



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	44*	D	13.204

DPS Lieutenants are responsible for the operations and administrative functions of an assigned work unit to include overseeing law enforcement activities, services and programs within an assigned division of the Department of Public Safety (DPS); reviewing and approving reports and investigations; observing field work; coordinating staff training; managing special programs and ensuring recordkeeping practices follow established policy and procedure. This class represents the first management level within the department and assignments are characterized by program management, budget administration, and development of goals, objectives, and performance measures.

Plan, coordinate and control operations by evaluating the performance of subordinate supervisors and assigned staff, and by determining unit needs for equipment, staffing and training; approve requests for training within budgetary limitations; ensure consistency and proper delivery of training; provide direction to staff regarding law enforcement practices in compliance with policies and department procedures.

Identify and formulate measurable and verifiable objectives consistent with division and department goals; advise and assist subordinate supervisors and other staff in the preparation of work plans for achieving objectives within established time frame; and submit objectives and work plans to management.

Enforce policy and procedures regarding personnel and performance issues; respond to infractions according to department guidelines and State statutes and regulations for personnel administration; document incidents and take appropriate action.

Develop work schedules, approve leave, assign work and ensure staffing levels are adequate to meet workload; approve payroll documents and track budget expenditures as required.

Compile statistical data to ensure appropriate staffing levels.

Participate in policy and procedure development to ensure effectiveness of operations and compliance with State and federal guidelines and directives; work with management and staff to exchange ideas and information.

Conduct liaison activities with local law enforcement agencies, the judicial system, social service agencies and other resources to explain policy and procedure and promote positive community relations.

Determine, administer and monitor established budget; review expenditures and identify problem areas; take appropriate action to correct problems or make recommendations for solution to the DPS Captain.

Participate as part of the comprehensive law enforcement effort in local areas by interfacing with allied agencies; and determining joint information, techniques, capabilities and goals to achieve optimum use of staff and equipment and to provide support and backup to allied agencies.

Perform peace officer and other related duties as assigned.

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

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid Nevada Class C driver's license is required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.
- * Some positions are subject to call-out or call-back.
- * Some positions require statewide travel.
- * Some positions require work on evening, weekends, and/or holidays.

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 Peace Officer Standards & Training (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.
- * As a condition of continuing employment with the State Fire Marshal's Office incumbents must successfully complete the National Fire Academy's Arson Investigation course (R205) or an approved equivalent course within one year of appointment.

ALL ASSIGNMENTS:

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of supervisory law enforcement experience equivalent to a DPS Sergeant in Nevada State service; **OR** two years of experience as a DPS Sergeant in Nevada State service. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: principles and practices of management and supervision; federal and State laws and regulations and department procedures pertinent to the assignment including arrest, evidence, crimes, traffic, citizens' rights, court procedures and general law enforcement; training methods and techniques. **Ability to:** establish and maintain cooperative working relationships with other law enforcement agencies, government officials, the judicial system, the general public and the community; analyze, evaluate and present data and statistics related to work and program activities; communicate effectively both orally and in writing to prepare and present oral and written reports as needed for establishing program goals and objectives, operating policy and procedures; manage multiple programs; interpret and apply laws and regulations to administer assigned program areas; effectively supervise personnel, coordinate staff assignments and prioritize tasks; administer the unit's budget; develop, interpret and disseminate division policy and procedure; take appropriate action in emergency situations to ensure safety; maximize opportunities for staff training and resource development.

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

Working knowledge of: fiscal management and generally accepted budgeting practices; principles and practices of effective program planning, development, implementation and evaluation. **Ability to:** evaluate the performance of subordinates and when necessary, administer disciplinary action; develop and implement recordkeeping and reporting systems; plan, organize and direct activities of a law enforcement organization.

ADDITIONAL ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

Parole and Probation Division

Working knowledge of: psychological testing methods, terminology and diagnosis for making classification and sentencing recommendations; the division's classification system; methods used and problems involved with the supervision and programming of parolees and probationers; casework techniques and programming

MINIMUM QUALIFICATIONS (cont'd)

ADDITIONAL ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES: (cont'd)

Parole and Probation Division (cont'd)

opportunities of offenders. **Ability to:** analyze problems and situations to monitor casework and supervise parolees effectively; interpret and evaluate legal reports and forms, criminal histories and parole and probation agreements to ensure compliance with federal, State and agency laws, regulations, and procedures.

State Fire Marshal's Office

General knowledge of: modern technology advancements that support the department's mission. **Ability to:** manage a complex criminal investigation which may involve multiple jurisdictions; serve as technical resource for the most difficult code enforcement and investigation activities related to the cause, origin and circumstances of fires and unauthorized releases of hazardous materials.

Investigations Division

Working knowledge of: personnel rules and regulations applicable to officers from various federal, state, and local law enforcement agencies. **Ability to:** supervise officers assigned to multi-jurisdictional law enforcement task forces; manage a complex criminal investigation involving multiple jurisdictions.

Office of Professional Responsibility

Working knowledge of: methods and procedures used in internal affairs investigations; department policies and P.O.S.T. guidelines related to the use of force. **Ability to:** oversee and participate in the investigation of officer shootings, alleged misconduct and complaints of excessive use of force; confer with, and make recommendations to, the department director concerning internal affairs investigations.

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.

13.204

ESTABLISHED: 6/29/73
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