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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 25-21

July 23, 2021

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – STUDENT WORKER-TRADES

Attached are revised 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 Deputy Administrator Beverly Ghan at bghan@admin.nv.gov no later than August 20, 2021.

If no written objections are received in this office by August 20, 2021, 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 #11-21
Posting Expires: August 20, 2021

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
	<i>New</i>			9.477	<i>Student Worker – Trades</i>	10	H

Basis for Recommendation

As the result of the submittal of an Individual Classification Study (NPD-19), and with the approval of the 81st Legislative Session for FY 2022/2023, it is recommended that a new class be developed to function similarly to the Student Worker, 2.131, grade 10; however, instead of focusing on clerical duties, this series will have representative job duties that are more indicative of performing manual and unskilled work in the building/ground/highway maintenance, construction, communications and vehicular/equipment maintenance and repair trades. In partnership with Subject Matter Experts within the Nevada Department of Transportation (NDOT) and analysts within the Division of Human Resource Management (DHRM), it was determined that the Student Worker - Trades class be created to account for these duties.

Under immediate supervision, incumbents in this class perform manual and unskilled work which requires basic skills and can be learned in a short time.

It is recommended that the Student Worker – Trades be allocated at grade 10, which is comparable to the Student Worker, 2.131, grade 10 class. The EEO-4 job category, at the recommendation of the EEO Administrator, shall be assigned category “H – Service Maintenance” which are occupations where workers perform duties which result in or contribute to the upkeep and care of buildings, facilities, or grounds of public property.

Throughout the review management and staff within NDOT and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended new class.

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. You may also view the recommendations and specifications online at hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/. For additional information call (775) 684-0130.

Note: This is a new class specification.

Objections to the proposed new classification must be received in writing by August 20, 2021. Objections should be addressed to Beverly Ghan, Deputy 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: July 23, 2021



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>
<i>STUDENT WORKER – TRADES</i>	<i>10</i>	<i>H</i>	<i>9.477</i>

Under immediate supervision, incumbents in this class perform manual and unskilled work which requires basic skills and can be learned in a short time. Duties may include, but are not limited to:

Maintenance: perform basic grounds maintenance duties such as landscaping and irrigation repair; minor building and highway maintenance and repair; clean shop areas by sweeping, mopping, and picking up debris; assist mechanics by cleaning parts and vehicles; assist stockroom personnel by organizing stock.

Construction: perform basic field office documentation, collection, quality control, inspection, and surveying.

Communication: perform basic radio repair and programming, limited equipment testing, and shop organization.

Equipment: perform basic light vehicle preventative maintenance, repair, and cleaning; organize shop tools, equipment, and supplies.

Assist staff by performing general labor and tasks as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * *This class is used to employ students or high school graduates, but employment may not extend beyond six months from date of graduation. The student may be required to provide proof of enrollment in an educational program or of high school graduation.*

INFORMATIONAL NOTES:

- * *When employing students, appointing authorities must comply with NRS 609 and the child labor provisions of the Fair Labor Standards Act.*
- * *Employment in this class will not lead to permanent status in State service.*
- * *The position allocation to Maintenance, Construction, Communication and/or Equipment will be identified at the time of recruitment*

EDUCATION AND EXPERIENCE: *Current enrollment in, or recent graduation from, an educational program leading to a high school diploma. (See Special Requirement and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: basic English and math. Ability to: read, write, and understand simple written materials; follow verbal and written instructions; interact and work cooperatively with others using common courtesy; learn the practices and procedures of the employing agency; perform moderate physical labor for extended periods of time; use common hand and power tools.

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
General knowledge of: methods, equipment and materials associated with the assigned area(s) of responsibility in the employing agency. Ability to: perform a wide variety of tasks associated with the assigned area(s) of responsibility; prepare simple records and reports; enter and retire data using computers.

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.

9.477

ESTABLISHED: 7/1/21R
8/20/21UC