



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> |
|---|--------------|--------------|--------------|
| LICENSE PLATE PRODUCTION TECHNICIAN II | 33 | G | 9.751 |
| LICENSE PLATE PRODUCTION TECHNICIAN I | 31 | G | 9.753 |

SERIES CONCEPT

License Plate Production Technicians perform factory production floor operations such as layout, manufacture, inventory and distribution of State license plates for the Department of Motor Vehicles.

Receive, review and/or write work orders; ensure license plate requests comply with federal and State statutes, regulations and standards.

Provide technical expertise regarding layout, cost, quality standards and production capabilities; prepare cost and delivery time estimates for new and existing license plates; consult with clients; make license plate layout recommendations.

Develop license plate layouts using graphics drafted by or sketches from the client utilizing software programs for publishing layouts in compliance with federal and State statutes and regulations and department guidelines; convert and prepare complex electronic files and various image elements; manipulate digital images for color management, interpolation, merging to create and/or repair a quality digital image; calculate the size and spacing required for the letters, numbers and graphics on the license plate; update layout details for license plates, as needed; recommend improvements in the layout of license plates.

Program and operate automated plate maker equipment; print license plate layouts on white sheeting utilizing specialized printing equipment; color embossed plates; affix letters, numbers and designs by pressing them on license plate blanks following the layout and adjustment to ensure license plates appear visually correct.

Maintain adequate inventory levels and records of raw materials used in license plate manufacturing based upon open orders, delivery schedules, shipping records, license plate production and client history; acceptable scrap ratio; records of the number and type of license plate blanks in stock and distributed; license plate layout records for future use; production and quality control standards.

Develop and/or implement production schedules, arrange for needed materials; manage, monitor and implement quality control procedures for each stage of production of the manufactured license plates; verify the work order against output for quality control in compliance with department policies and procedures.

Ensure adequate stock is available by maintaining records of the number and type of license plate blanks that are in stock and distributed; maintain records of material used in license plate manufacturing; complete stock requisitions; handle mailing and delivery process.

Develop and/or implement work safety and security procedures to ensure efficient, secure and safe operation of the work unit and the security of all inmates in accordance with the Department of Corrections requirements and department policy; conduct training regarding the equipment and materials utilized within the factory as set forth by the Occupational Safety and Health Administration.

Develop and/or maintain spreadsheets and databases pertaining to the factory's production and to ensure inventory and maintenance control.

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SERIES CONCEPT (cont'd)

Maintain work area and equipment in a clean, safe and functional condition; troubleshoot software and hardware problems (may work with programming and technician staff to resolve); develop and implement procedures to maintain file integrity and version control; research and make recommendations for the acquisition of new software, hardware and technology.

Implement policies and procedures to ensure the security of controlled items within the License Plate Factory and security of building and staff in accordance with the policies set forth by the department and Department of Corrections; assist with the development of corrective action plans to achieve or modify performance goals in conjunction with team leadership.

Supervise inmate workforce performing license plate manufacturing activities including work assignment, work review and training; implement disciplinary action by enforcing provisions dictated by department and Department of Corrections to the extent required of non-custody staff; resolve or forward personnel issues.

Perform related duties as assigned.

ALLOCATION OF POSITIONS

Allocation of positions to a level within the series is determined by a review of the nature and complexity of work performed; the knowledge, skills and abilities required; independence/supervision received; scope of responsibility/consequence of error; authority to take action/decision-making; and personal contacts necessary to complete work.

To be reallocated from one level in the series to a higher level, a position must spend the preponderance of time performing higher level duties. Some positions may perform one or two higher level duties, but this does not provide the basis for reallocation to the higher level. The duty statements listed are intended to be representative of the level, but all classification factors must be considered in relation to the duties assigned to a position to determine the appropriate classification.

CLASS CONCEPTS

License Plate Production Technician II: Under general direction of the License Plate Factory, DMV Services Manager, incumbents perform the full range of duties as described in the series concept in addition to the management of the factory production floor, assisting with the development, administration and monitoring of the factory's budget.

Incumbents design, formulate, establish and implement methods, standards and data collection techniques to evaluate production outcomes; maintain statistics and evaluate performance indicators for the License Plate Factory; identify areas of potential improvement, take steps for remedial action and implement solutions; prepare and submit monthly performance indicators of statewide usage, material usage and inventory reports; participate in strategic planning and goal setting activities; consult with management regarding requests for specialized license plates; review the accuracy of material and labor charges for billing; estimate quantities of supplies based on anticipated production levels; verify that materials comply with quality standards; maintain material safety data sheets; order supplies for license plate production. Incumbents ensure hazardous materials are labeled, stored and disposed of properly; organize and manage maintenance processes related to the facility, equipment, electrical, plumbing, pneumatic power and other general repairs associated with factory operations. Incumbents interpret and apply federal and State statutes and regulations and department policies and procedures relating to manufacturing of license plates. Incumbents manage and direct the workload and cost expenditures for the warehouse workers and drivers; maintain vehicle logs, maintenance operational status. Incumbents supervise subordinate classified staff to include appropriate staffing levels; development of work performance standards; assign, prioritize and

CLASS CONCEPTS (cont'd)

License Plate Production Technician II: (cont'd)

review work; provide guidance and training; conduct performance evaluations; ensure completed work products meet required timelines and standards of quality and quantity; and supervision of inmates as assigned. This is the supervisory level in the series.

The License Plate Production Technician II is distinguished from the License Plate Production Technician I by supervision of classified staff, administrative responsibilities, scope of responsibility for a production floor operation within the License Plate Factory and authority to make changes in license plate requirements and operations.

License Plate Production Technician I: Under general supervision of a License Plate Production Technician II, incumbents perform the full range of duties described in the series concept, in addition to oversight of the day-to-day license plate blank layout and production activities; manage and oversee the payroll for the inmate workforce; assist with the management and preparation of monthly material usage and inventory reports; and assist with the ordering of supplies for assigned production area. This is the journey level in the series.

The License Plate Production Technician I is distinguished from the License Plate Production Technician II by the limited supervision exercised, limited administrative responsibilities and limited authority to make changes in license plate requirements and operations.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

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

LICENSE PLATE PRODUCTION TECHNICIAN II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration or closely related field and two years of experience producing manufactured goods or providing services including two or more of the following: setting production/work schedules; recordkeeping and ensuring availability of materials and supplies; license plate or sign fabrication; page layout work, sketching designs and pattern making; and/or stencil cutting, lettering and painting symbols; **OR** graduation from high school or equivalent education and four years of experience as described above; **OR** one year of experience as License Plate Production 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: computer software, methods, materials, tools, equipment and work processes used in design and production. **Ability to:** set factory priorities which accurately reflect the relative importance of work orders; delegate assignments and train and motivate staff; prepare inventory reports and stock requisitions; prepare work orders; identify programmatic and operational problems, investigate and evaluate alternatives and implement effective solutions; resolve problems and obtain cooperation from others; interpret, apply and explain applicable laws, regulations, policies and procedures and apply interpretations to specific situations; develop and implement program components and services; analyze, evaluate and solve procedural problems; and perform all knowledge, skills and abilities required at the lower level.

