



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

MEMORANDUM
HR#60-18

November 9, 2018

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – CUSTODIAL WORKER SERIES

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 Beverly Ghan at bghan@admin.nv.gov no later than December 13, 2018.

If no written objections are received in this office by December 13, 2018, 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 #15-19**
Posting Expires: **December 13, 2018**

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
9.631	Custodial Worker II	23	H	<i>9.631</i>	<i>Custodial Worker II</i>	<i>23</i>	<i>H</i>
9.634	Custodial Worker I	21	H	<i>9.634</i>	<i>Custodial Worker I</i>	<i>21</i>	<i>H</i>
9.636	Custodial Worker Trainee	20	H	<i>9.636</i>	<i>Custodial Worker Trainee</i>	<i>20</i>	<i>H</i>

Basis for Recommendation

The Nevada System of Higher Education (NSHE) is facing significant challenges in recruiting qualified candidates within the current labor market and, as a result, have requested a review and modification to the existing Custodial Worker series minimum qualifications, as they are more stringent than other classifications within the same occupational group.

Upon review of the class specification, and in consultation with a subject matter expert from NSHE, with further review by the Department of Health & Human Services, the Public Works Division, Museums & History Division and the Office of the Military, the Education and Experience section of the Minimum Qualifications was modified to include an equivalency in lieu of graduation from high school or equivalent education. This change will align the Custodial Worker series with the Highway Maintenance Worker (9.117), Maintenance Repair Aid (9.481), Maintenance Repair Worker (9.485), Grounds Equipment Operator (9.209) and Grounds Maintenance Worker (9.630) class specifications.

Additional minor changes were made to the series concept and minimum qualifications to maintain consistency with formatting and structure.

Throughout the review, management staff within both NSHE and identified State agencies, 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 to the class specifications are noted as follows: additions in blue and deletions 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, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by December 13, 2018. Objections should be addressed to Beverly Ghan, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: November 9, 2018



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>
CUSTODIAL WORKER II	23	H	9.631
CUSTODIAL WORKER I	21	H	9.634
CUSTODIAL WORKER TRAINEE	20	H	9.636

SERIES CONCEPT

Custodial Workers perform general cleaning services to State facilities using various cleaning equipment and materials ~~[in order]~~ to provide a safe, hygienic and orderly work environment for all users.

Clean and/or sanitize offices, restrooms, showers, bathtubs, laundry rooms, classrooms and other facilities or assigned areas according to prescribed schedules, methods and procedures.

Dust, mop and apply finish to various types of floors; vacuum and shampoo various types of carpets; wash windows, doors, mirrors, walls, woodwork and fixtures; clean and sanitize restrooms; polish furniture; clean stairwells and elevators; and empty waste receptacles.

Operate various types of powered equipment such as electric strippers, buffers, burnishers, power washers and vacuums; utilize a wide range of cleaning agents and materials; and observe appropriate safety precautions in the handling and application of products and materials; and attend in-service and training sessions as required.

Provide security to State buildings by ensuring that windows, doors and/or access ways are properly secured when and where appropriate; lock doors, windows and gates; arm security systems; and report security deficiencies.

Replace light bulbs, fluorescent tubes, vacuum belts and bags; report broken and malfunctioning equipment to supervisor and request cleaning supplies as needed.

Move and help transport furniture to different locations; set up rooms in a timely manner for meetings and special events.

Maintain required logs of work completed, inventory and supplies used; complete required forms and prepare routine reports as needed.

Perform related duties as required.

CLASS CONCEPTS

Custodial Worker II: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, perform minor repairs to leaking faucets, plugged drains or faulty toilets; repair and service custodial equipment such as buffers and vacuum cleaners; perform touch-up to existing paint; may remove snow from walkways, driveways or parking lots; and ensure security systems are functioning properly and report security deficiencies.

Incumbents may be designated as lead persons or night shift supervisors for the purposes of work assignment; train and review completed tasks performed by subordinate custodial workers; and keep an inventory of equipment and supplies needed. This is the lead-worker class in the series.

CUSTODIAL WORKER II	23	H	9.631
CUSTODIAL WORKER I	21	H	9.634
CUSTODIAL WORKER TRAINEE	20	H	9.636

Page 2 of 3

CLASS CONCEPTS (cont'd)

Custodial Worker I: Under supervision, incumbents perform the full range of duties described in the series concept. This is the journey level for the series.

Custodial Worker Trainee: Under immediate supervision, incumbents receive training in the performance of duties outlined in the series concept. This is the trainee level in the series and provides for progression to the next level upon meeting minimum qualifications, satisfactory performance and with the recommendation and approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

CUSTODIAL WORKER II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of custodial or janitorial experience in a commercial, industrial, hospital, governmental or similar environment; ***OR six months of general work experience and one year of custodial or janitorial experience in a commercial, industrial, hospital, governmental or similar environment;*** ***OR*** six months ***of experience*** as a Custodial Worker I in Nevada State service ***OR*** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: materials and equipment used in custodial functions; safe and proper methods of using/mixing cleaning chemicals. **Ability to:** communicate effectively orally and in writing; perform minor maintenance and emergency repairs to leaking faucets, plugged drains or malfunctioning toilets; perform lead-worker duties such as assigning and reviewing work and training new employees; maintain supply inventory records; and make mathematical calculations. **Skill in:** repairing leaking faucets, plugged drains or faulty toilets; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: agency policies, procedures, and practices related to custodial services and general building maintenance; security systems and practices. **General knowledge of:** inventory control methods. **Ability to:** repair and service custodial equipment such as buffers and vacuum cleaners.

CUSTODIAL WORKER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and six months of custodial or janitorial experience in a commercial, industrial, hospital, governmental or similar environment; ***OR six months of general work experience and six months of experience in a commercial, industrial, hospital, governmental or similar environment;*** ***OR*** six months ***of experience*** as a Custodial Worker Trainee in Nevada State service; ***OR*** an equivalent combination of education and experience.

CUSTODIAL WORKER II	23	H	9.631
CUSTODIAL WORKER I	21	H	9.634
CUSTODIAL WORKER TRAINEE	20	H	9.636

Page 3 of 3

MINIMUM QUALIFICATIONS (cont'd)

CUSTODIAL WORKER I (cont'd)

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

General knowledge of: basic mathematics sufficient to keep records of supplies needed; custodial procedures and practices. **Ability to:** read labels and directions on cleaning agents and equipment; complete forms and prepare routine reports; follow written and oral instructions; perform physical labor requiring moderate physical strength; and perform custodial tasks including mopping, sweeping, vacuuming, washing windows, and cleaning restrooms; *and all knowledge, skills and abilities required at the lower level.*

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

Working knowledge of: cleaning agents, materials and equipment used in custodial functions; safe and proper methods of using/mixing cleaning chemicals; and proper care and cleaning of carpet, upholstery fabric, and restrooms. **General knowledge of:** agency policies, procedures, and practices related to custodial services; and environmental health and safety practices applicable to custodial services such as handling hazardous materials and awareness of asbestos and blood-borne pathogens. **Ability to:** learn new methods and/or equipment used in maintaining the cleanliness of state buildings; establish and maintain effective working relationships with supervisors, employees, vendors and the general public; perform basic maintenance on custodial equipment such as changing belts, brushes and replacing bags; and operate various powered equipment used to scrub, strip, apply finish, vacuum, polish, burnish and buff various types of floors.

CUSTODIAL WORKER TRAINEE

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education; *OR six months of general work experience.*

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

Ability to: follow oral and written instructions and perform physical tasks requiring moderate physical strength; *read and understand written instructions, directions and assembly schematics; communicate effectively both verbally and in writing.*

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

General knowledge of: cleaning agents, materials and equipment used in custodial functions; safe and proper methods of using/mixing cleaning chemicals; and proper care and cleaning of assigned areas.

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.

	<u>9.631</u>	<u>9.634</u>	<u>9.636</u>
ESTABLISHED:	1/1/62	1/9/54	3/8/13
REVISED:		8/1/68	
REVISED:	3/1/85		
REVISED:	7/1/89P	7/1/89P	
	5/20/88PC	5/20/88PC	
REVISED:	7/1/99P	7/1/99P	
	10/2/98PC	10/2/98PC	
REVISED:	3/8/13PC	3/8/13PC	
REVISED:	12/13/18UC	12/13/18UC	12/13/18UC