



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Room 101 | Carson City, Nevada 89701
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MEMORANDUM
HR#57-16

June 30, 2016

TO: DHRM Listserv Recipients

FROM: Peter Long, 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 Heather Dapice at hdapice@admin.nv.gov no later than July 29, 2016.

If no written objections are received in this office by July 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 #52-16**
Posting Expires: **July 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	EE0-4
6.303	Supervisor, Right-of-Way Engineering	38	B	<i>6.303</i>	<i>Supervisor, Right-of-Way Survey Services</i>	38	<i>B</i>

Basis for Recommendation

As a result of changes made to the Manager, Right-of-Way Survey Services series, 6.301, and in partnership with Subject Matter Experts from the Department of Transportation, it was determined that the class specification for Supervisor, Right-of-Way Engineering be amended to account for a change in title to better reflect the duties being performed and to maintain consistency with the Manager, Right-of-Way Survey Services series.

It is therefore recommended that the title be changed from Supervisor, Right-of-Way Engineering to Supervisor, Right-Of-Way Survey Services. It is also recommended that minor modifications to the series concept and the minimum qualifications be made to reflect this change.

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 July 29, 2016. Objections should be addressed to Heather Dapice, 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: June 30, 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>
SUPERVISOR, RIGHT-OF-WAY [ENGINEERING] <i>SURVEY SERVICES</i>	38	B	6.303

Under general direction, supervise the work and staff in the ~~[engineering]~~ *survey services* section of the Right-of-Way Division involved in the statewide acquisition and property management program for the State highway system; coordinate ~~[engineering-]~~ *survey services* related projects and activities within the Section to include land surveying, resolving land boundary conflicts and preparation and interpretation of land conveyance documents.

Train, supervise and evaluate the performance of subordinate staff; assign and review work; take disciplinary action if needed; participate in interviewing new employees and make hiring recommendations.

Oversee all ~~[engineering-]~~ *survey services* related facets of a statewide acquisition and property management program for the State highway system.

Coordinate projects by participating in work program planning and scheduling; participating in right-of-way setting meetings wherein the limits of new rights-of-way are determined; assembling land ownership information to determine if any public lands are affected by a project; supplying estimates of anticipated costs to be incurred by *the [engineering] survey services* section.

Direct the maintenance of an inventory of water rights held by the agency; direct the preparation of documents necessary to secure and appropriate water rights from the State Engineer's office for agency use on maintenance stations, rest areas and material sites.

Ensure permanent retention of right-of-way mapping, *surveying and* engineering calculations, material site files, township plat survey files, surplus property folders and agency construction contracts containing right-of-way information; provide engineers, surveyors, developers and the general public with right-of-way mapping and records upon request and answer questions verbally and through written correspondence as necessary.

Oversee the process involved in contract negotiations, monitoring and compliance by determining project requirements, requesting proposals to include time and costs, selecting a title company, preparing and delivering the contract, and reviewing reports to ensure compliance with the contract; process billing claims from title companies and public record offices.

Coordinate right-of-way issues with the Department of Transportation Board of Directors for the purpose of eminent domain condemnation actions, surplus property disposals and transfers of right-of-way to other public agencies.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in surveying, mathematics, or physical science and three years of progressively responsible experience in land surveying, resolving land boundary conflicts, interpreting land conveyance documents and performing *surveying and engineering* calculations; **OR** registration as a Professional Land Surveyor; **OR** two years of experience as an Engineering Technician IV in Nevada State service; **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: *survey and engineering* calculations requiring geometry, trigonometry and analytical reasoning; surveying ~~[and engineering]~~ principles related to real estate for the resolution of land boundary conflicts. **Working knowledge of:** United States rectangular system of public land surveying; information available from federal, State, county and city offices related to right-of-way ~~[engineering]~~ *surveying*. **Ability to:** read and interpret legal documents associated with real estate conveyance; analyze complex technical data such as survey field notes, *survey and engineering* plans, coordinate grid systems and land legal descriptions; write grammatically correct technical business correspondence related to right-of-way matters; supervise technical employees; work independently and with accountability; maintain composure and objectivity in difficult situations; perceive and define cause and effect relationships in regard to problems or changes by other ~~[engineering]~~ disciplines involved in a mutual project.

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

Detailed knowledge of: agency and section filing systems for the retrieval of *survey and engineering* maps, *surveying and engineering* calculations and documentation for any property owned or previously owned for the State highway system; current projects and assignments within the section and their respective priority; federal rules and regulations and State laws pertaining to highways. **Working knowledge of:** where to obtain *survey and engineering* related information or services within the agency; Nevada's highway milepost system and State and federal highway designation system; procedures established by a memorandum of understanding between the Bureau of Land Management, Federal Highway Administration and the agency; requirements for obtaining ground water from the State Engineer's office; agency policies and procedures applicable to right-of-way ~~[engineering]~~ *surveying*. **Ability to:** write employee work performance standards and evaluations; delegate assignments and responsibilities to subordinate supervisors to comply with management directives; gauge time requirements for completion of a ~~[n-engineering]~~ *surveying* assignment through knowledge of personnel, workload and specific assignments' degree of difficulty; change and modify policies and procedures to achieve needed results in ~~[engineering]~~ *surveying* products when unusual circumstances dictate; respond to rapid changes in workload and priorities; speak clearly and distinctly before a large group.

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.

6.303

ESTABLISHED: 10/1/67
REVISED: 7/1/93P
8/31/92PC
REVISED: 12/19/03PC
REVISED: 7/29/16UC