



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

MEMORANDUM
HR#07-16

January 19, 2016

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Peter Long at plong@admin.nv.gov no later than February 19, 2016.

If no written objections are received in this office by February 19, 2016, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #22-16
Posting Expires: February 19, 2016

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
10.565	Environmental Services Supervisor	38	B	<i>10.565</i>	<i>Environmental Services Manager</i>	<i>40</i>	<i>B</i>

Basis for Recommendation

As a result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Transportation, it was determined that the class specification for the Environmental Services Supervisor should be amended to account for a shift in focus of the position from a supervisory capacity to a more managerial function.

As a result of these changes, the class title was changed from Environmental Services Supervisor to Environmental Services Manager. Also, duty statements were modified to account for duties and responsibilities reflective of a more complex regulatory environment and a higher criticality in program and Departmental decision making requiring greater judgment. Finally, the education & experience and the knowledge, skills and abilities were modified to reflect these changes.

As a result of added duties and responsibilities, it is recommended that the Environmental Services Manager be allocated at a grade 40, two grades above the subordinate supervisory Environmental Scientist IV, 10.545, grade 38. This two grade differential, is consistent with other class specifications throughout State service.

Both management and agency human resource personnel within the division participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by February 19, 2016. Objections should be addressed to Peter Long, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: January 19, 2016



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>
ENVIRONMENTAL SERVICES [SUPERVISOR] MANAGER	[38]40	B	10.565

Within the Nevada Department of Transportation (NDOT) Division of Environmental Services, and under general direction of the Chief of Environmental Services, the Environmental Services Manager will assist in the administration of division activities on a statewide basis; act on behalf of the Division Chief as assigned; and will manage, direct, plan and coordinate environmental activities within the Biological Resources and Social Sciences sections. [The Environmental Services Supervisor works under general direction to coordinate, plan, direct and manage environmental activities of the Natural/Social Sciences section in the Nevada Department of Transportation (NDOT) Division of Environmental Services. The incumbent provides expertise in assigned specialty areas of environmental concern; coordinates public hearings; tracks all environmental regulatory clearances required for NDOT projects; and produces all environmental documents required under the National Environmental Policy Act (NEPA) and associated laws and regulations.]

Manage activities related the National Environmental Policy Act (NEPA); manage, oversee and coordinate complex environmental processes for major projects requiring Environmental Impact Statements (EIS) and Environmental Assessments (EA); ensure all NEPA documents are legally sufficient and compliant with all applicable federal, state and local environmental laws, regulations and policies; provide expert technical advice regarding all aspects of NEPA; provide compliance guidance related to all project aspects that require environmental permitting and approvals.

Determine the need for environmental consultant services; negotiate service agreements with consultants as required; monitor work performed and designs produced to ensure compliance with agreements and all applicable environmental laws, regulations and policies.

Develop, coordinate and negotiate federal and State interagency agreements; coordinate with, and act as liaison between, other State agencies, federal and local jurisdictions, regulatory agencies, vendors, contractors, and other stakeholders to coordinate activities, provide and obtain information, resolve problems and conflicts, negotiate solutions to major or controversial environmental project or program issues and represent the interests of the division.

Represent the division and participate in various public hearings, meetings, conferences and committees; provide information and answer questions concerning State rules and regulations and division policies, procedures, programs and projects; represent the division at staff and management meetings and before the Transportation Board; provide expert testimony; participate in various committees and panels for the purpose of formulating policy, evaluating products and processes, planning, and sharing information.

Participate in the development and establishment of environmental policies and procedures to ensure consistency in project design and permitting; coordinate project development to ensure compliance with all applicable federal, State and local environmental laws; provide technical assistance to project personnel.

Participate in the analysis, review, development and recommendation of divisional policies, procedures and work flow to ensure continued effectiveness and efficiency; develop goals and objectives; implement best practices; establish priorities; communicate strategies to staff.

Supervise subordinate supervisors and/or professional staff as assigned to include performance evaluations, work performance standards, work schedules, work assignment and review, training and development, counseling, guidance, motivation and disciplinary action as required.

Perform functions of the Environmental Services Division Chief as assigned and serve as acting Chief of Environmental Services in their absence; participate in budget development as required; manage financial resources to ensure efficient operations and compliance with budgetary limitations.

Compile statistics and prepare reports regarding activities of the work unit as required

~~[Review statewide NDOT construction and maintenance projects for impact in assigned specialty areas such as biological, economic, land use, and social; organize and lead multi-disciplinary meetings with project managers, engineers, and relevant environmental specialists to anticipate impacts and plan environmental studies, mitigation, monitoring and compliance activities for each specific project; establish project review strategies and schedules to enable projects to meet targeted advertising dates and minimize construction delays.]~~

~~[Train, supervise and evaluate the performance of subordinate staff; develop work performance standards; resolve personnel issues and implement corrective disciplinary action when necessary.]~~

~~[Represent the division at various hearings, meetings, conferences, and news media interviews; provide information and answer questions concerning federal and state rules and regulations and division policies, procedures and programs.]~~

~~[Oversee and participate in determination of impact and development of mitigation plans where necessary for specialties within the Natural/Social Sciences section.]~~

~~[Track, report on, and secure official clearances required for each project in all environmental disciplines.]~~

~~[Oversee and participate in the preparation of documents required by NEPA for each transportation project including Categorical Exclusions, Environmental Assessments, or Environmental Impact Statements; coordinate the substantial research, analysis, public comment, documentation, and technical reports in various environmental specialties which are required in addition to the primary document.]~~

~~[Collaborate with professionals and managers throughout NDOT to clarify project parameters, advise on environmental compliance requirements, and determine the most appropriate means of achieving compliance; coordinate with state and federal regulatory and resource agency staff; participate in the development of interagency staff; participate in the development of interagency agreements with other state, federal, and local entities to formalize working relationships and define commitments.]~~

~~[Direct monitoring and inspection activities to verify the compliance of individual projects with legally and financially binding environmental commitments.]~~

~~[Coordinate public hearings/meetings for NDOT concerning environmental impact, the promulgation of regulations by the department, or transportation planning; participate in determining whether a public hearing is advisable or legally required; select hearing location; ensure hearings are conducted in compliance with relevant legal requirements, including public notice, individual mailings to parties directly affected, accessibility to persons with disabilities, having a court reporter present, ensuring transcripts and/or minutes are prepared, and that written responses to written or transcribed comments are prepared; develop or coordinate the development of written and graphic presentations of hearing topics; arrange for technical experts to be present as needed; conduct hearings to facilitate orderly exchange of information between the department and the interested public.]~~

~~[Supervise professional staff in environmental research, development and negotiation of mitigation and monitoring plans, and writing of environmental documents; determine when to use outside consultants to supplement staff availability; develop agreements with consultants, monitor progress and approve payment; develop requests for proposals.]~~

~~[Develop and monitor section training needs; oversee development of project cost estimates for environmental studies, mitigation, and monitoring; act on behalf of the Division Chief as assigned; participate in establishment of divisional goals and objectives.]~~

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in environmental studies, natural sciences, *anthropology, biology, civil engineering, community planning, transportation planning, resource economics* or closely related field and five years of *professional* experience in evaluating *project impacts for compliance with NEPA or a comprehensive Statewide environmental compliance program which evaluated and/or regulated the impact of government or private industry projects on the environment. This experience must include environmental planning and environmental policy analysis and interpretation; OR one year experience as an Environmental Scientist IV in Nevada State service performing duties as described above;* ~~[or regulating the impact of governmental or private industry projects on the environment];~~ **OR** an equivalent combination of education and experience *as described above*.

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

Detailed knowledge of: *NEPA laws, regulations, policies and compliance requirements;* applied environmental mitigation techniques in the natural and social science disciplines. **Working knowledge of:** *laws, regulations, policies and compliance requirements applicable to the Clean Air Act, Clean Water Act, Endangered Species Act and the National Historic Preservation Act.* ~~[engineering principles applicable to roadway and bridge projects and associated environmental concerns.]~~ **General knowledge of:** *engineering principles applicable to roadway and bridge projects and associated environmental concerns.* ~~[supervisory techniques including training, work assignment and review, employee evaluation and discipline.]~~ **Ability to:** *supervise assigned staff to include employee evaluation, work assignment and review, training and discipline;* compose clear, concise business correspondence, technical reports, legal documents, and public information materials; communicate effectively with persons from various social, ethnic, cultural, economic and educational backgrounds including specialists in a variety of areas, persons at all levels of the organization, regulatory agency staff, the media, and the public to present information, explain procedures and persuade others; facilitate orderly exchange of information between parties with conflicting views; identify core issues and the range of alternatives for addressing problems; negotiate and develop solutions that consider the needs of all concerned parties; make public presentations; read and interpret technical, legal and scientific documents such as construction plans, specifications, regulations, contracts, and research reports; perform standard mathematical operations for use in budget development and monitoring, contractual agreements, and evaluating survey findings and field or laboratory tests; *analyze, identify and implement efficient and effective work methods;* analyze information, technical data, problems, situations, practices and procedures to define and resolve problems and issues and make appropriate decisions; establish and respond flexibly to multiple shifting priorities; interpret and enforce department and division policies and rules; ~~[estimate the costs of a project; oversee preparation of and administer budgets for environmental mitigation and monitoring programs.]~~

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

Detailed knowledge of: state and federal laws, rules and regulations pertaining to *biological, social, and cultural resource analysis; the* environmental mitigation~~[the]~~ *and* compliance process; ~~[and]~~ the function *and purpose* of *applicable* regulatory agencies; state and federal requirements affecting the public hearing process; *department and division rules, regulations, policies, procedures,* goals and objectives; *management principles and practices; estimating project costs.* ~~[of the division and department; internal and external sources of information.]~~ **Working knowledge of:** federal, state, and local environmental laws and regulations relating to the Environmental Services Division's functions; *supervisory principles and practices.* **General knowledge of:** project scheduling techniques and internal department scheduling procedures; budget development and monitoring techniques; personal computers and associated software; state purchasing regulations.

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.

10.565

ESTABLISHED: 10/25/74
REVISED: 08/27/76
REVISED: 10/16/78-3
REVISED: 05/17/85
REVISED: 07/01/87P
01/30/87PC
REVISED: 11/13/87-3
REVISED: 12/14/89R
07/06/90PC
REVISED: 07/01/93P
REVISED: 09/14/94R
06/09/95UC
REVISED: 07/01/97P
09/19/96PC
REVISED: 09/14/12PC
REVISED: 4/10/15R
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