



**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# 11-21**

June 8, 2021

**TO:** DHRM Listserv Recipients

**FROM:** Frank Richardson, Interim Administrator *Frank Richardson*  
Division of Human Resource Management

**SUBJECT:** FY 2022/2023 CLASS SPECIFICATION MAINTENANCE REVIEWS

---

During the biennium, the Division of Human Resource Management will conduct class specification maintenance reviews for classes on the attached list. These reviews are intended to update duty statements, review class concepts, and ensure the validity of the minimum qualifications. These reviews are not intended to act as a review of the grade level for the class. Classification analysts will work closely with recruiters and subject matter experts to develop class specification that are effective for recruitment and classification.

We will not be reviewing individual positions during the class specification maintenance reviews, as the NPD-19 process remains the appropriate avenue for addressing significant changes in the position.

When the review of a class or series begins, each agency that has positions in the class or series will be contacted to identify a subject matter expert,

Please review the attached list and, if you would like to request a review of a class that is not listed, please contact Supervisory Personnel Analyst Heather Dapice at 702-486-2919.

## **CLASS SPECIFICATION MAINTENANCE REVIEWS**

### **DOMESTIC SERVICES**

#### **Personal & Protective Services**

- 3.520 Family Support Worker (3 Levels)

### **ENGINEERING & ALLIED**

#### **Engineering**

- 6.417 Chief, Hearings Section (1 Level)

#### **Equipment Design & Maintenance**

- 6.987 Electronics Technician (3 Levels)

#### **Communications System Support**

- 6.959 Communications Systems Manager (1 Level)
- 6.969 Telecommunications Coordinator (2 Levels)
- 6.963 Digital Telecommunications Supervisor/Specialist (3 Levels)

### **FISCAL MANAGEMENT & STAFF SERVICES**

#### **Financial**

- 7.135 Accountant (3 Levels)
- 7.140 Accountant Technician (3 Levels)

#### **Administrative & Budget Analysis**

- 7.681 Parole Hearings Examiner (2 Levels)

#### **Public Information**

- 7.811 Audiovisual Supervisor/Technician (3 Levels)

### **MECHANICAL & CONSTRUCTION TRADES**

#### **Road Construction & Maintenance**

- 9.106 Highway Maintenance Supervisor (2 Levels)

### **Equipment Management, Maintenance & Repair**

- 9.327 Auto Body Worker (1 Level)

### **Aviation**

- 9.357 Aircraft Maintenance Specialist (1 Level)

## **MEDICAL & HEALTH RELATED SERVICES**

### **Health Related Services**

- 10.239 Health Emergency Preparedness Evaluator (1 Level)

### **Veterinary Services**

- 10.290 Wildlife Health Specialist (1 Level)

### **Nursing Services**

- 10.364 Licensed Practical Nurse (4 Levels)

## **REGULATORY & PUBLIC SAFETY**

### **Law Enforcement Support Services**

- 11.132 Manager, Criminal Justice Records (1 Level)

### **Investigation & Inspections**

- 11.350 Deputy Administrator, Equal Rights Commission (1 level)
- 11.367 Uninsured Employer Claims Coordinator (1 Level)

## **SOCIAL SERVICES & REHABILITATION**

### **Social Services**

- 12.327 Family Services Supervisor (2 Levels)

### **Group Institutional Supervision & Correction**

- 12.510 Correctional Manager (1 Level)
- 12.517 Correctional Assistant (1 Level)
- 12.583 Institutional Chaplain (1 Level)

## **SWORN LAW ENFORCEMENT**

- 13.263 Unit Manager, Youth Parole Bureau