



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#32-16

April 1, 2016

TO: DHRM Listserv Recipients

FROM: Peter Long, Interim Administrator *Peter Long*
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 Rachel Baker at rbaker@admin.nv.gov no later than April 29, 2016.

If no written objections are received in this office by April 29, 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 #40-16
Posting Expires: April 29, 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	EEO-4
4.201	Assistant Administrator, Archives & Records	41	A	<i>4.201</i>	<i>Assistant Administrator, Archives & Records</i>	<i>41</i>	<i>A</i>

Basis for Recommendation

At the request of the Nevada State Library, Archives & Public Records (NSLAPR), and as a result of an organizational name change, the Division of Human Resource Management recommends changes to the Assistant Administrator, Archives & Records class specification to reflect a change from the Nevada State Library & Archives to NSLAPR.

Also, at the request of NSLAPR and upon review by subject matter experts within the Division of Human Resource Management, it is recommended that the Education & Experience section of the Minimum Qualifications be modified to reflect the addition of “*OR certification as a Records Manager from the Institute of Certified Records Managers and five years of experience as described above.*” This addition is consistent with other certifications and would allow for expanded recruitment.

These changes required no modifications of either the entry level or full performance knowledge, skills and abilities.

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 April 29, 2016. Objections should be addressed to Rachel Baker, Supervisory Personnel Analyst, 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: April 1, 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>
ASSISTANT ADMINISTRATOR, ARCHIVES & RECORDS	41	A	4.201

Under administrative direction of the Administrator, serve as State Archivist and manage State Archives & Records programs; plan, organize, coordinate, direct and evaluate the section functions that include accessioning and preservation of governmental records and private manuscripts determined through appraisal to have permanent value; arrangement of documents according to accepted archival principles and preparation of retrieval aids to ensure maximum accessibility to users; make available and perform research in special collections, published library materials and official records of continuing value; establish efficient and cost-effective programs for the maintenance, use, retention and disposition of government records statewide; represent the agency and act on behalf of the Administrator as requested.

Supervise subordinate supervisors; assign and review work; evaluate employee performance; counsel and take disciplinary action as appropriate; and provide training opportunities to accomplish the ~~[Nevada State Library & Archives (NSLA)]~~ *Nevada State Library, Archives and Public Records (NSLAPR)* objectives.

Direct the development of archives and records management programs and associated policies and procedures to ensure the implementation of services which fulfill the needs of State agencies, local government entities and the general public; monitor compliance with archives & records regulations and statutes; recommend capital improvement projects.

Develop policy and procedure for assigned NSLA~~LA~~**PR** programs within statutory authority; recommend legislation to the Administrator; oversee and participate in the development and presentation of grant applications and funding proposals to further enhance programs and services; oversee contract development, administration and hiring of contract staff for grant and other special projects; monitor progress of projects and submit interim and final project reports.

Develop the section budget in conjunction with subordinate managers; determine budget priorities and finalize the budget for submission to the Administrator for review and approval; attend administrative budget hearings and legislative committee hearings to present the section budget and special appropriation requests, justify proposed agency expenditures and answer questions.

Respond to inquiries from government or private researchers which are complex or atypical in nature using published sources and finding aids; retrieve all available information from the State Archives on a given subject; refer researchers to other agencies, institutions, organizations, or individuals who may be of assistance if further research is warranted.

Promote section programs and educate the public regarding the value of government records and archives by serving on government and private committees, boards and commissions; speak to interested groups and write articles for professional journals, magazines and newspapers.

Represent the State Library to the media; coordinate public relations activities to ensure that consistent and accurate information is disseminated; participate in professional organizations, meetings, seminars, and conferences and contribute to professional literature; oversee and participate in the development of training, promotional materials, exhibits and presentations to citizen, business, and professional groups.

Serve as coordinator of the State Historical Records Advisory Board (SHRAB); schedule meetings, solicit agenda items, provide for distribution and posting of the agenda and consult with staff and members of the National Historical Publications and Records Commission (NHPRC); recommend candidates to the Governor for appointment to the SHRAB; make funding recommendations on records grant applications to the NHPRC; sponsor regrant projects and records surveys; study conditions and needs within the State; solicit or develop proposals for NHPRC sponsored projects; review the progress of records projects funded by the NHPRC.

Monitor safety compliance with OSHA standards and oversee training and safety procedures dealing with all program functions including, but not limited to, hazardous chemicals and supplies.

Oversee training programs for State and local government employees in the areas of archives and records management, disaster preparedness and recovery, preservation and conservation, and micrographics and imaging.

Serve as staff to the State Records Committee that reviews and approves records retention schedules; propose records legislation and regulations; approve records retention schedules for local governments in accordance with statutory authority.

Prepare reports as required by statute, State officials and the Administrator.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Master's degree in information studies, history, public administration or closely related field with course work in archives, records management or closely related information management field and five years of increasingly responsible professional archives and/or records management experience which included developing records or archives program policies; developing and implementing work plans; developing and monitoring a budget, and managing, evaluating and revising programs. At least two years of experience must have included managerial and administrative responsibility for program and policy development, supervising professional staff and overseeing a comprehensive archives and/or records management program; **OR** certification as an Archivist by the Academy of Certified Archivists and five years of experience as described above; ***OR certification as a Records Manager from the Institute of Certified Records Managers and five years of experience as described above.***

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

Detailed knowledge of: federal, State and contractual laws governing the acquisition, retention and use of records; professional archival principles, practices, methods, materials and equipment; grant application and management practices; principles and practices of management and supervision. **Working knowledge of:** governmental budgeting, accounting, and purchasing principles and practices; preservation and conservation techniques; U.S. history and the history of the American West. **Ability to:** establish objectives and goals for a section and plan, organize and manage programs to accomplish those objectives; develop, analyze, justify and administer section budgets; evaluate and adjust priorities in response to changing directives and organizational and client needs; supervise and coordinate the work of professional, technical and support staff performing multiple functions; draft legislative proposals, write technical reports and articles for professional journals, newspapers and magazines; communicate effectively on a one-to-one basis or to a group in order to provide information, impart training, explain policies and procedures, promote the value of archives and records management programs to government and society, and enlist individual and group support for the section; establish and maintain cooperative working relationships with others; respond to reference requests in an appropriate manner by evaluating the nature of the inquiry in relationship to statutory requirements and privacy rights which govern access to the records.

MINIMUM QUALIFICATIONS (cont'd)

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

Working knowledge of: federal and State laws, codes and regulations dealing with archival and records management and administration; history of Nevada, the American West and Nevada government. **General knowledge of:** administrative policies and procedures dealing with the creation, function and operation of State constitutional offices, agencies, boards and commissions. **Ability to:** represent the section and its programs at hearings and public meetings; accomplish long and short term goals and objectives of the 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.

4.201

ESTABLISHED:	4/30/65
REVISED:	7/1/67
REVISED:	11/3/70
REVISED:	8/19/76
REVISED:	10/22/80-3
REVISED:	6/10/81R
	5/7/82PC
REVISED:	9/10/82-3
REVISED:	3/12/84R
	7/27/84PC
REVISED:	7/1/89P
	9/27/88PC
REVISED:	7/1/89R
	3/13/90PC
REVISED:	7/1/91P
	3/13/90PC
REVISED:	7/14/97R
	12/24/97UC
REVISED:	7/1/03P
	3/22/02PC
REVISED:	4/29/16UC