



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**  
**HR#24-17**

April 18, 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 May 16, 2017.

If no written objections are received in this office by May 16, 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 #27-17  
Posting Expires: May 16, 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
	<i>New</i>			<i>7.670</i>	<i>Fleet Specialist II</i>	<i>33</i>	<i>B</i>
	<i>New</i>			<i>7.671</i>	<i>Fleet Specialist I</i>	<i>31</i>	<i>E</i>

## ***Basis for Recommendation***

As a result of an Individual Study (NPD-19), and in partnership with Subject Matter Experts from the Department of Administration, Department of Public Safety, Department of Corrections, and Division of Human Resource Management it has been determined that a new series should be developed to account for the specialized nature of the responsibilities assigned to the series.

Fleet Specialists perform a broad variety of activities unique to agencies with large scale managed fleet operations. Positions in this series facilitate specialized support functions related to department/division fleet operations including vehicle and equipment acquisition, utilization, maintenance, and disposal of light, medium and heavy duty vehicles, equipment and related accessories (e.g. trucks, cars, radios, lights, trailers, tool boxes).

It is recommended that the series be placed in the Fiscal Management & Staff Services, Administrative & Budget Analysis sub group to recognize the professional work performed by these positions. Furthermore, it is recommended that the Fleet Specialist II be allocated at grade 33 to recognize the scope of responsibility along with the decision-making authority and the management exercised over the respective area. The Fleet Specialist I is recommended to be allocated at grade 31 to recognize the limited scope of responsibility and decision-making authority. The EEO-4 job category for the Fleet Specialist has been determined as follows: Fleet Specialist II; category "B – Professional" designation code; Fleet Specialist I; category "E – Paraprofessional" designation code. The Program Officer series, 7.643, along with the NSHE Specialist series, 7.659, were used as comparisons in assisting with determining the appropriate grade levels.

Throughout the process, management and staff within the Department of Administration, Department of Public Safety, and Department of Corrections participated by offering recommendations and reviewing changes as the process progressed, and they support the development and implementation of this class specification.

***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 May 16, 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: April 18, 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>FLEET SPECIALIST II</b>	<b>33</b>	<b>B</b>	<b>7.670</b>
<b>FLEET SPECIALIST I</b>	<b>31</b>	<b>E</b>	<b>7.671</b>

***SERIES CONCEPT***

*Fleet Specialists perform a broad variety of activities unique to agencies with large scale managed fleet operations. Positions in this series facilitate specialized support functions related to department/division fleet operations including vehicle and equipment acquisition, utilization, maintenance, and disposal of light, medium and heavy duty vehicles, equipment and related accessories (e.g. trucks, cars, radios, lights, trailers, tool boxes).*

*Participate in the research and development of bid specifications for vehicles, equipment, supplies and materials; analyze new vehicle contracts, pricing, specifications and availability; monitor deliverables against contracted purchases; may compose, review and update existing and proposed technical specifications referenced in vehicle leasing or purchasing agreements.*

*Coordinate the processing of all required Department of Motor Vehicle (DMV) records and required documentation; facilitate registration process, payment, and insurance; maintain electronic and physical records throughout the vehicle's lifecycle.*

*Research, compile and analyze fleet data to assist in the lifecycle of fleet assets; coordinate and monitor the fleet inventory process.*

*Act as liaison between management and vendors in the procurement of vehicles and equipment to assure accurate and timely acquisition, deployment, and payment of fleet goods and services; regularly coordinate and communicate with internal and commercial maintenance facilities, purchasing, and fleet end users to assure vehicles and equipment are procured, maintained and repaired consistent with purchase order and/or contracted terms, conditions, warranties, and delivery timeframes; coordinate with various vendors to provide information and resolve problems concerning delivery schedules, vehicle billings and equipment assignments.*

*Input, update, retrieve, maintain and ensure the integrity of data in either electronic or paper fleet records; plan, coordinate and conduct training related to fleet information system.*

*Participate in the preparation, monitoring and maintenance of the fleet operations budget; estimate future expenditure levels based on historical data; monitor fiscal transactions to ensure expenditures are in conformance with State and department/division policies, regulations and budgetary limits; assist with the development of comprehensive narrative and financial reports for presentation to management.*

*Manage fleet fuel card program and processes to include acquisition and distribution of fuel cards; audit fuel transactions; issuance and deactivation of cardholders as fleet operational needs require; monitor and facilitate compliance requirements of the internal fuel centers.*

*Participate in accident management; facilitate the acquisition of estimates and coordinate collision repairs and estimates; coordinate subrogation of claims in conjunction with State Risk Management and/or private insurance companies and the Attorney General's office.*

*Perform related duties as assigned.*

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**CLASS CONCEPTS**

**Fleet Specialist II:** Under administrative direction, incumbents perform the full range of duties described in the series concept. Incumbents at this level have a wide degree of latitude in determining specific methods, operations, activities and processes required to accomplish assigned duties and decisions are made independently through the direction of overall program goals and objectives. Incumbents may supervise lower level Fleet Specialist I's or lower level administrative support staff to include performance evaluations, work performance standards, assigning and reviewing work, scheduling, training and discipline. This level is distinguished from the Fleet Specialist I by a broader scope of responsibility; a higher-level of knowledge, skills and abilities required; and by greater consequence of error.

**Fleet Specialist I:** Incumbents either:

- 1) Under general direction, perform some of the duties described in the series concept on a more limited basis and may supervise lower level administrative support positions and/or student workers. Positions may be permanently allocated at this level, and there is no progression to the next level; OR
- 2) Under general supervision, receive training in performing the duties described in the series concept and may progress to the next level upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Some positions require a valid driver's license or evidence of equivalent mobility at the time of appointment and as a condition of continuing employment.
- \* Some positions may require a State of Nevada/FBI fingerprint based background check as a condition of appointment and as a condition of continuing employment. This requirement may be at the applicant's expense.

**FLEET SPECIALIST II**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business, public administration or a closely related field and one year of professional experience in fleet management to include acquisition and disposal, utilization, maintenance and repair, and inventory; **OR** graduation from high school or equivalent education and three years of experience to include one year of professional experience performing duties as described above; **OR** one year of experience as a Fleet Specialist I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See Special Requirements)

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

**Working knowledge of:** business practices applicable to fleet management; vehicle and equipment acquisition and disposition; contract and/or bid specification processes and oversight. **Ability to:** plan and implement short and long range goals; oversee and coordinate internal and external programs; negotiate with vendors regarding delivery date of goods and services; facilitate, implement and coordinate plans/processes for repair, servicing and maintenance of vehicles and equipment; facilitate a team approach in coordinating and motivating a large workforce with varied skill levels and specialties; analyze, interpret and compile financial and statistical data for comprehensive reports; and all knowledge, skills and abilities required at the lower level.

**FLEET SPECIALIST II**  
**FLEET SPECIALIST I**

**33**      **B**      **7.670**  
**31**      **E**      **7.671**

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**MINIMUM QUALIFICATIONS (cont'd)**

**FLEET SPECIALIST II** (cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):  
**General knowledge of:** State regulations and requirements related to purchasing, personnel administration, and budget development and maintenance. **Ability to:** make independent decisions without review from a higher authority.

**FLEET SERVICE SPECIALIST I**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business, public administration or a closely related field and one year of paraprofessional experience assisting in fleet management to include acquisition and disposal, utilization, maintenance and repair, and inventory; **OR** graduation from high school or equivalent education and three years of paraprofessional experience equivalent to an Administrative Assistant III performing duties as described above; **OR** an equivalent combination of education and experience as described above. (See Special Requirements)

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

**General knowledge of:** business practices applicable to fleet management; vehicle and equipment acquisition and disposition. **Working knowledge of:** data processing systems and procedures. **Ability to:** establish and maintain effective and cooperative/collaborative working relationships; process, format and generate computer data for reports; communicate effectively both orally and in writing; organize information and resources systematically. **Skill in:** business software including word processing, spreadsheets and database management.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):  
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Fleet Specialist II.)

This classification specification is used for classification, recruitment and examination purposes. It is not considered a substitute for work performance standards for positions assigned to this class.

	<u>7.670</u>	<u>7.671</u>
<b>ESTABLISHED:</b>	<b>5/5/16R</b>	<b>5/5/16R</b>
	<b>5/16/17UC</b>	<b>5/16/17UC</b>