



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>
BRAND INSPECTOR III	27	C	1.510
BRAND INSPECTOR II	25	C	1.512
BRAND INSPECTOR I	23*	C	1.514

Under general supervision, Brand Inspectors receive and respond to requests for brand inspections for the change of ownership, slaughter, transportation, or to determine proof of ownership of livestock within the State.

Visually inspect livestock for brands, identification marks, colors, gender, tattoos and other identifying characteristics; clip or shave animals as needed to clearly observe and identify characteristics of animals to determine legal ownership and lawful transfer.

Accurately record brands, identification marks, colors, gender, tattoos, other identifying characteristics, number of animals, locations of inspection, destination, and other required information for the legal sale, lawful transportation, slaughter, and issuance of brand inspection clearance certificates; verify animal health records when required; complete all required documents, forms, and logs.

Prior to inspection ensure the requestor is current with all Department applicable fees, assessments, and licensing; accurately calculate and collect applicable inspection fees per established rates and procedures; remit fees and required documentation to the Department per State rules, regulations, and Department policy.

Inspect animals prior to sale at livestock auctions to determine legal ownership through the identification of brands, identification marks, colors, gender, tattoos, other identifying characteristics, and proof of ownership documentation; ensure sellers of livestock are current with all Department applicable fees, assessments, and licensing; collect applicable fees according to established procedure; issue brand inspection clearance certificates to new owners.

Perform related duties as assigned.

CLASS CONCEPTS

Brand Inspector III: Under general direction, and in addition to performing the full range of duties as described in the series concept, incumbents supervise a staff of Brand Inspector I's and II's to include performance appraisals, work performance standards, scheduling, work assignment and review, training, and discipline as required. Incumbents plan, organize, and oversee the activities and operations either statewide or in an assigned region; assist in the development, review, revision, and implementation of policies and procedures; ensure adherence to Department policies and procedures; prepare narrative and statistical reports regarding activities of the unit; assist with budget development by compiling information to support projected expenditures in specific areas such as operating costs, travel costs, staffing, and staff development; monitor and maintain assigned budget as required. While the incumbent is expected to perform the full range of duties as described in the series concept, the preponderance of duties is in the planning, organizing, and overseeing of the program either statewide or in an assigned region.

Brand Inspector II: Under limited supervision, incumbents perform the full range of duties described in the series concept and function as the day-to-day supervisor of an assigned unit. The incumbent supervises a staff

* Reflects a 3-grade, special salary adjustment granted by the 2021 Legislature (final approval through Interim Finance Committee, December 9, 2021).

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CLASS CONCEPTS (cont'd)

Brand Inspector II: (cont'd)

of lower-level Brand Inspector I's to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline.

Brand Inspector I: Under limited supervision, incumbents perform the full range of duties as described in the series concept on an intermittent and/or seasonal basis. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Incumbents must be physically able to walk around and inspect animals for identification purposes.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Brand Inspector I incumbents are required to provide their own transportation for which mileage will be reimbursed based at the current federal rate based on the travel distance between the duty location and inspection site.
- * Brand Inspector I incumbents must maintain a telephone with a number that is available to both the Department and the public at their own expense.
- * Positions are subject to call-out or call-back.
- * Positions may require statewide travel.
- * Positions may require work on evenings, weekends, and/or holidays

INFORMATIONAL NOTE:

- * Brand Inspector I positions are intermittent and flexible work hours and/or workdays will be required of the incumbent.

BRAND INSPECTOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience conducting brand inspections for the purpose of a change of ownership, proof of ownership, slaughter, or transportation of livestock; **OR** one year of experience as a Brand Inspector II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See Special Requirements and Informational Note)

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

Working knowledge of: federal and State laws and regulations related to livestock ownership; determination and identification of estray/stray animals; brand identification, animal breeds, gender identification, and other types of identification; brands and marks recorded within the State; animal health laws and regulations pertaining to livestock. **General knowledge of:** supervisory principles and practices; budgeting. **Ability to:** monitor and maintain assigned budgets; establish and maintain effective working relationships with coworkers, other agencies, livestock owners, and the public; *and all knowledge, skills, and abilities at the lower levels.*

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

Working knowledge of: Department policies and procedures. **General knowledge of:** State rules for personnel management.

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MINIMUM QUALIFICATIONS (cont'd)

BRAND INSPECTOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience working with and/or caring for livestock in any setting; one year which included conducting brand inspections for the purpose of a change of ownership, proof of ownership, slaughter, or transportation of livestock; **OR** one year of experience as a Brand Inspector I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See Special Requirements and Informational Note)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES: (required at time of application):
General knowledge of: brand identification, animal breeds, gender identification, and other types of identification; brands and marks recorded within the State; animal health laws and regulations pertaining to livestock. **Skill in:** computer applications to include database, spreadsheet, word processing, and other work-related software and hardware. **Ability to:** supervise assigned staff; effectively communicate both verbally and in writing; maintain effective working relationships; *and all knowledge, skills, and abilities required at the lower level.*

FULL LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Brand Inspector III).

BRAND INSPECTOR I

EDUCATION AND EXPERIENCE: Experience working with and/or caring for large livestock in any setting; **OR** relevant work experience that provided the Entry Level Knowledge, Skills, and Abilities. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: addition, subtraction, division, and multiplication. **Skill in:** the use of a touchscreen tablet or other computer device to navigate, search, input, edit, save, and print information. **Ability to:** work around and handle livestock; read, identify, and distinguish brands; work outdoors in inclement weather; read and interpret forms and documents; write clearly and complete required forms; use database, spreadsheet, and/or word processing software.

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

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

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ESTABLISHED:	6/10/22UC	6/10/22UC	8/3/72
REVISED:			12/19/85-12
REVISED:			7/1/87-12P
			10/17/86PC
REVISED:			11/15/91PC
REVISED:			7/1/97P
			6/4/96PC
REVISED:			9/8/97R
			8/28/98UC
REVISED:			3/29/01UC
REVISED:			7/5/02UC
REVISED:			5/11/07UC

BRAND INSPECTOR III
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10/1/07LG
9/14/12PC
12/9/21LG
6/10/22UC