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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
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MEMORANDUM
HR# 10-23

February 3, 2023

TO: DHRM Listserv Recipients

FROM: Mandee Bowsmith, Administrator *Mandee Bowsmith*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – COMPUTER FACILITY
TECHNICAN CLASS

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 March 6, 2023.

If no written objections are received in this office by March 6, 2023, 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 #11-23
Posting Expires: March 6, 2023

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
9.438	<i>Computer Facility Technician</i>	31	G	9.438	<i>Facility Mechanical Technician</i>	31	G
	<i>New</i>			9.436	<i>Facility Mechanical Technician Trainee</i>	29	G

Basis for Recommendation

At the request of the Enterprise IT Services (EITS) and in consultation with Subject Matter Experts from EITS and analysts within the Division of Human Resource Management (DMRM) a review was conducted on the Computer Facility Technician series. It was determined that the title be changed to Facility Mechanical Technician to better identify the class as mechanical in nature rather than computer and/or information technology related. In addition, it is recommended that a trainee level in the series be added to allow for a more diverse range of applicants and to allow for upward mobility.

Facility Mechanical Technicians within Enterprise IT Services (EITS), control power supplies and the building environment at a computer facility data center; provide technical analysis and consultation relative to power supplies and the computing environment to other State agencies; and plan, install, operate, and maintain computer support systems and equipment.

- 1) *Facility Mechanical Technician, 9.439, grade 31*: Under general supervision, incumbents perform the full range of duties as described in the series concept. This is the journey level in the series.
- 2) *Facility Mechanical Technician Trainee, 9.436, grade 29*: Under close supervision, incumbents receive training in performing the full range of duties as described I the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

It is recommended that the Facility Mechanical Technician Trainee be allocated at a grade 29, two grades below the journey level, which is comparable with the majority of classes within State service. In addition, the EEO Administrator assigned an EEO-4 Code of "G" Skilled Craft Workers which is consistent with the existing newly titled Facility Mechanical Technician.

In addition, Special Requirements were included in the Minimum Qualifications to account for a pre-employment fingerprint and background check, a driver's license requirement, and to detail the need to be subject to call-back after work hours and call-out on weekends and holidays.

Lastly, it is recommended that additional equivalencies be added to the Education and Experience section of the Minimum Qualifications for the Facility Mechanical Technician and to maintain consistent with verbiage formatting and structure.

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

Changes to the class specification 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. You may also view the recommendations and specifications online at https://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/ . For additional information call (775) 684-0137.

Objections to the proposed new classification must be received in writing by March 6, 2023. 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: February 3, 2023



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>
[COMPUTER] FACILITY MECHANICAL TECHNICIAN	31	G	9.438
<i>FACILITY MECHANICAL TECHNICIAN TRAINEE</i>	<i>29</i>	<i>G</i>	<i>9.436</i>

SERIES CONCEPT

~~[Under general supervision,]~~ *Facility Mechanical Technicians within Enterprise IT Services (EITS)* control power supplies and the building environment at a computer facility *data center*; provide technical analysis and consultation relative to power supplies and the computing environment to other State agencies; and plan, install, operate, and maintain computer support systems and equipment.

Ensure contracts are in place at the State computer facility including the uninterrupted power supply (UPS), power monitoring systems, back-up generators, heating, air conditioning and humidification equipment and the building security system in order to sustain State data processing services and avoid costly computer downtime and power supply repairs; ensure compliance with terms and requirements of Board of Examiners contracts.

Prepare criteria for service contracts and oversee the work of contractors engaged in overhauling and performing major repairs on the facility heating and air conditioning equipment, back up generators, and UPS.

Test equipment for proper operation; troubleshoot and make emergency repairs to equipment using volt/amp meters, soldering equipment and a variety of hand and power tools.

Research equipment, supplies, and costs; prepare specifications and cost estimates relative to new equipment purchase and installation; and act as agency liaison with State Public Works Board during major capital improvements associated with computer support systems and computer facility.

Compile special and monthly power event statistics using readings from power disturbance analyzing equipment; chart the data for trend analysis, justification for future power conditioning equipment, and to provide evidence when filing damage claims against the utility company.

Monitor the building environment at a data processing facility and remote sites using specialized software and a personal computer.

Provide technical support to the agencies served by conceptualizing the placement of data processing equipment, power distribution fixtures, heating, air conditioning and humidification equipment, power conditioning equipment such as uninterruptible power supplies and voltage regulators needed for remote computer installations.

Evaluate causes of data loss, line errors and equipment failures by monitoring power supplies using power disturbance equipment to analyze power surges, sags and line noise; and recommend appropriate power conditioning equipment.

Compile, translate, and distribute power event summaries collected from power analyzing equipment to State agencies and the utility company upon request, apprising them of power distribution conditions and/or problems.

Perform related duties as assigned.

CLASS CONCEPTS

Facility Mechanical Technician: Under general supervision, incumbents perform the full range of duties as described in the series concept. This is the journey level in the series.

Facility Mechanical Technician Trainee: Under close supervision, incumbents receive training in performing the full range of duties as described in the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- *A valid Class C driver's license is required at the time of appointment and as a condition of continuing employment.*
- *Persons offered employment in this position are required to submit to a pre-employment fingerprint and background check.*
- *This position is subject to call-back after work hours and call-out on weekends and holidays.*

FACILITY MECHANICAL TECHNICIAN

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and ~~three~~ two years of technical experience in the operation, testing, and maintenance of computer support systems including commercial heating, air conditioning and humidifying equipment and uninterruptible power supplies and diesel generators; ***OR Associate's degree from an accredited college or university in an electrical and/or mechanical field and one year of experience as described above; OR graduation from an accredited trade school in an electrical and/or mechanical trade and one year of experience as described above; OR one year of experience as a Facility Mechanical Technician Trainee in Nevada State service; OR*** an equivalent combination of education and experience as described above. ~~[Two years of college or trade school in an electronics-related field may be substituted for one year of the experience.]~~

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

Working knowledge of: methods, materials and tools used to operate, test, and maintain heating and large-scale air-conditioning equipment; electricity including AC/DC circuitry and the transferring of power loads; diesel generators. **General knowledge of:** the application of high voltage computer support systems including commercial heating, air conditioning and power conditioning equipment and diesel generators to control the computer environment, power supply, and distribution to computer equipment; principles of power conditioning equipment such as uninterruptible power supplies and voltage regulators; malfunctions caused by power anomalies on data processing equipment; non-linear loads and their effect on building power distribution; computer grounding and signal reference grids. **Ability to:** use power disturbance analyzers, voltage and amp meters, soldering equipment, and hand and power tools; read and comprehend mechanical schematics, building blueprints and equipment service manuals; ***and all knowledge, skills, abilities required at the lower level.***

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

Detailed knowledge of: the assigned computer facility's computer support systems. **Working knowledge of:** State purchasing procedures; State procedures involved in preparing and awarding contracts; vendors and contractors that serve the data processing community. **Ability to:** prepare purchasing and contractual specifications; conceptualize the physical environment of computer equipment and personnel; program and operate specialized software on a personal computer for monitoring local and remote building environments; prepare data charts and summaries; communicate effectively, both verbally and in writing, with vendors, contractors, agency representatives and the power company.

MINIMUM QUALIFICATIONS

FACILITY MECHANICAL TECHNICIAN TRAINEE

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and two years of experience performing semi-skilled work in the electrical and/or mechanical trades; OR Associate's degree from an accredited college or university in an electrical and/or mechanical field and one year of experience as described above; OR graduation from an accredited trade school in an electrical and/or mechanical trade and one year of experience as described above; OR one year of experience as a Maintenance Repair Worker III in Nevada State service performing electrical and/or mechanical trades work; OR an equivalent combination of education and experience as described above.*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES *(required at time of application):*
General knowledge of: safety hazards and safe working procedures in the electrical and/or mechanical trades; standard practices, methods, materials, tools, and equipment used in the repair of electrical and/or mechanical equipment. Ability to: read and understand repair orders, service and operation manuals, building plans, and building codes; adapt standard repair and maintenance procedures or methods to accommodate unusual circumstances; perform a variety of semi-skilled work relevant to the position to which assigned; safely operate and maintain a variety of hand tools, power tools, and equipment; follow verbal and written instructions; communicate effectively both verbally and in writing.

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

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>9.438</u>	<u>9.XXX</u>
ESTABLISHED:	4/19/90R	<u>X/XXXUC</u>
	10/19/90PC	
REVISED:	7/1/91P	
	11/29/90PC	
REVISED:	6/27/03PC	
REVISED:	3/19/18PC	
REVISED:	<u>X/XXXUC</u>	