



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DPS LIEUTENANT COLONEL	49*	A	13.201

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

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

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

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

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

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

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

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

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

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

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

Perform peace officer and other related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

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

INFORMATIONAL NOTES:

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

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public administration, business administration, criminal justice, or related field and four years of increasingly responsible law enforcement management experience, one year of which included responsibility for managing a large law enforcement operation, coordinating resources and staff, and budget development, equivalent to a DPS Major in Nevada State service; **OR** one year of experience as a DPS Major in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirements and Informational Notes*)

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

Working knowledge of: law enforcement; legal processes; budgeting and planning; personnel management and organization methods. **Ability to:** develop and track progress toward goals, objectives and programs of a law enforcement agency; interpret laws, policies and regulations to achieve the mandate of the division and department; supervise subordinates effectively and efficiently; analyze situations rapidly and accurately and respond appropriately; communicate effectively both orally and in writing; *and all knowledge, skills and abilities required at the lower DPS management level classes.*

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

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

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

13.201

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

13.201

REVISED: 10/1/07LG