, 4709-9016, 4709-9017; TAXI - PCNS 0011, 0061



2.212	ADMINISTRATIVE ASSISTANT II*	DPS - PCNS 3743-1021, 4702-32, 4709-2, 4709-8044, 4709-8045, 4709-8046, 4709-8048, 4709-9003, 4709-9004, 4709-9005, 4709-9006, 4709-9007, 4709-9008, 4709-9009, 4709-9010, 4709-16, 4709-17, 4709-18, 4709-25, 4709-26, 4709-34, 4709-57, 4709-62, 4709-204, 4709-205, 4709-605, 4709-660, 4709-8006, 4709-8008, 4709-8009, 4713-0870; TAXI - PCNS 0003, 0013, 0020, 0043, 0046, 0066, 0074, 0075, 0092, 0095
2.301	ACCOUNTING ASSISTANT III*	DPS - PCNS 3743-16, 4709-38, 4709-8022
2.303	ACCOUNTING ASSISTANT II*	DPS - PCN 4709-15
2.819	SUPPLY TECHNICIAN III*	PURCHASING - PCN 0027
2.824	SUPPLY TECHNICIAN II*	PURCHASING - PCN 0029; BCN - ALL PCNS
2.827	SUPPLY ASSISTANT*	BCN - ALL PCNS
2.836	SUPPLY TECHNICIAN I*	BCN - ALL PCNS
3.203	FOOD SERVICE COOK/SUPERVISOR II*	BCN - ALL PCNS
3.206	FOOD SERVICE COOK/SUPERVISOR I*	BCN - ALL PCNS
3.213	FOOD SERVICE WORKER II*	BCN - ALL PCNS
3.218	FOOD SERVICE WORKER I*	BCN - ALL PCNS
3.504	DRIVER – SHUTTLE BUS II*	BCN – ALL PCNS
3.505	DRIVER - SHUTTLE BUS I	
3.506	DRIVER - VAN/AUTOMOBILE	
3.520	FAMILY SUPPORT WORKER III*	BCN - ALL PCNS
3.521	FAMILY SUPPORT WORKER II*	BCN - ALL PCNS
3.524	FAMILY SUPPORT WORKER I*	BCN - ALL PCNS
3.530	TRANSPORTATION AND SAFETY ATTENDANT III*	NDVS – ALL PCNS
3.535	TRANSPORTATION AND SAFETY ATTENDANT II*	NDVS – ALL PCNS
3.540	TRANSPORTATION AND SAFETY ATTENDANT I*	NDVS – ALL PCNS
5.103	PRINCIPAL	
5.104	VICE PRINCIPAL	
5.106	ACADEMIC TEACHER	
5.112	VOCATIONAL EDUCATION INSTRUCTOR	
5.174	CHILD CARE WORKER II*	BCN - ALL PCNS
5.175	CHILD CARE WORKER I*	BCN - ALL PCNS
6.209	SUPERVISOR III, ASSOCIATE ENGINEER*	NDOT - PCNS 017009, 017046, 018-037, ALL PCNS BEGINNING W/ 930
6.211	SUPERVISOR II, ASSOCIATE ENGINEER*	NDOT - PCNS 027006, 028006, 255001, ALL PCNS BEGINNING W/ 930
6.215	SUPERVISOR I, ASSOCIATE ENGINEER*	NDOT -PCNS 017021, 017034, 017048, 028008, ALL PCNS BEGINNING W/ 930
6.223	ADMINISTRATOR I, PROFESSIONAL ENGINEER*	NDOT - PCN 301012
6.224	MANAGER I, PROFESSIONAL ENGINEER*	NDOT - ALL PCNS BEGINNING W/ 930
6.228	STAFF II, ASSOCIATE ENGINEER*	NDOT - PCNS 018024, 018025, 018036, 018037, 018046, 018047

6.229	STAFF I, ASSOCIATE ENGINEER*	NDOT - PCNS 020014, 034001, 255002, 080001, 080002, 080005, 080006, 080007, 080010
6.305	ENGINEERING TECHNICIAN V*	NDOT - PCN 028015
6.308	ENGINEER TECHNICIAN IV*	NDOT - PCN 027023, ALL PCNS BEGINNING W/ 930
6.313	ENGINEERING TECHNICIAN III*	NDOT - PCNS 017037, 017038, 017039, 017040, 017041, 017042, 017050, 017051, 017052, 027019, 027022, 028010, 028011, 028013, 028016, 028021, 028022, 028030, 101342, 255003, ALL PCNS BEGINNING W/ 930
6.355	ARCHITECTURAL DRAFTER IV*	BCN - ALL PCNS
6.358	ARCHITECTURAL DRAFTER III*	BCN - ALL PCNS
6.750	CONSTRUCTION PROJECT COORDINATOR III*	BCN - ALL PCNS
6.751	PROJECT MANAGER III*	BCN - ALL PCNS
6.754	BUILDING CONSTRUCTION INSPECTOR III*	BCN - ALL PCNS; D of A - ALL PCNS
6.755	BUILDING CONSTRUCTION INSPECTOR IV*	D of A - ALL PCNS
6.758	CONSTRUCTION PROJECT COORDINATOR II*	BCN - ALL PCNS
6.762	PROJECT MANAGER II*	BCN - ALL PCNS
6.763	PROJECT MANAGER I*	BCN - ALL PCNS
6.966	DEVELOPMENT TECHNICIAN IV*	BCN - ALL PCNS
6.978	DEVELOPMENT TECHNICIAN III*	BCN - ALL PCNS
6.979	DEVELOPMENT TECHNICIAN II*	BCN - ALL PCNS
6.980	DEVELOPMENT TECHNICIAN I*	BCN - ALL PCNS
6.981	ELECTRONICS TECHNICIAN II*	BCN, NDOC - ALL PCNS
6.987	ELECTRONICS TECHNICIAN III*	BCN, NDOC - ALL PCNS
6.988	ELECTRONICS TECHNICIAN I*	BCN, NDOC - ALL PCNS
7.141	ACCOUNTANT TECHNICIAN II*	DPS - PCNS 0030, 4709-1010
7.143	ACCOUNTANT TECHNICIAN I*	DPS - PCN 4702-30
7.154	AUDITOR II*	DHHS PBH - PCNS 0031, 0033, 0041
7.216	ADMINISTRATIVE SERVICES OFFICER III*	DPS - PCN 4709-0023
7.217	ADMINISTRATIVE SERVICES OFFICER II*	DPS - PCN 4709-23
7.218	ADMINISTRATIVE SERVICES OFFICER I*	DPS - PCN 3743-6
7.519	TRAINING OFFICER I*	NDOT - ALL PCNS
7.524	TRAINING OFFICER II*	DPS - NHP - HAZARDOUS MATERIALS - PCN 5
7.624	MANAGEMENT ANALYST III*	DPS - PCNS 4709-3, 4709-200, 4709-9015
7.625	MANAGEMENT ANALYST II*	DPS - PCN 4709-39; TAXI - PCNS 0002, 0078
7.637	MANAGEMENT ANALYST I*	DPS - PCNS 3743-9, 3743-79, 4709-40
7.643	PROGRAM OFFICER III*	DHHS PBH - PCN 0038; DPS - PCN 4702-0086
7.647	PROGRAM OFFICER II*	BCN - PCN P0000505; DPS - PCNS 3743-1022, 4701-0950, 4709-19, 4709-24, 4709-35, 4709-8003, 4709-8012
7.649	PROGRAM OFFICER I*	DPS - PCN 3744-82, 4702-322, 4709-8030, 4709-8036, 4709-8037; FIRE MARSHAL - PCNS 4, 106; NDOC - PCNS 3710-0064, 3710-0202; BCN - PCNS P0002816, P0000588
7.653	PUBLIC SERVICE INTERN II*	NDOT - ALL PCNS BEGINNING W/ 940

7.655	BUSINESS PROCESS ANALYST III*	DPS - PCN 4709-7005, 4709-7014, 4709-8023
7.656	BUSINESS PROCESS ANALYST II*	DPS - PCNS 4702-0046, 4709-7013, 4709-8024, 4709-8025
7.657	BUSINESS PROCESS ANALYST I*	DPS - PCNS 4709-7010, 4709-7011, 4709-7012, 4709-7015
7.665	PUBLIC SERVICE INTERN I*	MIN - PCNS 09015, 09016, 09017, 09018, 09019, 09020, 09022, 09023
7.713	TRANSPORTATION TECHNICIAN III*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.714	TRANSPORTATION TECHNICIAN IV*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.715	TRANSPORTATION TECHNICIAN II*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.722	TRAFFIC CENTER TECHNICIAN SUPERVISOR	
7.724	TRAFFIC CENTER TECHNICIAN II	
7.725	TRAFFIC CENTER TECHNICIAN I	
7.726	TRAFFIC CENTER TECHNICIAN TRAINEE	
7.745	STATISTICIAN II*	DPS - PCN 4709-21
7.901	CHIEF IT MANAGER*	NDOT - PCN 016060
7.902	IT MANAGER III*	DPS - PCN 4709-0207
7.904	IT MANAGER I*	NDOT - PCN 016065; BCN UNR - PCN P0005682
7.921	IT PROFESSIONAL IV*	DPS - PCN 4709-8032; NDOT - PCNS 016061, 016063
7.925	IT PROFESSIONAL III*	DPS - PCNS 4709-0150, 4709-8033; NDOT - PCNS 016062, 016064, 91001, 92001, 93002; BCN UNR - ALL FACILITIES SERVICES PCNS
7.926	IT PROFESSIONAL II*	NDOT - PCNS 91005, 92002, 93001, 93003, 95001, 96001, 92003, 93005, 94003; BCN UNR - ALL FACILITIES SERVICES PCNS
7.929	IT PROFESSIONAL I*	BCN UNR - ALL FACILITIES SERVICES PCNS
7.951	IT PROFESSIONAL TRAINEE*	BCN UNR - ALL FACILITIES SERVICES PCNS
9.103	HIGHWAY MAINTENANCE MANAGER	
9.106	HIGHWAY MAINTENANCE SUPERVISOR II	
9.115	HIGHWAY MAINTENANCE SUPERVISOR I	
9.117	HIGHWAY MAINTENANCE WORKER IV	
9.120	HIGHWAY MAINTENANCE WORKER III	
9.127	HIGHWAY MAINTENANCE WORKER II	
9.130	HIGHWAY MAINTENANCE WORKER I	
9.137	HIGHWAY CONSTRUCTION AID	
9.200	SPECIAL EQUIPMENT OPERATOR III	
9.201	EQUIPMENT OPERATION INSTRUCTOR	
9.203	SPECIAL EQUIPMENT OPERATOR II	
9.204	GROUND EQUIPMENT OPERATOR I*	BCN - ALL PCNS
9.205	SEASONAL FORESTRY EQUIPMENT OPERATOR	
9.208	DRIVER WAREHOUSE WORKER TRAINEE*	NDOC - ALL PCNS
9.209	GROUND EQUIPMENT OPERATOR II*	BCN - ALL PCNS
9.210	DRIVER WAREHOUSE WORKER I	
9.211	DRIVER WAREHOUSE WORKER II	
9.212	DRIVER WAREHOUSE SUPERVISOR	

9.315	HIGHWAY EQUIPMENT MECHANIC SPVR I	
9.317	HIGHWAY EQUIPMENT MECHANIC III	
9.318	HIGHWAY EQUIPMENT MECHANIC II	
9.321	HIGHWAY EQUIPMENT MECHANIC I	
9.322	EQUIPMENT MECHANIC IV*	BCN, DCNR-FORESTRY DIVISION - ALL PCNS
9.323	EQUIPMENT MECHANIC III*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOW - ALL PCNS
9.326	EQUIPMENT MECHANIC-IN-TRAINING IV*	BCN, NDOT - ALL PCNS
9.327	AUTO BODY WORKER*	NDOT - ALL PCNS
9.328	EQUIPMENT MECHANIC-IN-TRAINING III*	BCN, NDOT - ALL PCNS
9.330	EQUIPMENT MECHANIC-IN-TRAINING II*	BCN, NDOT - ALL PCNS
9.331	EQUIPMENT MECHANIC II*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.332	EQUIPMENT MECHANIC-IN-TRAINING I*	BCN, NDOT - ALL PCNS
9.333	EQUIPMENT MECHANIC I*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.334	FLEET SERVICE WORKER IV*	BCN, NDOT - ALL PCNS
9.335	FLEET SERVICE WORKER III*	BCN, NDOT - ALL PCNS
9.336	FLEET SERVICE WORKER II*	BCN, NDOT - ALL PCNS
9.337	FLEET SERVICE WORKER I*	BCN, NDOT - ALL PCNS
9.353	AVIATION SERVICES OFFICER	
9.354	CHIEF PILOT	
9.355	PILOT II	
9.356	PILOT III	
9.357	AIRCRAFT MAINTENANCE SPECIALIST	
9.359	PILOT I	
9.404	HVACR SPECIALIST IV*	BCN - ALL PCNS
9.408	HVACR SPECIALIST II*	BCN, NDOC - ALL PCNS
9.413	HVACR SPECIALIST III*	BCN, NDOC - ALL PCNS
9.417	WELDER I*	BCN, NDOC, NDOT - ALL PCNS
9.418	LOCKSMITH I*	BCN, NDOC - ALL PCNS
9.420	HEAT PLANT SPECIALIST II*	BCN, NDOC - ALL PCNS
9.421	HVACR SPECIALIST I*	BCN, NDOC, NDOT - ALL PCNS
9.422	HEAT PLANT SPECIALIST IV*	BCN, NDOC - ALL PCNS
9.423	CARPENTER I*	BCN, NDOC, NDOT - ALL PCNS
9.424	CARPENTER II*	BCN, NDOC - ALL PCNS
9.425	HEAT PLANT SPECIALIST III*	BCN, NDOC - ALL PCNS
9.426	ELECTRICIAN I*	BCN, NDOC, NDOT - ALL PCNS
9.428	HEAT PLANT SPECIALIST I*	BCN, NDOC - ALL PCNS
9.429	PAINTER I*	BCN - ALL PCNS
9.430	WELDER II*	BCN, NDOC, NDOT - ALL PCNS
9.431	LOCKSMITH II*	BCN, NDOC - ALL PCNS
9.432	PLUMBER I*	BCN, NDOC - ALL PCNS
9.434	EVENTS CENTER TECHNICIAN II*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.437	EVENTS CENTER TECHNICIAN I*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.439	CARPENTER III*	BCN - ALL PCNS
9.441	MAINTENANCE REPAIR SPECIALIST I*	BCN, NDOC, NDOT, NDOW, NDVS - ALL PCNS
9.445	MAINTENANCE REPAIR SPECIALIST II*	BCN, NDOC, NDOW - ALL PCNS
9.447	ELECTRICIAN II*	BCN, NDOC, NDOT - ALL PCNS
9.448	ELECTRICIAN III*	BCN, NDOC, NDOT - ALL PCNS

9.459	PAINTER II*	BCN - ALL PCNS
9.460	PAINTER III*	BCN - ALL PCNS
9.462	PLUMBER II*	BCN, NDOC - ALL PCNS
9.463	PLUMBER III*	BCN - ALL PCNS
9.465	CRAFT WORKER-IN-TRAINING IV*	BCN - ALL PCNS
9.466	CRAFT WORKER-IN-TRAINING III*	BCN - ALL PCNS
9.467	CRAFT WORKER-IN-TRAINING II*	BCN - ALL PCNS
9.468	CRAFT WORKER-IN-TRAINING I*	BCN - ALL PCNS
9.470	THEATER TECHNICIAN I*	BCN - ALL PCNS
9.471	THEATER TECHNICIAN II*	BCN - ALL PCNS
9.481	MAINTENANCE REPAIR AID IV*	BCN - ALL PCNS
9.482	MAINTENANCE REPAIR AID III*	BCN - ALL PCNS
9.483	MAINTENANCE REPAIR AID II*	BCN - ALL PCNS
9.484	MAINTENANCE REPAIR AID I*	BCN - ALL PCNS
9.485	MAINTENANCE REPAIR WORKER IV*	BCN, NDOC - ALL PCNS
9.486	MAINTENANCE REPAIR WORKER III*	BCN, NDOC - ALL PCNS
9.487	MAINTENANCE REPAIR WORKER II*	BCN, NDOC, NDVS - ALL PCNS
9.488	MAINTENANCE REPAIR WORKER I*	BCN, NDOC, NDVS - ALL PCNS
9.496	WASTEWATER TREATMENT OPERATOR II*	NDOC - ALL PCNS
9.497	WASTEWATER TREATMENT OPERATOR I*	NDOC - ALL PCNS
9.514	RANCH MANAGER*	BCN UNR - PCN P0001268
9.534	RESEARCH AID II*	BCN - ALL WOLF PACK MEATS PCNS
<b>9.545</b>	<b><i>MEAT PLANT TECHNICIAN TRAINEE</i></b>	<b><i>BCN - ALL PCNS</i></b>
<b>9.546</b>	<b><i>MEAT PLANT TECHNICIAN I</i></b>	<b><i>BCN - ALL PCNS</i></b>
<b>9.547</b>	<b><i>MEAT PLANT TECHNICIAN II</i></b>	<b><i>BCN - ALL PCNS</i></b>
<b>9.548</b>	<b><i>MEAT PLANT SUPERVISOR</i></b>	<b><i>BCN - ALL PCNS</i></b>
<b>9.549</b>	<b><i>MEAT PLANT MANAGER</i></b>	<b><i>BCN - ALL PCNS</i></b>
9.555	RESEARCH AID I*	BCN - ALL WOLF PACK MEATS PCNS
9.580	RESEARCH TECHNICIAN*	BCN - ALL WOLF PACK MEATS PCNS
9.603	FACILITY MANAGER*	BCN, NDOC - ALL PCNS
9.606	FACILITY SUPERVISOR III*	BCN, NDOC - ALL PCNS
9.609	FACILITY SUPERVISOR II*	BCN, NDOC - ALL PCNS, NDOT - PCN 302001
9.610	GROUNDS SUPERVISOR III*	BCN - ALL PCNS
9.612	FACILITY SUPERVISOR I*	BCN, NDOC - ALL PCNS
9.616	CUSTODIAL SUPERVISOR IV*	BCN - ALL PCNS
9.617	CUSTODIAL SUPERVISOR III*	BCN - ALL PCNS
9.620	GROUNDS SUPERVISOR II*	BCN - ALL PCNS
9.623	CUSTODIAL SUPERVISOR II*	BCN - ALL PCNS
9.625	CUSTODIAL SUPERVISOR I*	BCN - ALL PCNS
9.627	GROUNDS SUPERVISOR I*	BCN - ALL PCNS
9.630	GROUNDS MAINTENANCE WORKER V*	BCN - ALL PCNS
9.631	CUSTODIAL WORKER II*	BCN - ALL PCNS
9.633	GROUNDS MAINTENANCE WORKER IV*	BCN - ALL PCNS
9.634	CUSTODIAL WORKER I*	BCN - ALL PCNS
9.635	GROUNDS MAINTENANCE WORKER III*	BCN - ALL PCNS
9.637	FACILITY ATTENDANT*	BCN - ALL PCNS
9.639	GROUNDS MAINTENANCE WORKER II*	BCN - ALL PCNS
9.641	GROUNDS MAINTENANCE WORKER I*	BCN - ALL PCNS
10.124	PSYCHOLOGIST IV*	NDOC - ALL PCNS
10.126	PSYCHOLOGIST III*	NDOC - ALL PCNS

10.132	PSYCHOLOGIST II*	NDOC - ALL PCNS
10.139	MENTAL HEALTH COUNSELOR II*	NDOC - ALL PCNS
10.141	MENTAL HEALTH COUNSELOR I*	NDOC - ALL PCNS
10.143	PSYCHOLOGIST I*	NDOC - ALL PCNS
10.144	CLINICAL SOCIAL WORKER II*	NDOC - ALL PCNS
10.146	TREATMENT HOME SUPERVISOR	
10.148	TREATMENT HOME PROVIDER	
10.150	CLINICAL SOCIAL WORKER I*	NDOC - ALL PCNS
10.151	CLINICAL SOCIAL WORKER III*	NDOC - ALL PCNS
10.179	PSYCHOMETRIST *	NDOC - ALL PCNS
10.217	HEALTH PROGRAM MANAGER II*	DHHS PBH - PCN 0037
10.229	MID-LEVEL MEDICAL PRACTITIONER*	DHHS, NDOC - ALL PCNS
10.244	QUALITY ASSURANCE SPECIALIST I*	NDVS - ALL PCNS
10.260	DENTAL CLINIC SUPERVISOR*	UNLV - ALL PCNS
10.262	DENTAL ASSISTANT III*	NDOC, UNLV - ALL PCNS
10.263	DENTAL ASSISTANT II*	NDOC, UNLV - ALL PCNS
10.264	DENTAL ASSISTANT I*	NDOC, UNLV - ALL PCNS
10.300	DIRECTOR, NURSING SERVICES II*	DHHS, NDOC - ALL PCNS, NDVS - ALL PCNS
10.301	DIRECTOR, NURSING SERVICES I*	DHHS, NDOC - ALL PCNS
10.305	PSYCHIATRIC NURSE III*	DHHS, NDOC - ALL PCNS
10.306	PSYCHIATRIC NURSE IV*	DHHS, NDOC - ALL PCNS
10.307	PSYCHIATRIC NURSE II*	DHHS, NDOC - ALL PCNS
10.309	PSYCHIATRIC NURSE I*	DHHS, NDOC - ALL PCNS
10.310	CHIEF OF NURSING SERVICES*	NDOC - ALL PCNS
10.316	CORRECTIONAL NURSE III*	NDOC - ALL PCNS
10.318	CORRECTIONAL NURSE II*	DHHS, NDOC - ALL PCNS
10.319	CORRECTIONAL NURSE I*	DHHS, NDOC - ALL PCNS
10.338	MENTAL HEALTH TECHNICIAN IV*	DHHS - ALL PCNS
10.339	DEVELOPMENTAL SUPPORT TECH IV*	DHHS - ALL PCNS
10.346	MENTAL HEALTH TECHNICIAN III*	DHHS - ALL PCNS
10.347	DEVELOPMENTAL SUPPORT TECH III*	DHHS - ALL PCNS
10.352	REGISTERED NURSE V*	NDVS - ALL PCNS
10.354	REGISTERED NURSE IV*	NDVS - ALL PCNS
10.356	MENTAL HEALTH TECHNICIAN II*	DHHS - ALL PCNS
10.357	DEVELOPMENTAL SUPPORT TECH II*	DHHS - ALL PCNS
10.358	NURSE I*	DHHS, NDOC, NDVS - ALL PCNS
10.359	REGISTERED NURSE II*	NDVS - ALL PCNS
10.360	LICENSED PRACTICAL NURSE II*	DHHS, NDOC, NDVS - ALL PCNS
10.364	LICENSED PRACTICAL NURSE III*	DHHS, NDOC - ALL PCNS, NDVS - ALL PCNS
10.365	LICENSED PRACTICAL NURSE I*	DHHS, NDOC - ALL PCNS, NDVS - ALL PCNS
10.366	MENTAL HEALTH TECHNICIAN I*	DHHS - ALL PCNS
10.367	DEVELOPMENTAL SUPPORT TECH I*	DHHS - ALL PCNS
10.368	CERTIFIED NURSING ASSISTANT III*	NDVS - ALL PCNS
10.369	CERTIFIED NURSING ASSISTANT II*	NDOC, NDVS - ALL PCNS
10.370	NURSING ASSISTANT TRAINEE*	NDVS - ALL PCNS
10.371	CERTIFIED NURSING ASSISTANT I*	NDVS - ALL PCNS
10.375	COMMUNITY HEALTH NURSE IV*	DHHS - ALL PCNS
10.376	COMMUNITY HEALTH NURSE III*	DHHS - ALL PCNS
10.377	COMMUNITY HEALTH NURSE II*	DHHS - ALL PCNS
10.378	COMMUNITY HEALTH NURSE I*	DHHS - ALL PCNS
10.536	ENVIRONMENTAL SCIENTIST II*	NDOT - PCNS 018012, 018013

10.540	MARIJUANA PROGRAM SUPERVISOR	
10.541	MARIJUANA PROGRAM INSPECTOR II	
10.542	MARIJUANA PROGRAM INSPECTOR I	
10.545	ENVIRONMENTAL SCIENTIST IV*	NDOT - PCN 018011
10.707	CHEMIST V*	BCN - ALL PCNS
10.708	CHEMIST IV*	BCN - ALL PCNS
10.710	MICROBIOLOGIST V*	BCN - ALL PCNS
10.711	MICROBIOLOGIST IV*	BCN - ALL PCNS
10.712	CHEMIST III*	BCN - ALL PCNS
10.713	CHEMIST II*	BCN - ALL PCNS
10.715	MICROBIOLOGIST III*	BCN - ALL PCNS
10.717	MICROBIOLOGIST II*	BCN - ALL PCNS
10.721	MICROBIOLOGIST I*	BCN - ALL PCNS
10.724	CHEMIST I*	BCN - ALL PCNS
10.723	PHARMACY TECHNICIAN II*	DHHS, NDOC - ALL PCNS
10.726	LABORATORY TECHNICIAN II*	BCN - ALL PCNS
10.728	PHARMACY TECHNICIAN I*	DHHS, NDOC- ALL PCNS
10.729	LABORATORY ASSISTANT II*	BCN - ALL PCNS
10.733	LABORATORY TECHNICIAN I*	BCN - ALL PCNS
10.736	LABORATORY ASSISTANT I*	BCN - ALL PCNS
10.769	STAFF RESEARCH ASSOCIATE IV*	BCN - ALL PCNS
10.770	STAFF RESEARCH ASSOCIATE III*	BCN - ALL PCNS
10.771	STAFF RESEARCH ASSOCIATE II*	BCN - ALL PCNS
10.772	STAFF RESEARCH ASSOCIATE I*	BCN - ALL PCNS
11.117	PUBLIC SAFETY DISPATCHER VI	
11.118	PUBLIC SAFETY DISPATCHER V	
11.120	PUBLIC SAFETY DISPATCHER IV	
11.122	PUBLIC SAFETY DISPATCHER III	
11.124	PUBLIC SAFETY DISPATCHER II	
11.126	PUBLIC SAFETY DISPATCHER I	
11.128	N.C.J.I.S. PROGRAM SPECIALIST SUPERVISOR*	DPS - PCNS 4709-13, 4709-14
11.129	N.C.J.I.S. PROGRAM SPECIALIST*	DPS - PCNS 4709-41, 4709-63, 4709-74, 4709-600, 4709-615, 4709-650, 4709-680, 4709-1005
11.130	N.C.J.I.S. PROGRAM SPECIALIST TRAINEE	
11.132	MANAGER, CRIMINAL JUSTICE RECORDS*	DPS - ALL PCNS
11.133	FINGERPRINT/RECORDS EXAMINER III*	DPS - PCNS 4709-201, 4709-8015
11.134	FINGERPRINT/RECORDS EXAMINER II*	DPS - PCNS 4709-6, 4709-7, 4709-33, 4709-59, 4709-61, 4709-202, 4709-590, 4709-8014
11.135	FINGERPRINT/RECORDS EXAMINER I	
11.144	FINGERPRINT/RECORDS SUPERVISOR*	DPS - PCNS 4709-4, 4709-5
11.239	MILITARY SECURITY OFFICER V	
11.240	MILITARY SECURITY OFFICER IV	
11.241	MILITARY SECURITY OFFICER III	
11.242	MILITARY SECURITY OFFICER II	
11.243	MILITARY SECURITY OFFICER I	
11.260	SECURITY OFFICER SUPERVISOR*	BCN
11.263	SECURITY OFFICER*	BCN, MILITARY
11.363	COMPLIANCE/AUDIT INVESTIGATOR III*	B&I-INSURANCE DIV - PCN 0072; SOS - PCNS 0030, 0031, 0035, 0062, 0063, 0066
11.365	COMPLIANCE/AUDIT INVESTIGATOR II*	B&I-INSURANCE DIV - ALL PCNS; SOS - PCNS 0022, 0028, 0068

11.424	DMV SERVICES TECHNICIAN III*	DMV - PCNS RE5324, RE5328
11.506	FIRE & LIFE SAFETY INSPECTOR I	
11.510	FIRE & LIFE SAFETY INSPECTOR II	
11.513	SAFETY REPRESENTATIVE, RAILWAY	
11.515	SAFETY SPECIALIST, RAILWAY	
11.550	TAXICAB VEHICLE INSPECTOR I	
11.552	TAXICAB VEHICLE INSPECTOR II	
11.560	MANUFACTURED HOUSING INSPECTOR II	
11.561	MANUFACTURED HOUSING INSPECTOR I	
11.565	AGENCY LOSS CONTROL COORDINATOR*	NDOT - PCN 078002
12.466	SUBSTANCE ABUSE COUNSELOR III	
12.469	SUBSTANCE ABUSE COUNSELOR II	
12.470	SUBSTANCE ABUSE COUNSELOR I	
12.501	WARDEN	
12.510	CORRECTIONAL MANAGER	
12.517	CORRECTIONAL ASSISTANT*	NDOC - ALL PCNS
12.523	ASSISTANT SUPERINTENDENT, YOUTH FACILITY	
12.532	HEAD GROUP SUPERVISOR	
12.534	ASSISTANT HEAD GROUP SUPERVISOR	
12.535	GROUP SUPERVISOR IV	
12.537	GROUP SUPERVISOR III	
12.538	GROUP SUPERVISOR II	
12.541	GROUP SUPERVISOR I	
12.553	ASSOCIATE WARDEN	
12.556	CORRECTIONAL CASEWORK SPECIALIST III	
12.559	CORRECTIONAL CASEWORK SPECIALIST II	
12.565	CORRECTIONAL CASEWORK SPECIALIST I	
12.571	CORRECTIONAL CASEWORK SPECIALIST TR	
12.616	PAROLE & PROBATION SPECIALIST III*	DPS - PCNS 3740-0564, 3740-1251, 3740-1439, 3740-1440, 3740-1441, 3740-1442
13.101	AGRICULTURE ENFORCEMENT OFFICER III	
13.102	AGRICULTURE ENFORCEMENT OFFICER II	
13.103	AGRICULTURE ENFORCEMENT OFFICER I	
13.111	DEPUTY BRAND INSPECTOR (COMMISSIONED)	
13.115	STAFF GAME WARDEN	
13.121	GAME WARDEN IV	
13.122	GAME WARDEN III	
13.123	GAME WARDEN II	
13.124	GAME WARDEN I	
13.131	PARKS REGIONAL MANAGER (COMMISSIONED)	
13.135	PARK SUPERVISOR III (COMMISSIONED)	
13.136	PARK SUPERVISOR II (COMMISSIONED)	
13.137	PARK SUPERVISOR I (COMMISSIONED)	
13.141	PARK RANGER III (COMMISSIONED)	
13.142	PARK RANGER II (COMMISSIONED)	
13.143	PARK RANGER I (COMMISSIONED)	
13.202	DPS MAJOR	
13.203	DPS CAPTAIN	
13.204	DPS LIEUTENANT	
13.205	DPS SERGEANT	
13.206	DPS OFFICER II	



13.207	DPS OFFICER I	
13.215	UNIVERSITY POLICE LIEUTENANT	
13.217	UNIVERSITY POLICE DETECTIVE	
13.221	UNIVERSITY POLICE SERGEANT	
13.222	UNIVERSITY POLICE OFFICER II	
13.223	UNIVERSITY POLICE OFFICER I	
13.234	SENIOR LAW ENFORCEMENT SPECIALIST	
13.237	AG CYBERCRIME INVESTIGATOR II	
13.238	AG CYBERCRIME INVESTIGATOR I	
13.241	SUPERVISORY CRIMINAL INVESTIGATOR II	
13.242	SUPERVISORY CRIMINAL INVESTIGATOR I	
13.243	CRIMINAL INVESTIGATOR III	
13.244	CRIMINAL INVESTIGATOR II	
13.245	CRIMINAL INVESTIGATOR I	
13.246	AG DEPUTY CHIEF INVESTIGATOR*	AG - ALL PCNS
13.247	AG CRIMINAL INVESTIGATOR, SUPERVISOR*	AG - ALL PCNS
13.248	AG CRIMINAL INVESTIGATOR II*	AG - ALL PCNS
13.249	AG CRIMINAL INVESTIGATOR I*	AG - ALL PCNS
13.251	CHIEF INVESTIGATOR, COMPLIANCE/ ENFORCEMENT	
13.255	SUPERVISORY COMPLIANCE/ENFORCEMENT INVESTIGATOR	
13.256	COMPLIANCE/ENFORCEMENT INVESTIGATOR III	
13.257	COMPLIANCE/ENFORCEMENT INVESTIGATOR II	
13.258	COMPLIANCE/ENFORCEMENT INVESTIGATOR I	
13.263	UNIT MANAGER, YOUTH PAROLE BUREAU	
13.265	YOUTH PAROLE COUNSELOR III	
13.266	YOUTH PAROLE COUNSELOR II	
13.267	YOUTH PAROLE COUNSELOR I	
13.301	INSPECTOR GENERAL	
13.309	CORRECTIONAL CAPTAIN	
13.310	CORRECTIONAL LIEUTENANT	
13.311	CORRECTIONAL SERGEANT	
13.312	SENIOR CORRECTIONAL OFFICER	
13.313	CORRECTIONAL OFFICER	
13.314	CORRECTIONAL OFFICER TRAINEE	
13.321	FORENSIC SPECIALIST IV	
13.322	FORENSIC SPECIALIST III	
13.323	FORENSIC SPECIALIST II	
13.324	FORENSIC SPECIALIST I	
U3720	DIVISION ADMINISTRATOR, RECORDS & TECHNOLOGY*	DPS - PCN 4709-1
U3916	PROGRAM MANAGER, OIL/GAS/GEOTHERMAL	MIN - PCN 0002
U3918	DEPUTY ADMINISTRATOR, MINERALS	MIN - PCN 0006
U3919	CHIEF FOR DANGEROUS MINES	MIN - PCN 0007
U3930	CHIEF FOR MINE REGULATION	MIN - PCN 0009
U3932	FIELD SPECIALIST, MINERALS	MIN - PCNS 0011, 0021, 0031
U4102	BUREAU CHIEF, YOUTH PAROLE	
U4103	DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4141	DEPUTY DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	

U4706	ADMINISTRATOR, MINERALS	MIN - PCN 0001
U9005	DEPUTY ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION*	DMV – PCNS RE2013, WF2014
U9010	CHIEF, NEVADA HIGHWAY PATROL	
U9021	DIVISION ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION	
U9033	DEPUTY DIRECTOR, INDUSTRIAL PROGRAMS	
U9034	DEPUTY DIRECTOR, OPERATIONS SOUTH	
U9041	CHIEF GAME WARDEN	
U9074	PHARMACIST 1*	DHHS, NDOC - ALL PCNS
U9075	PHARMACIST 2*	DHHS - ALL EXCEPT PCN 3243-0014; NDOC - ALL PCNS
U9076	PHARMACIST 3*	DHHS, NDOC - ALL PCNS
U9085	SENIOR INSTITUTIONAL DENTIST (RANGE A)*	NDOC - ALL PCNS
U9086	SENIOR INSTITUTIONAL DENTIST (RANGE B)*	NDOC - ALL PCNS
U9087	SENIOR PHYSICIAN (RANGE C)*	DHHS, NDOC - ALL PCNS
U9088	SENIOR PSYCHIATRIST (RANGE C)*	DHHS, NDOC - ALL PCNS

## ACRONYMS

Acronym	Agency
AG	Office of the Attorney General
AGR	Department of Agriculture
BCN	(Nevada System of Higher Education) Business Center North
BCN UNR	(Nevada System of Higher Education) Business Center North, University of Nevada Reno
B&I	Department of Business & Industry
DCNR	Department of Conservation & Natural Resources
DHHS	Department of Health & Human Services
DHHS PBH	Department of Health & Human Services, Division of Public & Behavioral Health
DMV	Department of Motor Vehicles
D of A	Department of Administration
DPS	Department of Public Safety
ESD	Department of Employment, Training & Rehabilitation, Employment Security Division
MIN	Commission on Mineral Resources, Division of Minerals
NHP	Department of Public Safety, Nevada Highway Patrol
NDOC	Department of Corrections
NDOT	Department of Transportation
NDOW	Department of Wildlife
NDVS	Nevada Department of Veterans Services
SOS	Secretary of State
TAXI	Department of Business & Industry, Nevada Taxicab Authority
UNLV	(Nevada System of Higher Education) University of Nevada Las Vegas

**FOR DISCUSSION AND POSSIBLE ACTION**

“Each appointing authority shall, subject to the approval of the Commission, determine whether each of its positions of employment affects the public safety. The appointing authority shall not hire an applicant for such a position unless the applicant submits to a screening test to detect the general presence of a controlled substance.” (NRS 284.4066(1))

The Nevada System of Higher Education, Business Center North (BCN) has requested the following positions be removed from the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

<b>CLASS/ TITLE CODE</b>	<b>TITLE</b>	<b>POSITION CONTROL NUMBER</b>	<b>AGENCY’S BASIS FOR REQUEST</b>
9.534	Research Aid II	All Wolf Pack Meats positions	Class no longer utilized for Wolf Pack Meats
9.555	Research Aid I	All Wolf Pack Meats positions	Class no longer utilized for Wolf Pack Meats
9.580	Research Technician	All Wolf Pack Meats positions	Class no longer utilized for Wolf Pack Meats

On March 6, 2020, the Personnel Commission approved pre-employment screening for controlled substances for the Meat Plant class series. As positions at Wolf Pack Meats have been reclassified from the Research Aid class series to the Meat Plant series, BCN is requesting the removal of the above positions as the positions are approved under the new class series.

A representative of BCN has been requested to be available at the meeting to answer Commissioners’ questions.



Nevada System of Higher Education  
**BUSINESS CENTER NORTH**  
Human Resources / 0240  
Reno, Nevada 89557-0240  
(775) 784-6082 • TDD #784-1706 • FAX (775) 784-1146

**DATE:** March 17, 2020

**TO:** Peter Long, Administrator  
Carrie Hughes, Personnel Analyst 3  
Division of HR Management

**FROM:** Janine Nelson, Manager, Job Evaluation  
BCN Human Resources

**SUBJECT: Removal: Classifications for Pre-Employment Drug Testing**

On March 6, 2020, the Personnel Commission approved the implementation of a new class series with pre-employment drug testing, Meat Plant Technician, which will be used at UNR's Wolf Pack Meats. With the implementation of the new Meat Plant Technician series, we will no longer use the classifications listed below within Wolf Pack Meats and are requesting removal from the classes approved for pre-employment drug testing.

9.534 Research Aid II – currently approved for Wolf Pack Meats PCNs only  
9.555 Research Aid I – currently approved for Wolf Pack Meats PCNs only  
9.580 Research Technician – currently approved for Wolf Pack Meats PCNs only

Thank you for your assistance

**Business Center North:**

NSHE System Administration – University of Nevada, Reno – Desert Research Institute – Great Basin College – Truckee Meadows Community College  
Western Nevada College  
<http://www.bcn-nshe.org>

**FOR DISCUSSION AND POSSIBLE ACTION**

“Each appointing authority shall, subject to the approval of the Commission, determine whether each of its positions of employment affects the public safety. The appointing authority shall not hire an applicant for such a position unless the applicant submits to a screening test to detect the general presence of a controlled substance.” (NRS 284.4066(1))

The State of Nevada Office of the Military (Military) has requested the following position be added to the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

<b>CLASS/ TITLE CODE</b>	<b>TITLE</b>	<b>POSITION CONTROL NUMBER (PCN)</b>	<b>AGENCY’S BASIS FOR REQUEST</b>
9.501	National Guard Range Specialist	103	Driving, use of power tools, access to weapons, et al

Military is requesting approval of pre-employment screening for controlled substances for their above position, based upon the following:

- Travel and use of government vehicles;
- Use of construction and power tools;
- Access to firearms, ammunition, and explosives;
- Representing the organization to outside entities; and
- Access to expensive equipment and materials with little supervision.

Additionally, Military has indicated that incumbents will not only have access to firearms, ammunition, and explosives, they will also be utilizing them in the position’s duties.

Please note that while Military’s memo lists the position as a Range Technician, Military has confirmed that PCN 103 is classified in class 9.501 National Guard Range Specialist.

If the above position is approved for pre-employment screening for controlled substances, the class specification for the class series, National Guard Range Specialist, will need to be revised to reflect the addition of the requirement for pre-employment screening for controlled substances.

A representative of Military has been requested to be available at the meeting to answer Commissioners’ questions.



## STATE OF NEVADA OFFICE OF THE MILITARY

Office of the Adjutant General  
2460 Fairview Drive  
Carson City, Nevada 89701-6807



Steve Sisolak  
*Governor*

ONDRA BERRY  
*Major General*  
*The Adjutant General*

Date: April 27, 2020

To: Michelle Garton, Deputy Administrator  
Division of Human Resource Management

Through: Carrie P. Hughes, Personnel Analyst III  
Division of Human Resource Management

From: Major General Ondra Berry, Director  
The Adjutant General, Office of the Military

Subject: Pre-Employment Staff Drug Testing

The Office of the Military respectfully requests the ability to conduct pre-employment drug tests for the Range Technician. The position requires travel and use of government vehicles. It is illegal to operate motor vehicles under the influence. The applicant may also be dealing power tools and construction tools that should not be operated under the influence.

Furthermore, they may have access to firearms, ammunition, and explosives. The applicant will also be representing the NVARNG to outside entities, both military and civilian. The individual will have access to expensive equipment and materials with little supervision.

The position is Range Technician, PCN 103.

Please contact CPT Jacob Sanford, [jacob.v.sanford.mil@mail.mil](mailto:jacob.v.sanford.mil@mail.mil) or SFC Benjamin Rogers, [benjamin.j.rogers2.mil@mail.mil](mailto:benjamin.j.rogers2.mil@mail.mil) with any questions.

Thank you.



**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>
<b>NATIONAL GUARD RANGE SPECIALIST</b>	<b>33</b>	<b>C</b>	<b>9.501</b>

Under general supervision of the Lands and Ranges Officer in Charge in the Office of the Military, Nevada Army National Guard (NVARNG), the National Guard Range Specialist performs a variety of technical, maintenance and supply tasks related to the operation of an automated weapons-qualifying training range.

Oversee range and target construction; work in close concert of prime contractors; maintain and repair electronic targetry systems which require the application of electronic principles and practices involving the installation, maintenance, calibration, repair, programming and modification of a variety of electronic and computerized equipment.

Evaluate range requests to identify completeness and ensure proper planning and safety concerns have been met prior to scheduling range use; manage range resources to support scheduled range activities and ensure range is ready for training when training unit enters; act as unit agent in range setup, logistics coordination and training conflict resolution; restore range to fully operational condition after training to include inspecting and cleaning of ranges and targets; assist in range shutdown issues, emergencies, and equipment failure.

Test electronic and electrical components to determine cause and location of equipment failure by operating multi-test instruments and evaluating resulting measurements to determine type and location of defects in circuits; replace defective parts as needed.

Coordinate with State and federal agencies, vendors and private industries in the purchase of equipment required to repair, maintain and/or modify NVARNG's equipment; perform periodic physical inventory as assigned; count and record items such as office supplies, forms, janitorial supplies, equipment, parts and other materials as required.

Maintain assigned inventory of parts and equipment; maintain replacement and repair stock by researching part numbers, descriptions and prices; input, update, track and retrieve data related to range operations and efficiencies to reduce unnecessary range support and maintenance costs.

Maintain records related to the requisition, purchases, receipt, stocking, inventory, distribution, and property and equipment control by documenting information required by law, regulation and policy; assemble, file and distribute material safety data sheets for all hazardous materials; prepare range and training preventative reports.

Provide continual and courteous customer service to all shooters and visitors to the range.

Perform related duties as assigned.

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**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.
- \* Candidates must successfully pass a background investigation prior to being considered for appointment.

MINIMUM QUALIFICATIONS (cont'd)

**SPECIAL REQUIREMENTS:** (cont'd)

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

**INFORMATIONAL NOTES:**

- \* Positions may be required to work on evenings, weekends, and/or holidays.
- \* Positions may be required to travel as needed.
- \* Positions are exposed to the dangers of live fire ranges, explosions, insects and venomous snakes.
- \* Work requires frequent bending, stooping, walking, standing and lifting heavy objects.
- \* Must be able to obtain a security clearance per the Lautenberg Amendment.
- \* Education above a high school degree or equivalent education does not exclude the required years of specialized experience in range safety.

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of experience with military weapons, ammunitions and Department of Defense range safety operations. This experience must have included three or more of the following: surface danger zone preparation, coordinating unit training schedules, range maintenance, and/or inventory and purchasing protocols; **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):

**Detailed knowledge of:** military range safety requirements; scheduling requirements; qualification standards.  
**Working knowledge of:** regulations standards, procedures, methods and techniques applicable to safety and occupational health in the area of range safety; Microsoft office products; troubleshooting targeting problems.  
**General knowledge of:** Surface Danger Zones (SDZs); inventory and purchasing protocols and procedures; records maintenance. **Ability to:** read and interpret blueprints, drawings and specifications; repair and troubleshoot microprocessor based equipment; install, operate and troubleshoot diagnostic software; isolate and diagnose electronic problems and equipment malfunctions; resolve conflicts or issues as they arise with customers or staff; conduct field work in rough terrain and weather extremes; safely operate handheld and bench-mounted tools; routinely work in an outdoor environment subject to extreme heat, cold, dusty, windy and/or wet conditions; communicate effectively both verbally and in writing; establish priorities; organize and maintain records.

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

**Working knowledge of:** installation, relocation, set-up and servicing of automated targetry systems including the operation, repair and maintenance of target arrays and other command and control systems; range standard operating procedures and military tactical operations to coordinate and execute scheduled and unscheduled maintenance support.

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.

9.501

ESTABLISHED: 4/23/20UC  
**REVISED:** 6/26/20PC



**FOR DISCUSSION AND POSSIBLE ACTION**

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

**June 26, 2020.**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
4.204	State Records Manager	37	A	<i>4.204</i>	<i>State Records Manager</i>	<i>37</i>	<i>A</i>
4.210	Records Analyst II	33	B	<i>4.210</i>	<i>Records Analyst II</i>	<i>33</i>	<i>B</i>
4.212	Records Analyst I	31	B	<i>4.212</i>	<i>Records Analyst I</i>	<i>31</i>	<i>B</i>

**EXPLANATION OF CHANGE**

The Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the State Records Manager/Records Analyst class specification.

In coordination with Subject Matter Experts from the Department of Administration, Nevada State Library, Archives and Public Records (NSLAPR), it is recommended that revisions be made to the series concept to remove duty statements no longer performed by incumbents in the series. It is also recommended that revisions be made minimum qualifications to maintain consistency with verbiage, formatting and structure. Additionally, it is recommended that revisions be made to the knowledge, skills and abilities (KSAs) section of each class in order to remove those KSAs associated with the duties no longer performed.

Records Analysts perform a broad range of professional duties in support of the State Records Center which houses and provides access to agency records. Incumbents perform administrative work in planning, coordinating and directing activities in a records management program that is responsible for the maintenance, use, retention and disposition of government records statewide. Incumbents review record series inventories from State agencies, boards and commissions and local government agencies to determine the administrative, fiscal and legal value, and make recommendations concerning the archival research value. Additionally, they establish, review and update records retention schedules to ensure official State and local government records are retained and disposed of in conformance with legal requirements and the policies and needs of the agencies, and assist in the establishment of efficient and cost effective records management programs by serving as a consultant to State and local governments.

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

***Changes to the class specifications are noted as follows: additions in blue and deletions in red.***



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STATE RECORDS MANAGER	37	A	4.204
RECORDS ANALYST II	33	B	4.210
RECORDS ANALYST I	31	B	4.212

**SERIES CONCEPT**

~~[Positions in this series are typically assigned to the Nevada State Library, Archives and Public Records (NSLAPR) Division and]~~ *The State Records Manager and Records Analysts* perform a broad range of professional duties in support of the State Records Center which houses and provides access to agency records. Incumbents perform administrative work in planning, coordinating and directing activities in a records management program that is responsible for the maintenance, use, retention and disposition of government records statewide.

~~[Inventory official records created and maintained by State agencies, boards, and commissions; record pertinent information including file content, location, volume, storage media, date/range of records, file sequence, estimated annual growth, agency use and retention needs in preparation for appraising each record series.]~~

Review record series inventories from State agencies, boards and commissions and local government agencies to determine the administrative, fiscal and legal value, and make recommendations concerning the archival research value; research applicable ~~[federal, State, and agency]~~ laws, regulations, policies, and procedures.

Establish, ~~[and periodically]~~ review and update records retention schedules to ensure official State and local government records are retained and disposed of in conformance with legal requirements and the policies and needs of the agencies; recommend retention periods based on information gathered during the inventory and appraisal processes and seek final approval of the recommendation from appropriate sources such as the State Records Committee or ~~[State Archivist]~~ *the State Library, Archives and Public Records Administrator*.

Assist in the establishment of efficient and cost effective records management programs by serving as a consultant to State and local governments; provide services ranging from responding to inquiries to preparing and conducting workshops and training modules; provide assistance and expertise in all aspects of records management including records storage facilities and equipment, micrographics, ~~[optical imaging systems office automation,]~~ *electronic content management systems*, vital records program, file systems, forms design and management.

~~[Perform operational duties at the State Records Center in conjunction with the]~~ Transfer and arrange ~~[ment of]~~ records, access to stored records, and destruction of obsolete records; assign shelf space locations and accession numbers to records boxes; retrieve materials ~~[for authorized agency representatives]~~; replace records and files when returned; properly dispose of files having expired retention requirements.

~~[Participate in awarding funds and monitoring grant projects for local governments seeking to develop or improve records management programs; encourage participation through the dissemination of information and grant applications; review applications and make recommendations to the funding source regarding approval and funding level; review activities to ensure compliance with approved project requirements.]~~

Promote professional and public awareness of records management programs through oral presentations and participation in professional organizations.

Perform related duties as assigned.

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RECORDS ANALYST I	31	B	4.212

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### CLASS CONCEPTS

**State Records Manager:** Under administrative direction of the *Deputy* ~~[Assistant]~~ Administrator, the incumbent manages the Records Management ~~[P]~~program of the Archives & Records section *within* the *Nevada State Library, Archives and Public Records (NSLAPR) Division and* oversees and/or performs the full range of duties described in the series concept ~~[and manages the section in the absence of the Assistant Administrator]~~.

Direct the operation of the State Records Center; instruct *others* ~~[staff and agency records officers]~~ as to what materials constitute records; develop procedures for accepting materials into the records center and accessing materials stored there; supervise the destruction of obsolete records by reviewing accession sheets to verify retention period and ensuring agency records officers receive proper notification; produce documentation and authorize transfer of material determined to have historical value to the archives.

Develop policy and procedure recommendations pertaining to the management of State and local government records; identify the records management needs and responsibilities of State and local government entities; evaluate the ability of the Records Management program to fulfill their requirements; review and incorporate applicable federal and State statutes and professional standards and principles; follow established procedures to develop formal regulations from approved recommendations; produce manuals and informational pamphlets concerning records management for distribution to government agencies; draft and submit for proposals for new or revised legislation pertaining to records management issues.

~~[Develop and monitor the biennial budget recommendation for the Records Management Program; determine budget priorities and finalize the budget for submission to the Assistant Administrator for review and approval]~~.

Supervise subordinate staff *to include* ~~[accomplish program goals; hire and train employees, assign and review work, motivate staff, provide counseling and guidance, initiate disciplinary actions, and evaluate performance]~~ *performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline.*

*Coordinate with management to* seek funding for special projects, ~~[by preparing, independently or in conjunction with other section staff, grant proposals for submission to federal and State granting agencies and private funding sources;]~~ justify the need for the project, summarize the objectives and project plan, estimate associated personnel and non-personnel related expenses, and develop time lines; participate in administration of the grant by recruiting, interviewing and hiring personnel for the project; monitor and review progress of work; prepare project reports.

Represent the Records Management ~~[P]~~program at professional meetings by presenting papers and serving on committees; write articles for professional journals, ~~[and]~~ newsletters *and online publications.*

Provide legislative testimony at the request of the *Deputy* ~~[Assistant]~~ Administrator.

**Records Analyst II:** Under general direction of the State Records Manager, incumbents perform the full range of duties described in the series concept and ~~[may]~~ supervise other Records Analysts and support staff. This is the journey level class in the series.

**Records Analyst I:** Under close supervision, incumbents perform duties described in the series concept in a training capacity. This is the entry level class in the series, and progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

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RECORDS ANALYST I	31	B	4.212

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## MINIMUM QUALIFICATIONS

### INFORMATIONAL NOTE:

- \* *Certification as a Records Manager or Records Analyst by the Institute of Certified Records Managers is qualifying for the Records Analyst I and II levels.*

### STATE RECORDS MANAGER

EDUCATION AND EXPERIENCE: Master's degree from an accredited ~~[college or]~~ university in history, *business or* public administration, information management or closely related field and ~~[three]~~ *two* years of ~~[progressively responsible]~~ professional experience in records retention and management which included responsibility for records systems; ~~[the]~~ appraisal, ~~[retention,]~~ disposition, and protection of records; ~~[records management and information management technology; project management;]~~ and supervision of professional ~~[and support staff]~~; **OR** a Bachelor's degree from an accredited college or university in history, *business or public administration*, information management or closely related field and ~~[five]~~ *three* years of ~~[progressively responsible]~~ professional experience as described above; **OR** certification as a Records Manager by the Institute of Certified Records Managers and ~~[three]~~ *two* years of professional experience as described above; **OR** two years *of experience* as a Records Analyst II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Informational Note)*

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

**Detailed knowledge of:** principles and practices of management and supervision; ~~[budget preparation and administration; grant application, management and reporting procedures;]~~ State and federal laws governing the acquisition, retention and use of records; professional records management principles, practices and concepts. *Working knowledge of: State statutes and agency administrative regulations, policies, and procedures regarding records; principles and practices of management and supervision; Nevada history and government. Ability to: establish work priorities, delegate assignments, and train, supervise and evaluate the performance of staff;* plan and organize the activities, services and operation of comprehensive records programs and manage multiple programs, projects and activities; develop and implement effective policies and procedures; provide technical expertise and advice to subordinate staff and to others engaged in records management activities; ~~[formulate and administer a budget with multiple funding sources;]~~ use records management principles, standards, equipment, procedures and methods for the effective and efficient administration of records; analyze technical data concerning records storage facilities, storage equipment specifications and use, fire suppression and security systems, micrographics and ~~[optical imaging systems; office automation equipment and systems]~~ *electronic content management systems*, and file management systems in order to recommend efficient and effective procedures; represent the agency and provide testimony before legislative and local government committees; *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, State and agency laws and regulations regarding the retention and use of records; State statutes and agency administrative regulations, policies and procedures regarding archives and records; State budgeting, accounting and purchasing procedures and regulations.

### RECORDS ANALYST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in history, *business or public administration*, information management or closely related field and ~~[three years of progressively responsible]~~ *one year of professional level* experience in records retention and management which included the appraisal, ~~[retention,]~~ disposition, and/or the protection of records ~~[, one year of which was at the professional level; OR certification as a Records Manager by the Institute of Certified Records Managers];~~ **OR** an Associate's degree from an accredited college or university in history, ~~[geography,]~~ *business or public administration*, information management or closely related field and ~~[four]~~ *two* years of ~~[progressively responsible]~~ experience ~~[in records retention and management]~~ *as described above;* **OR** one

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31      B      4.212

### MINIMUM QUALIFICATIONS (cont'd)

#### RECORDS ANALYST II (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

year *of experience* as a Records Analyst I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Informational Note*)

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

**Working knowledge of:** State and federal laws governing the acquisition, retention and use of records; records management principles and practices related to the maintenance, handling, and disposition of records; forms design, filing systems and equipment, micrographics, ~~[imaging and other electronic systems]~~ *electronic content management systems*, records center design and operation, records protection systems and devices.

**General knowledge of:** principles and practices of training and providing work direction to others ~~[grant application procedures]~~. **Ability to:** determine the administrative, fiscal, legal, informational or historic value of records, manuscripts and other materials; compare and inspect records storage facilities, equipment, and systems and determine whether they meet prescribed federal and State minimum requirements; plan, organize, and manage projects; work independently and as part of a team; train and supervise staff as assigned; establish work priorities and delegate assignments; write correspondence, procedures, and reports concerning records management programs, equipment, and facilities; make group presentations; prepare and deliver oral presentations suitable for the audience being addressed; enter and retrieve information from an automated database system; *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: State statutes and agency administrative regulations, policies, and procedures regarding records; principles and practices of management and supervision; Nevada history and government. Ability to: establish work priorities, delegate assignments, and train, supervise and evaluate the performance of staff.]~~ (*These are identical to the Entry Level Knowledge, Skills and Abilities required for State Records Manager.*)

#### RECORDS ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in history, *business or public administration*, information management or closely related field and ~~[two]~~ *one* year[s] of ~~[progressively responsible]~~ paraprofessional experience in records retention and management; **OR** an Associate's degree from an accredited college or university in history, *business or public administration*, ~~[geography,]~~ information management or closely related field and ~~[three]~~ *two* years of ~~[progressively responsible]~~ paraprofessional experience *as described above* ~~[work in records retention and management]~~; **OR** graduation from high school and ~~[four]~~ *three* years ~~[progressively responsible advanced administrative support duties in an archives & records environment]~~ *of paraprofessional experience as described above*; **OR** an equivalent combination of education and experience as described above. (*See Informational Note*)

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

**General knowledge of:** federal and state laws, codes, and regulations regarding the requirements, restrictions, and reasons for the retention and use of records; records management principles and practices related to the creation, maintenance, and disposition of records; services, roles and responsibilities of records repositories; forms design, filing systems and equipment, micrographics, imaging and other electronic systems, records center operations, and records protection systems and devices. **Ability to:** identify a record series and complete an inventory by describing the title, content, uses, arrangement, administrative life, volume, and types of duplication; assess the administrative, fiscal, legal, informational or historic value of records; perform mathematical computations with units such as cubic, linear, and square feet to measure records and calculate storage space requirements; assist in operating a records center through application of procedures and techniques for accessioning, referencing, disposition, transferring, microfilming and preserving records; communicate effectively both orally and in writing; interview patrons to determine their needs and respond with the appropriate level and extent of information; establish and maintain cooperative working relationships

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**MINIMUM QUALIFICATIONS (cont'd)**

**RECORDS ANALYST I** (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)  
 with co-workers 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 Records Analyst 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>4.204</u>	<u>4.210</u>	<u>4.212</u>
ESTABLISHED:	10/1/68	7/1/91P 3/13/90PC	7/1/91P 3/13/90PC
REVISED:	7/1/85R 7/22/85PC		
REVISED:	10/25/85-3		
REVISED:	7/1/89P 9/27/88PC		
REVISED:	7/1/91P 3/13/90PC		
REVISED:	7/1/03P 3/22/02PC	7/1/03P 3/22/02PC	7/1/03P 3/22/02PC
REVISED:	5/4/16UC	5/4/16UC	5/4/16UC
<b>REVISED:</b>	<b>6/26/20PC</b>	<b>6/26/20PC</b>	<b>6/26/20PC</b>

**FOR DISCUSSION AND POSSIBLE ACTION**

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

**June 26, 2020.**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
4.220	State Archives Manager	37	A	<i>4.220</i>	<i>State Archives Manager</i>	<i>37</i>	<i>A</i>
4.225	Archivist II	33	B	<i>4.225</i>	<i>Archivist II</i>	<i>33</i>	<i>B</i>
4.230	Archivist I	31	B	<i>4.230</i>	<i>Archivist I</i>	<i>31</i>	<i>B</i>

**EXPLANATION OF CHANGE**

The Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the State Archives Manager/Archivist class series.

In coordination with Subject Matter Experts from the Department of Administration, Nevada State Library, Archives and Public Records (NSLAPR) and the Nevada System of Higher Education, University of Nevada, Reno, Business Center North (BCN), it is recommended that revisions be made to both the series and class concepts, at every level, to update the duties being performed by incumbents and to better reflect technology and industry terms. It is also recommended that both an informational note be added, and revisions be made to the education and experience section of the minimum qualifications at every level, to allow for additional equivalencies and to maintain consistency with verbiage, formatting and structure. Lastly, minor revisions were made to the entry level knowledge, skills, and abilities at every level, to remove language associated with duties no longer being performed.

Archivists appraise archival materials in all formats; build collections by collaborating, developing relationships and/or communicating with potential sources of collections; acquire and accession archival materials; secure the transfer of legal title and associated intellectual and/or physical property rights and receive materials; and evaluate materials for potential restrictions and/or sensitivities due to laws, policies, agreements, or cultural protocols. They also support broad access to materials available in the archives by describing collections, providing effective reference service; prepare materials for use through accepted archival arrangement and description practices and standards; perform conservation processes such as cleaning, humidifying, repairing, flattening, and/or chemically treating; seek funding for special projects by preparing grant applications for submission to federal and State granting agencies and private funding sources; and justify the need for the project, summarize the objectives and project plan, estimate associated expenses, and develop timelines. Additionally, incumbents conduct original research and report findings to fulfill the objectives established for research projects; establish the scope of the project, setting goals and

timetables; and promote public awareness of the archives' activities, services and collections by making presentations, composing articles for publication, participating in professional organizations, providing instructions, or performing other outreach activities.

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

***Changes to the class specifications are noted as follows: additions in blue and deletions in red.***





STATE OF NEVADA  
Department of Administration  
Division of Human Resource Management

## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STATE ARCHIVES MANAGER	37	A	4.220
ARCHIVIST II	33	B	4.225
ARCHIVIST I	31	B	4.230

### SERIES CONCEPT

~~[Positions in this series are typically assigned to the Nevada State Library, Archives & Public Records (NSLAPR) or the Nevada System of Higher Education (NSHE) and]~~ *The State Archives Manager and Archivists* perform a broad range of professional level duties in support of the State Archives or the special collections section of a university or community college library. Incumbents appraise, accession, describe or catalog, make available and perform research in special collections, published library materials and official records of continuing value.

~~[Review records]~~ *Appraise archival materials in all formats* ~~[by examining the form, quantity, availability and information content of the collection]~~ in order to assess the evidential, informational and research value. *Build collections by collaborating, developing relationships and/or communicating with potential sources of collections; actively generating and/or seeking out documentation of significant topics through activities like oral history programs or collaborative community-based documentation projects.*

Acquire and accession ~~[records, manuscripts and other materials by communicating with potential sources of collections]~~ *archival materials*; secure the transfer of legal title *and associated intellectual and/or physical property rights and* receive materials. *Evaluate materials for potential restrictions and/or sensitivities due to laws, policies, agreements, or cultural protocols.*

~~[Ensure patrons receive the full benefit of information available]~~ *Support broad access to materials available* in the archives by *describing collections*, providing *effective* reference service ~~[; interview patrons to assess the type and extent of information required;]~~ *explaining* and demonstrat[*e*]ng the use of finding aids *or other discovery tools*; ~~[research holdings in order to respond to inquiries;]~~ provide reproductions from holdings as ~~[requested]~~ *appropriate*; direct patrons to other repositories for additional information.

~~[Conduct oral histories; acting on referrals or personal knowledge, develop list of possible interviewees; conduct pre-interview to determine if the individual has knowledge of historical interest to relate and/or can fill in gaps in other oral histories; determine the length and breadth of the interview based on the rapport and trust built and the forthcoming information; collect memorabilia; transcribe notes; bind, catalog and preserve oral history for future reference.]~~

*Prepare materials for use through accepted archival arrangement and description practices and standards.*

~~[Identify and arrange documents and materials to provide accessibility to patrons and staff using accepted archival practices by determining the appropriate degree of categorization and giving due consideration to the source and original order of the documents.]~~

~~Establish access to documents and materials by editing or developing finding aids describing the content, scope and shelf location of the collection as well as the history of the associated agency, office or person.]~~

*Perform conservation processes such as* ~~[Preserve and protect documents and materials by]~~ cleaning, humidifying, repairing, flattening, and/or chemically treating ~~[documents]~~; *preserve and protect archival materials* by stor[*e*]ng in acid-free containers; maintain appropriate environmental *and pest* controls in ~~[the]~~

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ARCHIVIST II	33	B	4.225
ARCHIVIST I	31	B	4.230

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### SERIES CONCEPT (cont'd)

storage, *reading rooms, and work* areas; implement [~~operational~~] *policies and* procedures to protect from damage or loss.

Seek funding for special projects by preparing grant applications for submission to federal and State granting agencies and private funding sources; justify the need for the project, summarize the objectives and project plan, estimate associated expenses, and develop timelines.

Conduct *original* [~~historical~~] research and report findings to fulfill the objectives established for research projects; establish the scope of the project, setting goals and timetables [~~;- identify and examine relevant historical literature and information; create a database to document sources checked and record and analyze located information; prepare interim and final project reports~~].

Promote [~~professional and~~] public awareness of the archives' activities, *services and collections* by making [~~oral~~] presentations, composing articles for publication, [~~and~~] participating in professional organizations, *providing instructions, or performing other outreach activities*.

Develop and *maintain assessment programs that* [~~implement methods to~~] gather and analyze [~~information~~] *data* concerning the number and type of patrons that use the archives, materials accessioned and deaccessioned, [~~and~~] the type of materials used, *and other descriptive statistics or measurements of success* in order to identify trends [~~and~~] properly allocate resources, *and strategically manage the archives*.

Supervise and evaluate the performance of professional, technical and clerical personnel as assigned.

Perform related duties as assigned.

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### CLASS CONCEPTS

**State Archives Manager:** Under administrative direction of the Assistant Administrator, the incumbent manages the Archives Program of the Archives & Records section in the NSLAPR, oversees and/or performs the full range of duties described in the series concept [~~;- and manages the section in the absence of the Assistant Administrator~~].

Manage State Archives by developing policy and procedures related to the accessioning, arrangement and description of government records having archival value, preparation of finding aids, access to materials, and use of the research room.

Plan and coordinate archival programs and provide overall direction to the Archives Program by reviewing program needs, evaluating requests from other agencies, determining project priorities and methodologies, establishing time frames for completion, and assigning work to staff; draft and submit proposals for new or revised legislation pertaining to archives issues.

Monitor approved grant projects by reviewing work performed by [~~project~~] staff and providing technical assistance and direction as required; review and authorize expenditures; prepare fiscal forms and summary reports required by the funding agency.

Develop the biennial budget recommendation for the Archives Program; determine budget priorities and finalize for submission to the Assistant Administrator for review and approval; monitor approved budgets.

Supervise subordinate staff to accomplish program goals; hire and train employees, assign and review work, provide counseling and guidance, evaluate performance and initiate disciplinary action.

Serve as a consultant to librarians, *archivists*, curators and the general public to provide assistance and expertise

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### CLASS CONCEPTS (cont'd)

#### State Archives Manager: (cont'd)

in various areas of archives management including the preservation ~~[of]~~ *materials in all formats, including* books, documents and photographs, *email and other digital files*, disaster recovery, archival programs and archives facilities.

Assist the State Archivist in the management and coordination of the activities of the State Historical Records Advisory Board; produce meeting agendas; write and evaluate proposals and reports; manage projects that distribute funds to sub-grantees according to established criteria; manage project budgets and direct project work; summarize findings for board action.

Represent the archives programs at ~~[professional]~~ meetings by presenting papers and serving on committees; write articles for professional journals, ~~[and]~~ newsletters *and/or online publications*.

Provide legislative testimony at the request of the ~~[Assistant]~~ *Deputy* Administrator.

**Archivist II:** Incumbents assigned to the Archives Program of the Archives & Records section at the NSLAPR work under general direction of the State Archives Manager, perform the full range of duties described in the series concept, and ~~[may]~~ supervise other Archivists and support staff.

Incumbents assigned to the archives section of a large academic institution work under general direction of the head of a special collections section and *may* perform the full range of duties described in the series concept. Incumbents independently ~~[review the needs of the archives section,]~~ solicit acquisitions, determine project priorities and methodologies, and develop and implement policies and procedures for ~~[the archives section]~~ their assigned *areas of responsibility*. This is the journey level class in the series.

**Archivist I:** Under close supervision, incumbents perform duties described in the series concept in a training capacity. This is the entry level class in the series, and progression to the next level may occur upon meeting the minimum qualifications, *satisfactory performance* and with the approval of the appointing authority.

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### MINIMUM QUALIFICATIONS

#### INFORMATIONAL NOTE:

- \* *Certification as an Archivist by the Academy of Certified Archivists is qualifying for Archivist I and II levels.*

#### STATE ARCHIVES MANAGER

EDUCATION AND EXPERIENCE: *Certification as an Archivist by the Academy of Certified Archivists and two years of professional archival experience which included responsibility for appraisal and disposition, arrangement, conservation, reference service, project management, and supervision of professional staff; OR* Master's degree from an accredited ~~[college or]~~ university in archives management, library science, history, information management or closely related field and three years of professional ~~[archival]~~ experience *as described above; [which included responsibility for appraisal and disposition, arrangement, conservation, reference service, project management and supervision of professional and support staff; OR certification as an Archivist by the Academy of Certified Archivists and three years of professional archival experience as described above;] OR* [a] Bachelor's degree from an accredited college or university in *archives management, library science*, history, information management or closely related field and ~~[five]~~ *four* years of ~~[progressively responsible]~~ professional experience as described above; **OR** two years *of experience* as an Archivist II in Nevada State service; **OR** an equivalent combination of experience *as described above. (See Informational Note)*

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### MINIMUM QUALIFICATIONS (cont'd)

#### STATE ARCHIVES MANAGER (cont'd)

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

**Detailed knowledge of:** principles and practices of management and supervision; ~~[budget preparation and administration];~~ grant application, management and reporting procedures; State, federal, and contractual laws governing the acquisition, retention and use of ~~[records]~~ *archival materials*; services, roles and responsibilities of archives and historical records repositories; tools, equipment and materials used in the conservation and preservation of ~~[collections, manuscripts and documents]~~ *archival materials in all formats*; accessioning, arrangement, and description of government records having archival value. **Working knowledge of:** ~~[Nevada]~~ history and government; ~~[State]~~ statutes, ~~[and agency administrative]~~ regulations, policies, and procedures regarding archives and records ~~[- principles and practices of supervision]~~. **General knowledge of:** *budget preparation and administration*. **Ability to:** analyze information and interpret findings from the perspective of Nevada history and institutions; apply appropriate cataloging rules and enter and retrieve information from automated database systems; formulate and administer a project budget with multiple funding sources; establish work priorities, delegate assignments and train, motivate and supervise staff as assigned; plan and organize the activities, services and operation of the State Archives program and manage multiple programs, projects and activities; develop and implement effective policies and procedures; provide technical expertise and advice to subordinate staff and to others engaged in archival activities; represent the agency and provide testimony before legislative and local government committees. **Skill in:** the use of preservation tools and materials; *and all knowledge, skills and abilities required at the lower levels.*

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

**Detailed knowledge of:** State statutes and agency administrative regulations, policies and procedures regarding archives and records. **Working knowledge of:** State budgeting, accounting and purchasing procedures and regulations.

#### ARCHIVIST II

EDUCATION AND EXPERIENCE: ~~[Master's degree from an accredited college or university in archives management, library science, information management, history or closely related field and one year of professional archival experience which included appraisal, disposition accessioning, arrangement/processing, and conservation of documents and/or the development of finding aids and reference services; OR certification as an Archivist by the Academy of Certified Archivists; OR a]~~ Bachelor's degree from an accredited college or university in *archives management, library science, history, [or] information management or closely related field* and ~~[three years of progressively responsible archival experience as described above, one year of which was at the professional level]~~ *one year of professional archival experience which included one or more of the following: appraisal, disposition, rights management, accessioning, arrangement/processing, description, preservation, conservation of archival materials, outreach and/or reference services; OR Associate's degree from an accredited college or university in archives management, library science, history, information management or closely related field and two years of professional experience as described above; OR graduation from high school or equivalent education and three years of professional experience as described above; OR one year of experience as an Archivist I in Nevada State service; OR an equivalent combination of education and experience as described above. (See Informational Note)*

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

**Working knowledge of:** federal, State, and contractual laws governing the acquisition, retention and use of ~~[records]~~ *archival materials*; principles and practices used in archives management; recognized national and international standards for ~~[computerized archives and manuscript control including designation, purpose, and use of each field]~~ *collection management systems and archival description and metadata*; services, roles and responsibilities of archives and historical records repositories; tools, *systems*, equipment and materials used in preservation *and conservation* of ~~[collections, manuscripts and documents]~~ *archival materials in all formats*. **General knowledge of:** grant application procedures; principles and practices of training and

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ARCHIVIST I	31	B	4.230

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### MINIMUM QUALIFICATIONS (cont'd)

#### ARCHIVIST II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)  
 providing work direction to others. **Ability to:** determine the administrative, fiscal, legal, informational or historic value of ~~[records, manuscripts and other]~~ *archival* materials; write guides to archival collections, analytical reports to provide results of research, and articles suitable for publication in professional journals; organize and coordinate archives management projects; train and supervise staff as assigned; establish work priorities and delegate assignments; prepare and deliver oral presentations suitable for the audience being addressed; develop and implement methods to compile statistics regarding the use of archives collections; enter and retrieve information from an automated database system; *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 State Archives Manager.)*

#### ARCHIVIST I

EDUCATION AND EXPERIENCE: ~~[Master's degree from an accredited college or university in archives management, library science, history or information management, or closely related field; OR a]~~ Bachelor's degree from an accredited college or university in *archives management, library science, history* ~~[or]~~ , information management *or closely related field* and ~~[two years of relevant paraprofessional experience]~~ *one year of paraprofessional archival experience; OR an Associate's degree from an accredited college or university in archives management, library science, history, information management or closely related field and two years of paraprofessional experience as described above; OR graduation from high school or equivalent education and three years of paraprofessional experience as described above; OR* an equivalent combination of education and experience *as described above. (See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):  
**General knowledge of:** federal, State, and contractual laws governing the acquisition, retention and use of ~~[records]~~ *archival materials*; statutory requirements and privacy rights which govern access to archives and ~~[records]~~ *archival materials*; professional archival principles, practices and concepts related to the operation of archival records programs; services, roles and responsibilities of archives and historical records repositories; archival conservation and preservation methods; *ways archival materials may be used in research* ~~[methods and techniques appropriate for archival materials]~~; oral and written communication skills; United States history and literature. **Ability to:** assess the administrative, fiscal, legal, informational or historic value of ~~[records, manuscripts and other]~~ *archival* materials; process materials according to accepted archival standards; ~~[organize material in a logical and easily accessible order;]~~ use preservation tools, *systems* and materials; create *collection or item descriptions and/or* ~~[basic]~~ finding aids; *actively maintain awareness of changes in technology, changes in standards, and emerging developments and issues in the archival field; actively develop and maintain cultural competency in order to support and collaborate with diverse populations and communities;* work independently and follow through on assignments ~~[with minimal direction]~~ *as directed*; establish and maintain cooperative working relationships with co-workers, department staff and others; interview patrons to determine their needs and respond with the appropriate level and extent of information; communicate effectively both orally and in writing. **Skill in:** the operation and use of word processing, database management and other computer applications.

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

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37	A	4.220
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	<u>4.220</u>	<u>4.225</u>	<u>4.230</u>
ESTABLISHED:	7/1/89R 3/13/90PC	7/1/91P 3/13/90PC	7/1/91P 3/13/90PC
REVISED:	7/1/91P 3/13/90PC		
REVISED:	7/1/03P 7/2/02PC	7/1/03P 7/2/02PC	7/1/03P 7/2/02PC
REVISED:	7/1/05LG	7/1/05LG	7/1/05LG
REVISED:	6/27/16UC	6/27/16UC	6/27/16UC
<b>REVISED:</b>	<b>6/26/20PC</b>	<b>6/26/20PC</b>	<b>6/26/20PC</b>

**FOR DISCUSSION AND POSSIBLE ACTION**

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

**June 26, 2020.**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.615	Seismic Data Technician III	29	C	<i>6.615</i>	<i>Seismic Data Technician III</i>	<i>29</i>	<i>C</i>
6.618	Seismic Data Technician II	27	C	<i>6.618</i>	<i>Seismic Data Technician II</i>	<i>27</i>	<i>C</i>
6.621	Seismic Data Technician I	23	C	<i>6.621</i>	<i>Seismic Data Technician I</i>	<i>23</i>	<i>C</i>

**EXPLANATION OF CHANGE**

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Seismic Data Technician series. Seismic Data Technicians perform specialized technical work in support of seismic network operations and research by calibrating, monitoring, compiling, archiving and retrieving seismic data.

In consultation with Subject Matter Experts from the Nevada System of Higher Education, University of Nevada Reno, Business Center North (UNR-BCN) and analysts from (DHRM), it was determined that the series and class concepts met current expectations and no changes were required at this time.

It is recommended that the Special Requirements of the Minimum Qualifications be amended to clarify expectations in the event of an emergency response after a major earthquake. Additional changes were made to the Education & Experience section of the Minimum Qualifications, at every level, to clarify experience required, establish equivalencies and to maintain consistency with formatting, verbiage and structure.

Throughout the review, management and staff within UNR-BCN and analysts within DHRM participated by offering recommendations and reviewing changes throughout the process and they support the recommended changes.

*Changes to the class specifications are noted as follows: additions in blue and deletions in red.*



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>SEISMIC DATA TECHNICIAN III</b>	<b>29</b>	<b>C</b>	<b>6.615</b>
<b>SEISMIC DATA TECHNICIAN II</b>	<b>27</b>	<b>C</b>	<b>6.618</b>
<b>SEISMIC DATA TECHNICIAN I</b>	<b>23</b>	<b>C</b>	<b>6.621</b>

**SERIES CONCEPT**

Seismic Data Technicians perform specialized technical work in support of seismic network operations and research by calibrating, monitoring, compiling, archiving and retrieving seismic data.

Monitor incoming and outgoing seismic data; check the overall status of seismic data flow; ensure data quality and completeness through established procedures; maintain a database that describes installed seismic instrumentation, station locations, and various data recording parameters; interact with other laboratory personnel; document problems with recording systems and data files and notify appropriate staff.

Analyze seismic data; check earthquake signals and other seismic events; employ various computer programs to plot and analyze seismic data and to present spatial and temporal patterns of seismic activity; make preliminary determinations regarding location, times or arriving phases, and locations and magnitudes of events; identify types of seismic waves; record seismic events in computer files; document unusual seismic activity and notify appropriate staff.

Assist professional staff in reviewing earthquake activity and preparing reports and visual materials; aid in determining the location of online and offline data; assist with field deployments and instrument installations as requested; respond to emergency situations following a major earthquake as required.

Provide information and data to seismology staff, governmental agencies, the media and the general public regarding seismic recording and seismic events in the State; prepare materials for public display and teaching or researching functions within the laboratory.

Archive and retrieve seismic waveform data and parametric data; prepare and maintain documentation of work completed and files created to provide a tracking system for data quality, routing, processing, status, and location of archived data; keep logs describing location, types, chronology, and characteristics of seismic activity.

Perform related duties as assigned.

\*\*\*\*\*

**CLASS CONCEPTS**

**Seismic Data Technician III:** Under limited supervision, incumbents perform advanced journey level duties in addition to the full range of duties in the series concept. Seismic Data Technician III's have responsibility for all aspects of assigned equipment; prioritize and schedule work, maintain inventory, and prepare cost estimations; and provide training and guidance to students and support staff.

The Seismic Data Technician III is distinguished from lower level technicians by providing independent contributions based on a working knowledge and application of seismology and by responsibility for the integrity of all archived seismic data and maintenance of records of this broad data. In addition, Seismic Data Technician III's monitor, diagnose, and solve various problems related to data flow; maintain and improve data integrity and



SEISMIC DATA TECHNICIAN III	29	C	6.615
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SEISMIC DATA TECHNICIAN I	23	C	6.621

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CLASS CONCEPTS (cont'd)

**Seismic Data Technician III:** (cont'd)

quality; analyze and interpret seismic data as directed; and make group presentations to provide information and explain seismic data.

**Seismic Data Technician II:** Under general supervision, incumbents perform the full range of duties in the series concept. This is the journey level in the series.

**Seismic Data Technician I:** Under close supervision, incumbents receive training in the performance of all or part of the duties outlined in the series concept. This is the entry level in the series and progression to the next level may occur upon meeting the minimum qualifications and with the recommendation of the appointing authority.

\*\*\*\*\*

MINIMUM QUALIFICATIONS

**SPECIAL REQUIREMENTS:**

- \* Incumbents may be required to carry a ~~[pager or]~~ cellular phone and respond to various data collection problems during off hours.
- \* Emergency response after a major earthquake *is essential and may require extended hours to include nights, weekends and holidays as well as the temporary performance of additional duties outside the normal scope of responsibilities as detailed in the series and/or class concepts.* ~~[may require flexible performance of activities outside normal duties.]~~

**SEISMIC DATA TECHNICIAN III**

EDUCATION AND EXPERIENCE: *Associate's degree from an accredited college or university in physical science or math and three years of experience in seismology, involving the monitoring, compiling and archiving of seismographic data; one year which included preparing reports and maintaining related equipment; OR graduation from high school or equivalent education and four years of experience as described above, one year which included preparing reports and maintaining related equipment;* ~~[Thirty semester credits from an accredited college or university which included 12 semester credits in physical science and/or math, and four years of experience in seismology involving the monitoring, compiling and archiving of seismographic data, preparing reports and maintaining related equipment;]~~ **OR** *[two years] one year of experience as a Seismic Data Technician II in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):  
**Detailed knowledge of:** standard seismic recording and storage systems. **Working knowledge of:** principles and practices of seismology; interpretation of seismic records. **General knowledge of:** outside service agencies which provide, utilize or interact with laboratory data. **Ability to:** read and interpret seismic recordings; operate, utilize and maintain a variety of specialized electronic and mechanical equipment and computer systems and software pertaining to seismic recording and data retrieval; retrieve and graphically present past seismic activity and waveforms; manipulate databases on a microcomputer; accurately communicate seismographic data to the public; recognize and resolve data problems in seismic recordings to ensure data integrity. **Skill in:** locating seismic events with microcomputer software; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
**Detailed knowledge of:** interpretation of seismic records. **Working knowledge of:** familiarity with quality assurance procedures; public speaking. **Ability to:** train and provide work direction to others; oversee seismic laboratory activities related to workflow and supplies; read and interpret technical manuals and specifications;

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SEISMIC DATA TECHNICIAN II	27	C	6.618
SEISMIC DATA TECHNICIAN I	23	C	6.621

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**MINIMUM QUALIFICATIONS (cont'd)**

**SEISMIC DATA TECHNICIAN III** (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):(cont'd)  
 set up a variety of seismographic equipment and ensure proper operation; run a variety of computer programs in performing duties; work with several computing systems and use computer networking tools. **Skill in:** recognizing a large variety of seismic signals and noise.

**SEISMIC DATA TECHNICIAN II**

EDUCATION AND EXPERIENCE: *Associate's degree from an accredited college or university in physical science or math and two years of experience in seismology involving monitoring, recording, and compiling seismic data; OR graduation from high school or equivalent education and three years of experience as described above;* [~~Thirty semester credits from an accredited college or university which must have included 12 semester credits in physical science and/or math, and two years of experience in seismology involving monitoring, recording, and compiling seismic data;~~] **OR** two years of experience as a Seismic Data 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:** seismographic terms and equipment; principles and practices of seismology; standard seismic systems; interpretation of seismographic records; standard seismic recording and playback systems; earthquake location and magnitude determination procedures; role of computers in gathering scientific data. **Ability to:** accurately transcribe data; operate a microcomputer and associated software; locate earthquakes with microcomputer software. **Skill in:** recognizing and timing seismic signals; basic computer commands; *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 Seismic Data Technician III.)

**SEISMIC DATA TECHNICIAN I**

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience working with the public; [~~in providing information to others and working as part of a team;~~] **OR** an equivalent combination of education and experience *as described above.* (See Special Requirements)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):  
**General knowledge of:** basic laboratory procedures. **Ability to:** perform basic mathematical calculations; work effectively with frequent interruptions; learn seismographic terms and equipment; establish and maintain cooperative working relationships with co-workers and the public; follow oral and written instructions; communicate effectively to obtain information, describe situations and explain 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 Seismic Data 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>6.615</u>	<u>6.618</u>	<u>6.621</u>
ESTABLISHED:	7/18/80	7/18/80	2/1/68

SEISMIC DATA TECHNICIAN III  
SEISMIC DATA TECHNICIAN II  
SEISMIC DATA TECHNICIAN I

29 C 6.615  
27 C 6.618  
23 C 6.621

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	<u>6.615</u>	<u>6.618</u>	<u>6.621</u>
REVISED:		9/27/79R 10/24/80PAC	11/16/72
REVISED:			7/18/80
REVISED:	10/24/80		10/24/80
	7/1/93P	7/1/93P	7/1/93P
	8/31/92PC	8/31/92PC	8/31/92PC
REVISED:	1/13/95UC	1/13/95UC	1/13/95UC
REVISED:	6/27/03PC	6/27/03PC	6/27/03PC
<b>REVISED:</b>	<b>6/26/20PC</b>	<b>6/26/20PC</b>	<b>6/26/20PC</b>

**FOR DISCUSSION AND POSSIBLE ACTION**

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

**June 26, 2020.**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.303	Equipment Superintendent	45*	A	<i>9.303</i>	<i>Equipment Superintendent</i>	<i>45*</i>	<i>A</i>

**EXPLANATION OF CHANGE**

The Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Equipment Superintendent class specification.

In coordination with the Subject Matter Expert from the Department of Transportation (NDOT), it is recommended that revisions be made to the minimum qualifications to maintain consistency with verbiage, formatting and structure. Additionally, it is recommended that revisions be made to the minimum qualifications, education and experience to enhance recruitment efforts.

The Equipment Superintendent plans, directs, implements and promotes division programs to ensure conformance with State statutes, federal regulations and agency policies and procedures by meeting with agency and division staff; reviews equipment utilization reports and equipment replacement schedules; directs division staff engaged in fleet management, equipment repair and modification, sign production, storeroom operations and fiscal management; and develop the division budget in conjunction with subordinate supervisors. In addition, they review staff recommendations, past expenditures, workload indicators, proposed project and equipment needs; determine budget priorities and plan, direct and supervise professional and supervisory personnel.

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

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

*Changes to the class specifications are noted as follows: additions in blue and deletions in red.*



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>EQUIPMENT SUPERINTENDENT</b>	<b>45*</b>	<b>A</b>	<b>9.303</b>

Under general direction, the Equipment Superintendent plans, organizes and directs the staff and activities of the Equipment Division of the Department of Transportation and directs division staff engaged in procuring rental and non-rental equipment, vehicles, maintenance and construction materials, supplies, communications equipment for the agency, Urban Mass Transportation Act equipment, and fuel for use by State agencies.

Plan, direct, implement and promote division programs to ensure conformance with State statutes, federal regulations and agency policies and procedures by meeting with agency and division staff; discuss and determine solutions to problem areas; and develop, implement, and monitor new or revised division policies and procedures.

Review equipment utilization reports and equipment replacement schedules; review requests and recommendations from division/district personnel; determine the feasibility and cost effectiveness of requests; oversee equipment specification committee meetings and approve completed specifications; meet with vendors to determine product availability; obtain lists of qualified bidders from the Purchasing Division; review bids in conjunction with division staff to ensure compliance with specifications prior to the final award of the bid.

Direct division staff engaged in fleet management, equipment repair and modification, sign production, storeroom operations and fiscal management; review and analyze management information reports such as those pertaining to equipment utilization, downtime, maintenance and repair costs, and inventory control; approve equipment rental rates and purchases; establish guidelines and statewide standards; monitor activity reports and performance indicators.

Develop the division budget in conjunction with subordinate supervisors; review staff recommendations, past expenditures, workload indicators, proposed project and equipment needs; determine budget priorities; submit recommended budget to agency management.

Plan, direct and supervise professional and supervisory personnel to include hiring, training and evaluating performance; establishing division priorities; providing guidance and motivation; monitoring progress and results; and taking disciplinary action as appropriate.

Perform related duties as assigned.

\*\*\*\*\*

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in engineering, business administration or closely related field and three years of *professional experience which included procurement of* highway construction and maintenance equipment; ~~[procurement and]~~ fleet management; ~~[experience which included responsibilities for establishing program goals and objectives,]~~ policy development and administration; *budget development;* and supervision of professional staff; OR *graduation from high school or equivalent education and five years of experience as described above;* OR *two years of experience as an Equipment Operations Manager in Nevada State service;* OR an equivalent combination of education and experience *as described above.*

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

**MINIMUM QUALIFICATIONS (cont'd)**

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

**Working knowledge of:** principles and practices of management and supervision; principles and practices of equipment utilization and fleet management; equipment shop, sign shop, and storeroom operations. **Ability to:** oversee writing of specifications for vehicles, construction and maintenance equipment; establish division goals and priorities; plan, organize and manage programs; train, supervise, assign work, evaluate performance, and take disciplinary actions as required; evaluate recommendations and programs and delegate responsibility; formulate, justify and monitor the division budget; communicate effectively both orally and in writing to provide information, explain policies and procedures, support recommendations, and enlist support for division goals; analyze situations and problems and determine appropriate resolutions based on historical data, interpretation of rules and regulations and knowledge of programs in operation; establish and maintain cooperative working relationships with division and agency staff, public officials, outside agencies, and vendors; write specifications for vehicles and construction and maintenance equipment.

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

**Working knowledge of:** operation and maintenance of equipment used in the maintenance and construction of roads and highways and related supplies and materials; general and State principles and practices of budgeting, accounting, auditing, and purchasing; State administrative rules and regulations sufficient to perform fiscal management, fleet management, personnel and other functions associated with management of the division; federal and State laws, rules and regulations pertaining to agency operations; agency goals and objectives. **Ability to:** integrate division goals into the overall agency goals; determine the requirement for and feasibility of equipment modifications.

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.

9.303

ESTABLISHED: 1/1/61  
 REVISED: 7/1/91P  
 11/29/90P  
 REVISED: 9/19/03PC  
 REVISED: 7/1/07LG  
**REVISED:** 6/26/20PC

**FOR DISCUSSION AND POSSIBLE ACTION**

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

**June 26, 2020.**

CURRENT							
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.309	Equipment Operations Manager	41*	G	<i>9.309</i>	<i>Equipment Operations Manager</i>	<i>41*</i>	<i>G</i>

**EXPLANATION OF CHANGE**

The Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Equipment Operations Manager class specification.

In coordination with the Subject Matter Expert from the Department of Transportation (NDOT), it is recommended that revisions be made to the minimum qualifications to maintain consistency with verbiage, formatting and structure. Additionally, it is recommended that revisions be made to the minimum qualifications, education and experience to enhance recruitment efforts.

The Equipment Operations Manager coordinates and oversees operational activities; monitors shop and stockroom activities for adherence to federal and State laws, rules and regulations, and agency/division policies and procedures; participates in the development of the rental and non-rental equipment budget for the department; and prepares budget recommendations in conjunction with the Equipment Superintendent for presentation to agency management. In addition, they direct the preparation of specifications and/or purchase requisitions for the purchase of rental and non-rental equipment, maintenance and construction materials and supplies, communications equipment, Urban Mass Transportation Act equipment for service organizations, fuel for use by State agencies, and participate in the vendor selection process; and supervise professional and skilled craft personnel including Highway Equipment Mechanic Supervisors, a Supervisory Buyer, Highway Equipment Mechanics, and a Sign Production Supervisor to accomplish the goals of the division.

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

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

*Changes to the class specifications are noted as follows: additions in blue and deletions in red.*



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>EQUIPMENT OPERATIONS MANAGER</b>	<b>41*</b>	<b>G</b>	<b>9.309</b>

Under general supervision, the Equipment Operations Manager coordinates and supervises the statewide operational activities of the Equipment Division of the Department of Transportation including supervision of personnel; purchase, maintenance, and repair of rental equipment which includes all vehicles and movable highway maintenance and construction equipment; purchase communications equipment, Urban Mass Transportation Act equipment, fuel for use by all State agencies, and tools and other non-rental equipment; purchase parts, construction materials and supplies.

Coordinate and oversee operational activities which includes monitoring division operations through direct contact with division and agency staff; review and analyze reports regarding shop performance and scheduling; review recommendations furnished by subordinate staff regarding personnel matters, training, equipment improvements, repairs, and procedures; develop solutions to resolve problems and improve efficiency and performance.

Monitor shop and stockroom activities for adherence to federal and State laws, rules and regulations, and agency/division policies and procedures; schedule statewide equipment for use by the districts; establish equipment shop priorities on a statewide basis for rebuilding equipment; provide the Equipment Superintendent with pertinent data and information regarding division personnel and operational activities.

Assist in the development and communication of division policies and procedures by reviewing State and federal laws, rules and regulations; gather and review information from division and agency staff; prepare recommended policies and procedures and obtain management approval; initiate meetings with division/agency personnel regarding policies, procedures and compliance.

Participate in the development of the rental and non-rental equipment budget for the department; review reports which indicate age, mileage, and repair history of all equipment in the fleet; gather information from division/district staff regarding rental and non-rental equipment requirements; develop a purchase schedule for rental equipment and review the schedule with district personnel.

Prepare budget recommendations in conjunction with the Equipment Superintendent for presentation to agency management; review and revise operational and capital improvement budgets submitted by equipment shops and storerooms prior to submission for supervisory approval and monitor expenditures to ensure compliance with the approved budget.

Direct the preparation of specifications and/or purchase requisitions for the purchase of rental and non-rental equipment, maintenance and construction materials and supplies, communications equipment, Urban Mass Transportation Act equipment for service organizations, fuel for use by State agencies, and participate in the vendor selection process; conduct specification meetings with division/agency personnel to discuss requests for modifications and betterment; review specifications developed by the equipment specifications analyst and provide technical assistance as necessary; submit requisitions to the State Purchasing Division; and select an appropriate vendor from the approved list.

Supervise professional and skilled craft personnel including Highway Equipment Mechanic Supervisors, Supervisory Buyer, Highway Equipment Mechanics, and Sign Production Supervisor to accomplish the goals of the division; hire and train employees; assign and review work; motivate staff; provide counseling and

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



guidance; initiate disciplinary actions; and oversee division activities in the absence of the Equipment Superintendent or as requested.

Perform related duties as assigned.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- \* A valid driver’s license is required at time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: *Bachelor’s degree from an accredited college or university in business or public administration, engineering, or closely related field and two years of professional experience which included responsibility for planning, organizing and directing the operations of a major highway equipment repair facility or multiple facilities; developing operating procedures; reviewing specifications for bids; budget development; and supervision; OR graduation from high school or equivalent education and four years of professional experience as described above, two of which were in a supervisory capacity [~~;- which included responsibilities for planning, organizing and directing the operations of a major highway equipment repair facility or multiple facilities; developing operating procedures; reviewing specifications for bids; and budget development. At least two of the four years of experience must have been in a supervisory capacity]; OR two years as a Highway Equipment Mechanic Supervisor II in Nevada state service; OR an equivalent combination of education and experience as described above. (See Special Requirement)~~*

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

**Working knowledge of:** equipment shop and stockroom operations; principles and practices of supervision; operation and maintenance of construction and maintenance equipment and related supplies and materials; computer systems sufficient to input and retrieve information. **Ability to:** make appropriate determinations regarding the repair and/or replacement of equipment; interpret and write equipment specifications; develop goals and objectives as applied to coordinating and supervising operational activities; establish work priorities, delegate assignments, and train, motivate and supervise staff; communicate effectively orally and in writing; establish and maintain cooperative working relationships with division and agency staff, outside agencies, and vendors.

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

**Working knowledge of:** principles and practices of budgeting and fiscal management; State and agency administrative rules, policies, and procedures; federal and State laws, rules and regulations pertaining to department operations. **Ability to:** interpret laws, regulations, policies and procedures pertaining to agency operations; establish priorities that reflect the relative importance of job responsibilities and projects; mediate between contending parties and groups; identify and analyze information, procedures, and practices; identify concerns and problems and develop alternative solutions.

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.

9.309

- ESTABLISHED: 1/17/86
- REVISED: 3/13/90PC
- REVISED: 7/1/91P
- 11/29/90PC
- REVISED: 9/19/03PC
- REVISED: 7/1/07LG
- REVISED: 6/26/20PC**

## REPORT OF CLASSIFICATION CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL

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

“4. The classification plan and changes therein are subject to approval by the Commission, except that the Administrator may make a change in the classification plan without the prior approval of the Commission if:

- (a) The Administrator deems it necessary for the efficiency of the public service;
- (b) The change is not proposed in conjunction with an occupational study; and
- (c) The Administrator, at least 20 working days before acting upon the proposed change:

(1) Provides written notice of the proposal to each member of the Commission, to all departments and to any head of an employees' organization who requests notice of such proposals; and

(2) Posts a written notice of the proposal in each of the principal offices of the Division.

Any occupational study conducted by the Division in connection with the preparation, maintenance or revision of the classification plan must be approved by the Commission.

5. If no written objection to the proposed change to the classification plan is received by the Administrator before the date it is scheduled to be acted upon, the Administrator may effect the change. The Administrator shall report to the Commission any change in the classification plan made without its approval at the Commission's next succeeding regular meeting.

6. If a written objection is received before the date the proposed change is scheduled to be acted upon, the Administrator shall place the matter on the agenda of the Commission for consideration at its next succeeding regular meeting.”

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

The following changes have been effected:

## REPORT OF CLASSIFICATION CHANGES

**POSTING#: 9-20**  
**Effective: 2/26/20**

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			9.549	<i>Meat Plant Manager</i>	35	<i>B</i>
	<i>New</i>			9.548	<i>Meat Plant Supervisor</i>	33	<i>B</i>
	<i>New</i>			9.547	<i>Meat Plant Technician II</i>	31	<i>C</i>
	<i>New</i>			9.546	<i>Meat Plant Technician I</i>	29	<i>C</i>
	<i>New</i>			9.545	<i>Meat Plant Technician Trainee</i>	27	<i>C</i>

### BASIS FOR RECOMMENDATION

The Nevada System of Higher Education (NSHE), University of Nevada Reno (UNR), Business Center North (BCN) has requested that a new series be developed for the Agricultural Experiment Station of the University of Nevada, Wolf Pack Meats facility, which is a unique meat processing plant that specializes in student and professor interactions and educational opportunities. UNR has been operating this research, teaching and fully functional meat processing facility where students are able to obtain first-hand experience in meat production, retail distribution and packaging. Wolf Pack Meats is a United States Department of Agriculture (USDA) approved facility that processes all of its products on site as well as operating a retail establishment. Currently, UNR is utilizing the NSHE Specialist III, NSHE Specialist I, Research Aid II and Research Aid I to fill the positions at the facility; however, these classes do not fully encompass the breadth of requirements needed to properly meet the needs of Wolf Pack Meats and UNR.

Upon consultation with subject matter experts from UNR, BCN and analysts within the Division of Human Resource Management (DHRM) it is determined that a new series be developed to include Meat Plant Manager, Meat Plant Supervisor and Meat Plant Technicians.

Positions in this series participate in the slaughter of livestock and processing of carcasses for instructional, experimental, community service and retail purposes at the Agricultural Experiment Station of the University of Nevada.

- a) The Meat Plant Manager, under administrative direction, plans, organizes and manages operations at the Wolf Pack Meats facility. The incumbent directs slaughter, processing and packaging processes, and operations to ensure compliance with all applicable rules, regulations, policies, procedures, protocols and guides; is responsible for quality assurance, food safety and sanitation for the facility; ensures all safety and security standards are properly implemented; inspects facilities to identify any hazardous conditions, reports findings to management and ensures proper remediation; participates in the development and implementation of best practices; assists in the development and implementation of long- and short-range planning; develops, reviews, revises and implements operational policies and procedures; participates in the development, monitoring and maintenance of the biennial budget and/or program budget; coordinates business operations to include negotiating prices for meat products, marketing products and services, and participates in new product development; completes analytical, narrative and statistical reports; monitors all harvest and meat processing activities; and supervises Meat Plant Supervisor(s). This is the managerial level in the series.

- b) The Meat Plant Supervisor, under general direction, and in addition to performing the full range of duties described in the series concept, supervises toe day-to-day activities of lower level Meat Plant Technicians assigned to a specialty area such as harvesting or processing and may supervise administrative staff, student workers, laborers and/or volunteers as needed. The incumbent will assist management in teaching, research, and business-related activities as required. This is the supervisory level in the series.
- c) The Meat Plant Technician II, under general supervision, and in addition to performing the full range of duties described in the series concept, functions as a lead worker over lower-level Meat Plant Technician(s) and/or student employees assigned to harvest and/or processing functions and may oversee student workers and/or laborers as assigned. The incumbent functions as the technical expert in their assigned area and may engage in teaching, research, and other business-related activities. This is the advanced journey level in the series.
- d) The Meat Plant Technician I, under general supervision, performs the full range of duties described in the series concept. This is the journey level in the series.
- e) The Meat Plant Technician Trainee, under close supervision, receives training in performing the duties described in the series concept. This is the trainee level in the series and progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance and with the recommendation of the appointing authority.

It is recommended that the Meat Plant Manager be allocated at a grade 35, the Meat Plant Supervisor be allocated at a grade 33, the Meat Plant Technician II be allocated at a grade 31, the Meat Plant Technician I be allocated to a grade 29, and the Meat Plant Technician Trainee be allocated at a grade 27. A two-grade differential between levels in the series is consistent with most class specifications within State service. The NSHE Specialist III (7.659, grade 35), NSHE Specialist I (7.661, grade 31), Research Technician (9.580, grade 28), Research Aid II (9.534, grade 25), and Research Aid I (9.555, grade 23) were utilized as comparisons in assisting with determining the appropriate grade levels. In addition, the abolished Meat Technician (9.515, grade 33), Meat Technician II (3.202, grade 33) and Meat Technician I (3.201, grade 30) were also utilized to compare duties, responsibilities and grade levels to the new series.

It is further recommended that the series be placed in the 9.000 Mechanical & Construction Trades Occupational Group; Sub-group G: Agricultural & Animal Research & Production.

The DHRM EEO Officer has assigned EEO-4 job category “B – Professional” to the Meat Plant Manager and Meat Plant Supervisor. These are occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training that provides comparable knowledge. The EEO-4 category assigned to the Meat Plant Technician II, Meat Plant Technician I and Meat Plant Technician Trainee is “C – Technician” which are occupations that 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. This is consistent with the previously abolished Meat Technician classes.

This new series will allow for consistent implementation of services, more appropriate minimum qualifications, create a more defined career ladder, and will allow for added upward mobility of existing staff.

Throughout the review, management staff within UNR, BCN and analysts within DHRM participated by offering recommendations and reviewing changes throughout the process and they support the recommended changes.

**POSTING#: 10-20**

**Effective: 2/26/20**

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.540	Marijuana Program Supervisor	38	B	<i>10.540</i>	<i>Marijuana Program Supervisor</i>	<i>38</i>	<i>B</i>
10.541	Marijuana Program Inspector II	36	B	<i>10.541</i>	<i>Marijuana Program Inspector II</i>	<i>36</i>	<i>B</i>
10.542	Marijuana Program Inspector I	34	B	<i>10.542</i>	<i>Marijuana Program Inspector I</i>	<i>34</i>	<i>B</i>

### **BASIS FOR RECOMMENDATION**

During the 80<sup>th</sup> Legislative session (2019), Assembly Bill 175 amended NRS 625A (Environmental Health Specialists) to include the provision that states in part, “*The provisions of this chapter, other than NRS 625A.910, do not apply to a person who...is employed by and for the Department of Taxation pursuant to Chapter 453A or 453D of NRS and the regulations adopted pursuant thereto and who conducts inspections to determine compliance with law and regulations for the cultivation, distribution and licensure of establishments or facilities where marijuana is grown, stored, processed or offered for sale, unless the marijuana is utilized as an agent or ingredient in food products.*” As a result of this provision, Marijuana Program Inspectors must be licensed by the Nevada Board of Environmental Health Specialists as a Registered Environmental Health Specialist (R.E.H.S.).

It is therefore recommended that the minimum qualifications be amended to include informational notes detailing the provision that incumbents obtain the requisite licensure within thirty days (30) days of appointment and as a condition of continuing employment. The informational notes were also amended to include provisions for out-of-state applicants who are licensed in another state and to indicate that college or university transcripts and/or documentation of registration as an Environmental Health Specialist is required at the time of application. Lastly, an informational note was included to account for training or experience garnered during service in the military forces of the United States.

In addition, the Education and Experience section of the Minimum Qualifications, at every level, was amended to detail the minimum educational criteria required to obtain either a R.E.H.S. Trainee Certificate or to sit for the examination to obtain a full R.E.H.S. certificate. Furthermore, minor changes were made to the minimum qualifications to maintain consistency with formatting, structure and verbiage.

Throughout the review, management staff within the Department of Taxation, Marijuana Enforcement Division and analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes throughout the process and they support the recommended changes.

**POSTING#: 14-20**  
**Effective: 4/7/19**

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.457	Disability Adjudication Supervisor	35	B	<i>12.457</i>	<i>Disability Adjudication Supervisor</i>	<i>35</i>	<i>B</i>
12.456	Disability Adjudicator III	33	B	<i>12.456</i>	<i>Disability Adjudicator III</i>	<i>33</i>	<i>B</i>
12.428	Disability Adjudicator II	32	B	<i>12.428</i>	<i>Disability Adjudicator II</i>	<i>32</i>	<i>B</i>
	<i>New</i>			<i>12.426</i>	<i>Disability Adjudicator I</i>	<i>31</i>	<i>B</i>
12.425	Disability Adjudicator I	30	B	<i>12.425</i>	<i>Disability Adjudicator Trainee</i>	<i>30</i>	<i>B</i>

### **BASIS FOR RECOMMENDATION**

The Department of Employment, Training & Rehabilitation (DETR), Rehabilitation Division, has requested that an additional trainee level be added to the Disability Adjudicator series. Due to the increased complexity of the laws, rules, regulations, policies and procedures governing Social Security Disability Programs, DETR has found that an additional year of training provides incumbents with a stronger foundation and creates greater success. This is consistent with the U.S. Department of Labor Dictionary of Occupational Titles where the journey level Adjudicator position carries a Specific Vocational Preparation (SVP) level of 7, which requires up to four years of vocational education, training and experience. The current minimum qualifications allow for advancement to the journey level after only two years; however, management has needed to keep incumbents at the existing trainee levels for an additional year in order to ensure both the success of the employee as well as the program. This has resulted in an inconsistent application of the auto progression of employees.

It is therefore recommended that an additional trainee level be added to the series at a grade 31 to be titled Disability Adjudicator I, with the class code of 12.426. The existing Disability Adjudicator I will be retitled to Disability Adjudicator Trainee. While three training levels in a series is uncommon, it is consistent with series that have two trainee levels in addition to the utilization of the Health/Human Services Professional Trainee (10.247) such as the Developmental Specialist series (10.133); or utilizing the Fiscal/Business Professional Trainee (7.776) or Staff Professional Trainee (7.777) to underfill higher level positions.

The Division of Human Resource Management (DHRM) EEO Officer has maintained the EEO-4 job category “B – Professional” for this series. These are occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training that provides comparable knowledge.

As a result of this recommendation, minor changes were made to the class concepts and minimum qualifications, at every level in the series, to maintain consistency with verbiage, formatting and structure.

This new trainee level will allow for consistent implementation of services, more appropriate minimum qualifications, increased success of current incumbents which in turn will increase retention rates and will further increase the applicant pool.

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

**POSTING#: 15-20**

**Effective: 4/23/20**

CURRENT				APPROVED			
CODE	TITLE	GRAD E	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			<i>9.501</i>	<i>National Guard Range Specialist</i>	<i>33</i>	<i>C</i>

### **BASIS FOR RECOMMENDATION**

As a result of an Individual Classification Study, and in partnership with subject matter experts from the Office of the Military, Adjutant General and National Guard, it has been determined that a new classification should be created to meet the needs of the National Guard in maintaining an automated weapons-qualifying training range.

Incumbents in this class oversee range and target construction; work in close concert of prime contractors; and maintain and repair electronic targetry systems which require the application of electronic principles and practices involving the installation, maintenance, calibration, repair, programming and modification of a variety of electronic and computerized equipment. Incumbents evaluate range requests to identify completeness and ensure proper planning and safety concerns have been met prior to scheduling range use; test electronic and electrical components to determine cause and location of equipment failure by operating multi-test instruments and evaluating resulting measurements to determine type and location of defects in circuits; and coordinate with State and federal agencies, vendors and private industries in the purchase of equipment required to repair, maintain and/or modify Nevada Army National Guard's equipment. Additionally, incumbents maintain assigned inventory of parts and equipment; maintain records related to the requisition, purchases, receipt, stocking, inventory, distribution, and property and equipment control by documenting information required by law, regulation and policy; and provide continual and courteous customer service to all shooters and visitors to the range.

In reviewing the job duties, it was determined that the class aligns with the 9.000 Mechanical & Construction Trades Occupational Group; Skilled Trades & Allied Sub-group E; and the EEO-4 job code C – Technicians. The grade comparison determined that the duties align with the Parks Maintenance Specialist, 9.500, grade 33.

Throughout the review, management and staff within the Office of the Military 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 specification, National Guard Range Specialist.

**POSTING#: 16-20**  
**Effective: 4/23/20**

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.416	Rehabilitation Supervisor	37	B	<i>12.416</i>	<i>Vocational Rehabilitation Supervisor</i>	<i>37</i>	<i>B</i>
12.421	Rehabilitation Counselor III	35	B	<i>12.421</i>	<i>Vocational Rehabilitation Counselor III</i>	<i>35</i>	<i>B</i>
12.427	Rehabilitation Counselor II	34	B	<i>12.427</i>	<i>Vocational Rehabilitation Counselor II</i>	<i>34</i>	<i>B</i>
12.431	Rehabilitation Counselor I	32	B	<i>12.431</i>	<i>Vocational Rehabilitation Counselor I</i>	<i>32</i>	<i>B</i>

### **BASIS FOR RECOMMENDATION**

At the request of the Nevada Department of Employment, Training and Rehabilitation (DETR), the Division of Human Resource Management (DHRM) has conducted a review of the Rehabilitation Counselor series. Analysts within DHRM worked with subject matter experts and agency human resources personnel from DETR and, as a result of this review, it is recommended that changes to the class concepts and minimum qualifications of all four levels in the series be revised.

It is further recommended that the title at each level in the series be changed to include “Vocational” to ensure that applicants understand that rehabilitation work is focused on vocational rehabilitation efforts, and not drug and/or physical rehabilitation counseling.

In addition, it is recommended that changes be made to the class concept for Vocational Rehabilitation Counselor III to allow those positions to focus on the more complex and difficult cases with the most significant barriers to employment, as well as function as lead workers and not as supervisors.

It is also recommended that minor revisions be made to the class concept for the Vocational Rehabilitation Counselor I to more accurately reflect that this is the training level in this series.

It is recommended that the minimum qualifications, at all levels, be amended in order to attract a larger and more diverse pool of applicants. The option of having a Bachelor’s degree was added to the Vocational Rehabilitation Supervisor and Vocational Rehabilitation Counselor III levels, and a Bachelor’s degree with two years of experience was added to the Vocational Rehabilitation Counselor II level. The fields of business administration and education were also added to degree types for all levels in the series.

An amendment to the Workforce Innovation and Opportunity Act (WIOA) of 2014, Title IV, Subtitle B, Section 412 changed the minimum education requirement for Vocational Rehabilitation (VR) personnel to a Bachelor’s degree thus eliminating the agency required Rehabilitation Counselor Certification, which requires a master’s degree, at the Vocational Rehabilitation Counselor III and Vocational Rehabilitation Supervisor levels. As such, the Special Requirement of “proof of eligibility to sit for the Rehabilitation Counselor Certification exam from the Commission on Rehabilitation Counselor Certification,” will be removed.

Lastly, it is recommended that minor revisions be made at all levels to the minimum qualifications for both Entry Level and Full Performance Knowledge, Skills and Abilities to maintain consistency with verbiage and formatting structure.



The recommended changes will allow greater flexibility in the recruitment process and a greatly expanded applicant pool.

Throughout this review, management staff and personnel staff within DETR and analysts within DHRM participated by offering recommendations and reviewing changes throughout the process, and they support the recommended changes.

**POSTING#: 18-20**

**Effective: 4/23/20**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.401	Weights and Measures Inspector IV	36	C	<i>1.401</i>	<i>Weights and Measures Inspector IV</i>	<i>36</i>	<i>C</i>
1.404	Weights and Measures Inspector III	33	C	<i>1.404</i>	<i>Weights and Measures Inspector III</i>	<i>33</i>	<i>C</i>
1.407	Weights and Measures Inspector II	31	C	<i>1.407</i>	<i>Weights and Measures Inspector II</i>	<i>31</i>	<i>C</i>
1.410	Weights and Measures Inspector I	29	C	<i>1.410</i>	<i>Weights and Measures Inspector I</i>	<i>29</i>	<i>C</i>

### **BASIS FOR RECOMMENDATION**

The Department of Agriculture (DOA), Division of Consumer Equitability has requested a review of the Weights and Measures Inspector Series.

In consultation with Subject Matter Experts from DOA and analysts within the Division of Human Resource Management (DHRM) it was determined that the class concepts at the Weights and Measures Inspector II, III and IV be updated to define and clarify supervisory responsibilities.

Within the Minimum Qualifications, an Informational Note was added to detail the requirement of a valid driver's license. In addition, changes were made to the Education and Experience section at every level to include additional educational equivalencies and to clarify experience required.

These changes will allow for more individuals to qualify thus generating a more robust pool of applicants to choose from.

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

**POSTING#: 19-20**  
**Effective: 4/28/20**

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.540	Marijuana Program Supervisor	38	B	<i>10.540</i>	<i>Marijuana Program Supervisor</i>	<i>38</i>	<i>B</i>
10.541	Marijuana Program Inspector II	36	B	<i>10.541</i>	<i>Marijuana Program Inspector II</i>	<i>36</i>	<i>B</i>
10.542	Marijuana Program Inspector I	34	B	<i>10.542</i>	<i>Marijuana Program Inspector I</i>	<i>34</i>	<i>B</i>

### **BASIS FOR RECOMMENDATION**

During the 80<sup>th</sup> Legislative session (2019), Assembly Bill 175 amended NRS 625A (Environmental Health Specialists) to include the provision that states in part, “*The provisions of this chapter, other than NRS 625A.910, do not apply to a person who...is employed by and for the Department of Taxation pursuant to Chapter 433A or 453D of NRS and the regulations adopted pursuant thereto and who conducts inspections to determine compliance with law and regulations for the cultivation, distribution and licensure of establishments or facilities where marijuana is grown, stored, processed or offered for sale, unless the marijuana is utilized as an agent or ingredient in food products.*” As a result of this provision, Marijuana Program Supervisors and Marijuana Program Inspectors who conduct inspections where marijuana is utilized as an agent or ingredient in food products must be licensed by the Nevada Board of Environmental Health Specialists as a Registered Environmental Health Specialist (R.E.H.S.).

The Department of Taxation, Marijuana Enforcement Division has recently changed its organizational structure to account for positions whose job duties and responsibilities relate solely to the inspection of laboratories where marijuana is not used as an agent or ingredient in food products. As such, these positions would not be required to obtain and maintain an R.E.H.S.

It is therefore recommended that the Informational Notes of the Minimum Qualifications be amended to reflect that some positions at the Marijuana Program Inspector I will require registration as an Environmental Health Specialist Trainee (E.H.S.T.), some positions at the Marijuana Program Supervisor and Marijuana Program Inspector II will require licensure as a R.E.H.S., and these positions will be identified at the time of recruitment.

Throughout the review, management staff within the Department of Taxation, Marijuana Enforcement Division and analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes throughout the process and they support the recommended changes.

**POSTING#: 20-20**

**Effective: 5/8/20**

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.868	Conservation Camp Area Supervisor	37	B	<i>1.868</i>	<i>Conservation Camp Area Supervisor</i>	<i>37</i>	<i>B</i>
1.870	Conservation Camp Supervisor	35	B	<i>1.870</i>	<i>Conservation Camp Supervisor</i>	<i>35</i>	<i>B</i>

### **BASIS FOR RECOMMENDATION**

At the request of the Nevada Division of Forestry (NDF) a review of the Conservation Camp Area Supervisor/Conservation Camp Supervisor series was completed.

In consultation with subject matter experts from NDF and analysts within the Division of Human Resource Management (DHRM) it is recommended that minor revisions be made to the series concept to update verbiage and clarify representative duties.

It is also recommended that the class concepts for both the Conservation Camp Area Supervisor and Conservation Camp Supervisor be revised to include additional duties representative of the class, update verbiage, and clarify language.

Furthermore, the Special Requirements of the Minimum Qualifications were amended to include language requiring completion of the NDF Task Book within one year of appointment, with a bachelor's degree in biology, ecology, natural resource management, forestry or closely related field functioning as a substitute to the NDF Task Book. In addition, language was added requiring applicants to attach verification of completion for either the requisite degree and/or the NDF Task Book.

Lastly, the Education & Experience, Entry Level and Full Performance Knowledge, Skills and Abilities of the Minimum Qualifications were amended to reflect these changes, clarify education and experience required and to maintain consistency with formatting and structure.

These recommended changes will allow for added upward mobility of existing staff as well as increase the applicant pool for external applicants.

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

**POSTING#: 21-20**

**Effective: 4/30/20**

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			<i>12.378</i>	<i>Family Readiness Specialist Supervisor</i>	<i>35</i>	<i>B</i>
	<i>New</i>			<i>12.375</i>	<i>Family Readiness Specialist</i>	<i>31</i>	<i>B</i>

### **BASIS FOR RECOMMENDATION**

As a result of an Individual Classification Study, and in partnership with subject matter experts from the Office of the Military, Adjutant General and Army National Guard, it has been determined that a new series should be created to support the needs of the members and families of the National Guard. Incumbents provide support, outreach and information to members and their families, provide practical tools for adjusting to military deployments and separations, and enhance the well-being of the military community.

Incumbents in these classes assist in planning, maintaining, streamlining and updating program information; coordinate, prepare and disseminate program information to staff, National Guard units, family members and stakeholders; identify and maintain volunteer training materials and literature; design and conduct orientation and training programs for volunteers; and initiate and provide technical assistance for the development of Family Readiness Groups. Additionally, incumbents develop standard formats and procedures to collect, research, analyze and develop data used to support achievements; identify areas for improvement; submit information to support program development for budget forecasting; and coordinate with local community resource agencies, i.e., active duty installations, American Red Cross, and military health benefit administrators.

In addition to performing the duties outlined above, the Family Readiness Specialist Supervisor develops program budget formulations and forecasts relative to major event-based influences; conducts needs-assessments with stakeholders in order to direct, analyze, and evaluate programs and initiatives to ensure cost effectiveness and maximum operating gains; assists in strategic planning and interservice coordination and provides assistance to local units in accomplishing the objectives of the program; provides technical interpretation and guidance to service members, and the unit command team in order to educate the navigation of military systems. Family Readiness Specialist Supervisors prepare and submit analytical, narrative and/or statistical reports regarding program activities as required; liaise with key officials, headquarters, State and federal government and non-governmental agencies and organizations, and other military services; and supervise Family Readiness Specialists to include performance evaluations, work performance standards, scheduling, assigning and reviewing work, training and discipline.

It is recommended that the Family Readiness Specialist Supervisor be allocated at a grade 35 and the Family Readiness Specialist be allocated at a grade 31. The four-grade distinction between supervisor and subordinate is based on the scope of responsibility relative to program management, budget development, and the level of program analysis, needs assessment, and strategic planning assigned to the supervisor in addition to the duties outlined in the series concept. While a four-grade differential is not typical it is supported by other class specifications such as the four-grade separation between the Health Information Director and its subordinate Health Information Coordinator II.

It is further recommended that the series be placed in the 12.000 Social Services & Rehabilitation Occupational Group; Sub-group B: Social Services. The Division of Human Resource Management

(DHRM) EEO Officer has assigned EEO-4 job code “B – Professional” to both classes to recognize the advice and advocacy provided on behalf of military members and families.

Throughout the review, management and staff within the Office of the Military and analysts within DHRM participated by offering recommendations and reviewing changes throughout the process and they support the proposed class series, Family Readiness Specialist.

**POSTING#: 22-20**

**Effective: 5/13/20**

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.535	Group Supervisor IV	34*	D		No Change		
12.537	Group Supervisor III	32*	D		No Change		
12.538	Group Supervisor II	31*	D	<b>12.538</b>	<b>Group Supervisor II</b>	<b>31*</b>	<b>D</b>
12.541	Group Supervisor I	29*	D	<b>12.541</b>	<b>Group Supervisor I</b>	<b>29*</b>	<b>D</b>
* Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.							

### **BASIS FOR RECOMMENDATION**

The Department of Health & Human Services (DHHS), Division of Child & Family Services (DCFS) has requested a review of the Education and Experience section of the Minimum Qualifications for the Group Supervisor I.

In consultation with Subject Matter Experts from DHHS and DCFS and analysts within the Division of Human Resource Management (DHRM) it was determined that language regarding supervision be removed from the Education and Experience section of the Minimum Qualifications at the Group Supervisor I.

In addition, minor changes were made to the Education and Experience section of the Minimum Qualifications at the Group Supervisor II to clarify experience required and maintain consistency with verbiage and structure utilized at the higher levels in the series.

These changes will expand recruitment efforts by allowing more individuals to qualify thus generating a more robust pool of applicants, both internally and externally, to choose from.

Throughout the review, management staff within the DHHS and DCFS and analysts within DHRM participated by offering recommendations and reviewing changes throughout the process and they support the recommended changes.