



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**  
**HR#09-17**

February 23, 2017

**TO:** DHRM Listserv Recipients

**FROM:** Peter Long, Administrator *Peter Long*  
Division of Human Resource Management

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES

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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 Cassie Moir at [cmoir@admin.nv.gov](mailto:cmoir@admin.nv.gov) no later than March 23, 2017.

If no written objections are received in this office by March 23, 2017, 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 #19-17  
Posting Expires: March 23, 2017

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
1.918	Lifeguard II (Seasonal)	25	D	<i>1.918</i>	<i>Lifeguard II (Seasonal)</i>	<i>25</i>	<i>D</i>
1.919	Lifeguard I (Seasonal)	23	D	<i>1.919</i>	<i>Lifeguard I (Seasonal)</i>	<i>23</i>	<i>D</i>

## ***Basis for Recommendation***

At the request of the Nevada Division of State Parks, the Division of Human Resource Management has conducted a review of the Lifeguard Series. Analysts within the Division of Human Resource Management worked with subject matter experts from State Parks, and as a result of this review, it is recommended that an Informational Note be added to indicate that certification as an Emergency Medical Technician (EMT) may be substituted for six months experience at the Lifeguard II (Seasonal) level.

This change will allow for greater flexibility in the recruitment process and a greatly expanded applicant pool. This change requires no modifications to the Entry Level or Full Performance Knowledge, Skills and Abilities.

Also, minor changes were made to the minimum qualifications to maintain consistency with formatting and structure.

Throughout the process, management staff within State Parks and Analysts within the Division of Human Resource Management 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 March 23, 2017.** Objections should be addressed to Cassie Moir, 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: February 23, 2017**



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>LIFEGUARD II (SEASONAL)</b>	<b>25</b>	<b>D</b>	<b>1.918</b>
<b>LIFEGUARD I (SEASONAL)</b>	<b>23</b>	<b>D</b>	<b>1.919</b>

**SERIES CONCEPT**

Lifeguards maintain visitor safety on assigned beach and waterfront areas, respond to emergency situations, provide visitor services, patrol beaches on foot, and maintain a clean waterfront area.

Respond to emergency and rescue situations on the beach and other assigned areas; utilize lifesaving techniques; administer first aid and/or cardiopulmonary resuscitation (CPR); utilize lifesaving equipment and watercraft as appropriate; and prepare incident reports.

Provide services to visitors; give directions and information; explain and enforce park rules and regulations; resolve disputes between park visitors; and refer visitors to appropriate sources of information.

Patrol assigned beach areas on foot to observe behaviors and report unsafe practices and hazards.

Participate in training sessions; practice rescue techniques and life saving skills to ensure proper conditioning and refine water safety techniques; and maintain watercraft and emergency medical and rescue equipment.

Supervise and/or participate in waterfront maintenance; pick up trash and use hand tools to groom the beach; and report clean-up problems.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Lifeguard II (Seasonal):** Lifeguard II's work under the general direction of higher level Park staff in managing the operation of a State park beach. In addition to performing the full range of duties outlined in the series concept, Lifeguard II's train, supervise and evaluate the performance of assigned personnel, prepare and review incident reports, collect data, and maintain related records.

**Lifeguard I (Seasonal):** Lifeguard I's work under the general supervision of a Lifeguard II and perform the full range of duties outlined in the series concept. This is the journey level for the series.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* **[Candidates] Applicants** must successfully pass a **[physical-agility] swim** test *as a condition of employment.*
- \* **[Candidates] Applicants** must possess and maintain a current Red Cross Lifeguarding Certificate at the time of appointment and for continuing employment.

LIFEGUARD II (SEASONAL)

25

D

1.918

LIFEGUARD I (SEASONAL)

23

D

1.919

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## MINIMUM QUALIFICATIONS (cont'd)

### SPECIAL REQUIREMENTS: (cont'd)

- \* Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series, must submit to a pre-employment screening for controlled substances.

### INFORMATIONAL NOTE:

- \* *Emergency Medical Technician (EMT) Certification issued by the Nevada Division of Public and Behavioral Health, National Registry of Emergency Technicians, or out-of-state equivalent may be substituted for six months experience at the Lifeguard II (Seasonal) level.*

### LIFEGUARD II (SEASONAL)

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of lifeguard experience; **OR** one year of experience as a Lifeguard I in Nevada State service. (See *Special Requirements and Informational Note*)

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

**General [K] knowledge of:** coordination of rescue efforts and emergency medical procedures; basic principles of training and supervision. **Ability to:** respond to emergency medical and waterfront rescue situations; administer oxygen as appropriate; *satisfactorily resolve disputes between park visitors*; train, supervise and evaluate the performance of assigned staff using current personnel practices; ensure proper maintenance of watercraft and equipment; prepare written incident reports; collect data and maintain routine records; *and all knowledge, skills, and abilities required at the lower level.*

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

**Working [K] knowledge of:** Nevada Park System rules, regulations, policies and procedures related to a waterfront park; and Park System policies related to providing emergency medical assistance.

### LIFEGUARD I (SEASONAL)

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education. (See *Special Requirements and Informational Note*)

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

**General [K] knowledge of:** current Red Cross life saving techniques; waterfront rescue techniques; first aid as applied to emergency medical procedures. **Ability to:** effectively use lifesaving equipment in emergency situations; administer first aid and perform CPR to save lives; function effectively in extreme temperature variances such as intense sun and ice cold water; provide information to park visitors and enforce park rules; maintain good physical condition required to perform lifesaving activities in a shore front park. **Skill in:** using lifesaving equipment including watercraft in emergency situations.

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

~~[Knowledge of: park rules and regulations; park facilities and local points of interest. Ability to: satisfactorily resolve disputes between park visitors.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Lifeguard II (Seasonal)).*

**LIFEGUARD II (SEASONAL)**

**25**

**D**

**1.918**

**LIFEGUARD I (SEASONAL)**

**23**

**D**

**1.919**

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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.

1.918

1.919

ESTABLISHED:	7/1/63	2/1/68
REVISED:	6/29/73	6/29/73
REVISED:	5/19/77	5/19/77
REVISED:	12/7/84-3	12/7/84-3
REVISED:	10/25/85-3	10/25/85-3
REVISED:	7/1/87-12P	7/1/87-12P
	10/17/86PC	10/17/86PC
REVISED:	10/1/93LG	10/1/93LG
	9/27/93UC	9/27/93UC
REVISED:	7/1/97P	7/1/97P
	6/4/96PC	6/4/96PC
REVISED:	5/12/06PC	5/12/06PC
<b>REVISED:</b>	<b>3/23/17UC</b>	<b>3/23/17UC</b>