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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 68-23

November 7, 2023

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – CONSERVATION STAFF
SPECIALIST SERIES AND FORESTRY FLEET COORDINATOR 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 December 8, 2023.

If no written objections are received in this office by December 8, 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 #18-24
Posting Expires: December 8, 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
1.810	Conservation Staff Specialist II Option A: Natural Resources Option B: Fleet Management	36	B	<i>1.810</i>	<i>Conservation Staff Specialist II</i>	<i>36</i>	<i>B</i>
1.809	Conservation Staff Specialist I	35	B	<i>1.809</i>	<i>Conservation Staff Specialist I</i>	<i>35</i>	<i>B</i>
	NEW			<i>1.802</i>	<i>Conservation Staff Specialist Trainee II</i>	<i>33</i>	<i>B</i>
	NEW			<i>1.801</i>	<i>Conservation Staff Specialist Trainee I</i>	<i>31</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	NEW			<i>1.804</i>	<i>Forestry Fleet Coordinator</i>	<i>36</i>	<i>B</i>

Basis for Recommendation

At the request of the Division of Human Resource Management (DHRM), Recruitment Unit a review was conducted of the Conservation Staff Specialist series. Conservation Staff Specialists assist in developing, formulating, and coordinating programs, policies, and procedures related to areas such as resource management, safety and training, fire management, and policy management pertinent to the assigned area of natural resource management, preservation, conservation, and protection.

In consultation with Subject Matter Experts from the Department of Agriculture, Department of Wildlife, Department of Conservation & Natural Resources, Division of Forestry, Division of State Parks, Division of Natural Heritage, and Conservation Districts and analysts within DHRM, it is recommended that the Conservation Staff Specialist series be amended to remove Option A: Natural Resources and Option B: Fleet Management from the Conservation Staff Specialist II and create a new class titled Forestry Fleet Coordinator.

- 1) *Forestry Fleet Coordinator, 1.804, grade 36* coordinates and supervises the statewide operational activities of the Nevada Division of Forestry's (NDF) Fleet Program to include, but not limited to: supervision of personnel; purchase, maintenance, and repair of all equipment which includes light, medium, and heavy vehicles and movable maintenance, forestry, and natural resource equipment; fuel for use by all agency vehicles, equipment, and tools including other non-rental equipment; purchase parts, materials, and supplies; develop, review, revise, and implement policies and procedures related to vehicle and equipment use within the agency; and oversee the management and accountability of the agency's property inventory.

In removing Option B: Fleet Management from the Conservation Staff Specialist II and creating the Forestry Fleet Coordinator class, the allocated grade 36 and EEO-4 Code of "B" Professional remain the same. In addition, only minor modifications were made to the representative duty statements and minimum qualifications to account for the creation of this class. This change will allow for a more robust pool of applicants as the title is more reflective of the representative job duties.

It is also recommended that two trainee levels be added to the Conservation Staff Specialist series.

- 1) *Conservations Staff Specialist Trainee II, 1.802, grade 33*: Under close supervision, incumbents continue to receive training in performing the duties described in the series concept related to the assigned area of natural resource management, preservation, conservation, and protection. This is the continuing trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.
- 2) *Conservation Staff Specialist Trainee I, 1.801, grade 31*: Under close supervision, incumbents learn to perform the duties described in the series concept related to the assigned area of natural resource management, preservation, conservation, and protection. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

It is recommended that the Conservation Staff Specialist Trainee II be allocated to a grade 33 and the Conservation Staff Specialist Trainee I be allocated to a grade 31. This is a two-grade differential between the trainee levels and the journey level which is consistent with most classes within the State. In addition, the EEO Administrator allocated an EEO-4 Code of "B" Professional, which is consistent with the class.

The addition of two trainee levels will allow for a more diverse and deeper pool of applicants and allow for upward mobility for existing employees.

Furthermore, it is recommended that a representative duty statement be added to the series concept to clarify positions may perform supervisory duties as required.

In addition, Informational Notes were added to the Minimum Qualifications to account for equivalent certification in lieu of experience.

Lastly, minor modifications were made to the Education & Experience and the Knowledge, Skills, & Abilities sections of the Minimum Qualifications of the Conservation Staff Specialist II and Conservation Staff Specialist I to maintain consistency with verbiage, formatting, and structure.

Throughout the review management and staff within the above-mentioned agencies and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed, and they support these recommendations.

Changes to the class specification 1.810 are noted as follows: additions in blue and deletions in red.

Note: 1.804 is a new class specification.

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 December 8, 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: November 7, 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>
CONSERVATION STAFF SPECIALIST II OPTIONS A. NATURAL RESOURCES B. FLEET MANAGEMENT	36	B	1.810
CONSERVATION STAFF SPECIALIST I	35	B	1.809
<i>CONSERVATION STAFF SPECIALIST TRAINEE II</i>	<i>33</i>	<i>B</i>	<i>1.802</i>
<i>CONSERVATION STAFF SPECIALIST TRAINEE I</i>	<i>31</i>	<i>B</i>	<i>1.801</i>

SERIES CONCEPT

Conservation Staff Specialists assist in developing, formulating, and coordinating programs, policies, and procedures related to areas such as resource management, safety and training, ~~[fleet and inventory management,]~~ fire management, and policy management pertinent to the assigned area of natural resource management, preservation, conservation, and protection.

Assist in the formulation and development of policies and programs; compile technical data; consult with field personnel; assess needs; develop goals, objectives, and timeframes; write specifications; design and plan activities; evaluate budget provisions; analyze, evaluate, and develop grant proposals; coordinate resources available; and formulate annual work plans for implementation.

Manage contracts, concessions, leases, and agreements; develop, evaluate, monitor, and mediate procurement and implementation of services contracts; oversee statewide concession activities; audit concessionaires and inspect premises to ensure compliance with contract terms; maintain appropriate records and prepare reports.

Review, evaluate and oversee program operations; review reports and statistics; analyze information regarding new technology and methods available; conduct field inspections; assess program quality and results; develop and recommend alternative approaches; develop and revise emergency procedures as needed; prepare summary reports; assess contract provisions, successes and the need for future modifications; study and research programs in other areas; and monitor budget and cost effectiveness in order to meet program objectives and increase efficiency.

Coordinate and implement training programs; evaluate requirements; assess needs; incorporate new equipment and procedures; organize training resources; develop written plans; compile training materials; secure funds; coordinate instructors; maintain records of employee training needs and training completed; and coordinate with related agencies in sharing resources to provide for staff development.

Gather and evaluate information for budget review and requests; summarize program descriptions; prepare justifications; coordinate and organize information on monies generated through program activities; assess requests in terms of statutory requirements; and prepare justifications for new personnel and equipment.

May supervise lower-level professional, technical, and/or administrative staff to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline as required.

Perform related duties as assigned.

CONSERVATION STAFF SPECIALIST II [OPTION]	36	B	1.810
CONSERVATION STAFF SPECIALIST I	35	B	1.809
CONSERVATION STAFF SPECIALIST TRAINEE II	33	B	1.802
CONSERVATION STAFF SPECIALIST TRAINEE I	31	B	1.801

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CLASS CONCEPTS

Conservation Staff Specialist II: [OPTION A: Natural Resources:] Under general supervision, incumbents, on a statewide basis, develop, formulate, and coordinate Statewide programs, policies and procedures related to areas such as resource management, safety and training, fire management, and policy management pertinent to the assigned area of natural resource management, preservation, conservation, and protection.

Manage resource management programs; review and develop resource plans, assist in grant development for resource projects and monitor resource actions statewide to ensure compliance with federal and State requirements for resource management.

Coordinate special grant programs; organize and develop program proposals; distribute grant or application forms to entities; negotiate cooperative agreements; review and evaluate completed applications; analyze program objectives; submit applications for final approval; cooperate with other agencies; and maintain records concerning use of funds and program criteria to protect, enhance, and conserve natural resources.

Manage volunteer programs; recruit volunteers and perform background checks; prepare contracts describing work to be done; write job descriptions and train volunteers.

Coordinate division activities with other federal and State agencies, special interest groups and the public; represent the division and provide information to the public and governmental entities; make presentations; appear before governmental and regulatory bodies; prepare press releases and interact with the media.

This class is distinguished from the Conservation Staff Specialist I by the broader scope of responsibility and additional experience required to coordinate the assigned statewide programs. *This is the advanced journey level in the series.*

~~[OPTION B: Fleet Manager: Under general supervision, the incumbent develops, formulates, and coordinates the Nevada Division of Forestry (NDF) Statewide fleet program, writes and updates policies and procedures related to vehicle and equipment use within the agency. The incumbent oversees the management, inspection, maintenance, and repair of the division's light, medium, and heavy vehicles and equipment. Perform complex diagnoses and troubleshooting, repairs as needed, rebuilds as needed, and oversee modifications of agency vehicles and equipment, and recommend actions; ensure quality control on both agency and outside vendor repairs and services; document and track all inspections, repairs, and services performed on agency vehicles and equipment; perform mechanical and safety inspections of vehicles and equipment for agency, county, and federal cooperators.~~

~~Place unsafe vehicles and equipment out of service until repairs are completed; schedule vehicles and equipment for repairs by reviewing the vehicle condition reports prepared by drivers; consult with Fire Management Officers (FMO's) and Conservation Camp Area Supervisors in the three regions; periodically review equipment in the fleet.~~

~~Organize, coordinate, and oversee specialized programs and activities for statewide implementation. Examples of these programs and activities include management of the statewide preventive maintenance program; preparation and administration of bid specifications for automobiles, trucks and equipment, including parts and repairs, for fleet maintenance operations; preparation of new vehicles and equipment for distribution to Fire and Camp programs; manage the statewide specialty equipment.~~

~~Manage and provide oversight for the Federal Excess Property Program (FEPP), to include acquisition, build-up, and disposal of the FEPP property; establish and maintain current records for all Division's vehicles and equipment. Records will include type, license, or property number, assigned location and budget account, plus mileage and type services performed. Prepare equipment property transfers and excess property forms and submit to the Forestry Program Manager or the State Office for approval. Conduct/manage annual inventory of all agency Capital Equipment and submit results to Department of Administration; maintain an accurate inventory of the Division's assets using the state database, ADVANTAGE-DAWN. Ensure the four~~

CONSERVATION STAFF SPECIALIST II [5-OPTIONS]	36	B	1.810
CONSERVATION STAFF SPECIALIST I	35	B	1.809
CONSERVATION STAFF SPECIALIST TRAINEE II	33	B	1.802
CONSERVATION STAFF SPECIALIST TRAINEE I	31	B	1.801

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CLASS CONCEPTS (cont'd)

~~[OPTION B: Fleet Manager: (cont'd)
equipment/maintenance shops are maintaining inventory control of all shop supplies and materials utilizing FLEETMATE database; prepare purchase orders for tools, manuals, supplies and services as needed.]~~

Conservation Staff Specialist I: Under general supervision, incumbents, on a regional basis, develop, formulate, and coordinate programs, policies and procedures related to the assigned area of natural resource management, preservation, conservation, and protection. *This is the journey level in the series.*

Conservation Staff Specialist Trainee II: *Under close supervision, incumbents continue to receive training in performing the duties described in the series concept related to the assigned area of natural resource management, preservation, conservation, and protection. This is the continuing trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

Conservation Staff Specialist Trainee I: *Under close supervision, incumbents learn to perform the duties described in the series concept related to the assigned area of natural resource management, preservation, conservation, and protection. This is the trainee level in the series and incumbents may progress to the next level in the series upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Applicants may be required to pass a thorough medical examination and physical agility test prior to appointment.
- * Applicants may be required to undergo a background investigation prior to being considered for employment.
- * Some positions require a valid Nevada Class A or B driver's license at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTES:

- * Incumbents may be required to obtain and maintain certification as an Agency Certified Contract Monitor.
- * Some positions require specialized skills and experience in grant management, policy development, equipment and property management, fire and/or resource management, or other natural resource fields and will be identified at the time of recruitment.
- * *Current Certification as a Professional in Rangeland Management (CPRM) from the Society of Range Management, current certification as a Certified Forester from the Society of American Foresters, or current certification as an Associate Wildlife Biologist (AWB) from the Wildlife Society is equivalent to one year of professional experience. This certification must be attached at the time of application.*
- * *Successful completion of the Research Associate Program through the Great Basin Institute will qualify applicants at the Conservation Staff Specialist Trainee II level.*
- * *One year of experience in the AmeriCorps Program will qualify applicants at the Conservation Staff Specialist Trainee I level.*

CONSERVATION STAFF SPECIALIST II [5-OPTIONS]	36	B	1.810
CONSERVATION STAFF SPECIALIST I	35	B	1.809
<i>CONSERVATION STAFF SPECIALIST TRAINEE II</i>	33	<i>B</i>	<i>1.802</i>
<i>CONSERVATION STAFF SPECIALIST TRAINEE I</i>	31	<i>B</i>	<i>1.801</i>

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MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION STAFF SPECIALIST II

~~[OPTION A: Natural Resources]~~

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, ecology, *environmental studies, environmental science*, fire management, forestry, *geology*, natural resource management, parks management, or related field and three years of [~~journey-level~~] professional experience in a relevant resource management field that included assisting in developing, formulating, and coordinating programs, policies and procedures; coordinating special grant programs and/or contracts; and coordinating training programs; *OR graduation from high school or equivalent education and five years of professional experience as described above; OR one year of experience as a Conservation Staff Specialist I in Nevada State service; OR* an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: practices and procedures applicable to obtaining and distributing grant funds; wildland and structural fire prevention and suppression; current best practices in natural resource conservation and management; safety practices and principles. **Ability to:** plan, organize, and coordinate one or more statewide programs; establish goals, objectives and timetables consistent with the division's mission; analyze problems and develop and recommend effective solutions; develop and justify budgetary requests; perform statistical and cost management analysis; coordinate and implement training and resource management programs; negotiate contracts, leases and agreements; read, interpret and explain technical documents applicable to assigned programs; communicate effectively both orally and in writing; establish and maintain cooperative working relationships with federal, State and local entities, private contractors, boards and commissions involved in natural resource management and conservation; *and all knowledge, skills, and abilities required at the lower levels.*

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

Working knowledge of: division goals and objectives; appropriate Nevada statutory authorities mandating the conservation of State resources; State Purchasing policies and procedures relating to contract management. **Ability to:** speak effectively and persuasively before groups of people; analyze information, problems, situations, practices, and procedures to define problem areas and formulate logical and objective solutions; create and manipulate spreadsheets.

~~[OPTION B: Fleet Manager]~~

~~EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or related and three years of journey-level experience which included repairing and rebuilding a variety of automotive vehicles and equipment components including engines, cooling systems, transmissions and converters, drive trains, differentials, brake systems and steering systems; OR completion of a National Automotive Technicians Education Foundation (NATEF) certified program and five years of journey-level experience which included repairing and rebuilding a variety of equipment components including engines, cooling systems, transmissions and converters, drive trains, differentials, brake systems and steering systems; OR three years of experience equivalent to Equipment Mechanic III in Nevada State service; OR an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)~~

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

~~**Detailed knowledge of:** equipment systems and operation characteristics of light, medium, heavy and specialized equipment used in firefighting from a variety of manufacturers; methods, materials, tools and equipment used in the constructions, assembly, overhaul, repair, and adjustment of automotive and firefighting apparatuses; electrical and mechanical theories of design; safe working procedures and the proper~~

CONSERVATION STAFF SPECIALIST II [OPTION S]	36	B	1.810
CONSERVATION STAFF SPECIALIST I	35	B	1.809
<i>CONSERVATION STAFF SPECIALIST TRAINEE II</i>	33	<i>B</i>	<i>1.802</i>
<i>CONSERVATION STAFF SPECIALIST TRAINEE I</i>	31	<i>B</i>	<i>1.801</i>

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MINIMUM QUALIFICATIONS (cont'd)

~~[OPTION B: Fleet Manager (cont'd)~~

~~use, storage, and disposal of hazardous materials. **Ability to:** plan, organize and coordinate one or more statewide maintenance facilities; establish goals, objectives and timetables consistent with the division's mission; analyze problems and develop and recommend effective solutions; develop and justify budgetary requests; perform statistical and cost management analysis; coordinate and implement training of staff located at all statewide maintenance facilities, negotiate contracts, leases and agreements; read, interpret and explain technical documents applicable to assigned programs; communicate effectively both orally and in writing; establish and maintain cooperative working relationships with federal, State and local entities, and private contractors. **Skill in:** performing complex diagnoses, repair, rebuilding, and modifications of firefighting equipment; basic arc and acetylene welding and cutting and basic machining; repairing, rebuilding and modifying all components of firefighting equipment including diesel and gas engines, automatic and manual transmissions, and hydraulic equipment.~~

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

~~**Working knowledge of:** division goals principles and practices of State budgeting and purchasing; State and agency administrative rules, policies and procedures; federal and State laws, rules and regulations pertaining to the Divisions operations; and principles and practices of supervision. **Ability to:** prepare and monitor an annual budget; supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline and evaluation performance.]~~

CONSERVATION STAFF SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, ecology, *environmental studies, environmental science*, fire management, forestry, *geology*, natural resource management, parks management, or related field and two years of professional experience in a relevant resource management field that included assisting in developing, formulating, and coordinating programs, policies and procedures; coordinating special grant programs and/or contracts; and coordinating training programs; *OR graduation from high school or equivalent education and four years of professional experience as described above; OR one year of experience as a Biologist II, Conservation Crew Supervisor III, Conservation Staff Specialist Trainee II, Fire Captain, Forester II, Nursery Specialist II, or Park Ranger II (Non-Commissioned) in Nevada State service; OR* an equivalent combination of education and experience as described above. (See *Special Requirements and Informational Notes*)

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

Working knowledge of: natural resources and conservation; ecological concepts; environmental laws, policies and practices; basic fire suppression techniques as applied to grass, brush and forest areas; methods and techniques used in natural resource conservation and management. **Ability to:** plan, organize, and coordinate regional programs; research, secure and administer grants; establish project objectives and timetables; develop and recommend effective solutions to problems in an assigned region; prepare budgetary requests; coordinate and implement resource management programs; develop and manage contracts, leases and agreements; read, interpret and explain technical documents; write grant applications and reports; *supervise staff*; establish and maintain cooperative working relationships with federal, State and local entities, private contractors, citizens and others involved in natural resource management and conservation; preserve, restore and enhance natural resources; make oral presentations to groups to provide information; promote resource management services to the community; plan and provide resource protection education programs in the community; *and all knowledge, skills, and abilities required at the lower level.*

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Conservation Staff Specialist II.)

CONSERVATION STAFF SPECIALIST II [5-OPTIONS]	36	B	1.810
CONSERVATION STAFF SPECIALIST I	35	B	1.809
CONSERVATION STAFF SPECIALIST TRAINEE II	33	B	1.802
CONSERVATION STAFF SPECIALIST TRAINEE I	31	B	1.801

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MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION STAFF SPECIALIST TRAINEE II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, ecology, environmental studies, environmental science, fire management, forestry, natural resource management, parks management, or related field and one year of professional experience in a relevant resource management field as described above; OR graduation from high school or equivalent education and three years of experience as described above; OR one year of experience as a Conservation Crew Supervisor II, Conservation Staff Specialist Trainee I, Firefighter II, Fish Hatchery Technician III, or Wildlife Area Technician III in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application):
 General knowledge of: methods and techniques used in natural resource conservation and/or management; statistical analysis. Ability to: read and understand technical documents; establish and maintain cooperative working relationships; manage a variety of projects simultaneously; implement assigned resource management programs; integrate program resources; utilize sound judgment and make responsible decisions and recommendations; develop, prepare, and submit analytical, narrative, and statistical reports regarding program activities; and all knowledge, skills, and abilities required at the lower level.

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

CONSERVATION STAFF SPECIALIST TRAINEE I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biology, ecology, environmental studies, environmental science, fire management, forestry, natural resource management, parks management, or related field; OR graduation from high school or equivalent education and two years of technical and/or paraprofessional experience in a relevant resource management field to include maintaining lands for wildlife, surveying wildlife, wildland fire suppression and fire prevention; conducting field research and field testing, compiling data, maintaining records, and preparing reports; OR one year of experience as a Conservation Crew Supervisor I, Firefighter I, Fish Hatchery Technician II, Forester I, Park Ranger Technician III, or Wildlife Area Technician I, in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application):
 General knowledge of: natural resource conservation/management, fire management, and/or parks management; data collection techniques. Ability to: plan, organize, and prioritize work; keep accurate records; communicate effectively both verbally and in writing; compose program documents using correct English, grammar, spelling, and punctuation; operate a personal computer and related hardware and software.

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

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.

CONSERVATION STAFF SPECIALIST II [5 -OPTIONS]	36	B	1.810
CONSERVATION STAFF SPECIALIST I	35	B	1.809
CONSERVATION STAFF SPECIALIST TRAINEE II	33	B	1.802
CONSERVATION STAFF SPECIALIST TRAINEE I	31	B	1.801

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	<u>1.810</u>	<u>1.809</u>	<i>1.802</i>	<i>1.801</i>
ESTABLISHED:	4/1/67	12/2/05R 5/5/06UC	<i>X/X/XXUC</i>	<i>X/X/XXUC</i>
REVISED:	10/1/67			
REVISED:	7/1/71			
REVISED:	8/31/73			
REVISED:	2/22/77			
REVISED:	7/1/87-12P 10/17/86PC			
REVISED:	11/13/87-3			
REVISED:	7/1/97P 6/4/96PC			
REVISED:	7/1/01R 12/7/01PC			
REVISED:	12/8/03UC			
REVISED:	8/24/04UC			
REVISED:	12/2/05R 5/5/06UC			
REVISED:	5/22/15UC	5/22/15UC		
<i>REVISED:</i>	<i>X/X/XXUC</i>	<i>X/X/XXUC</i>		



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>
FORESTRY FLEET COORDINATOR	36	B	1.804

The Forestry Fleet Coordinator coordinates and supervises the statewide operational activities of the Nevada Division of Forestry's (NDF) Fleet Program to include, but not limited to: supervision of personnel; purchase, maintenance, and repair of all equipment which includes light, medium, and heavy vehicles and movable maintenance, forestry, and natural resource equipment; fuel for use by all agency vehicles, equipment, and tools including other non-rental equipment; purchase parts, materials, and supplies; develop, review, revise, and implement policies and procedures related to vehicle and equipment use within the agency; and oversee the management and accountability of the agency's property inventory.

Assist in the formulation and development of policies and programs; compile technical data; consult with field personnel; assess needs; develop goals, objectives, and timeframes; write specifications; design and plan activities; coordinate resources available; and formulate annual work plans for implementation.

Manage contracts, leases, and agreements; develop, evaluate, monitor, and mediate procurement and implementation of service contracts; assess contract provisions, successes, and the need for future modifications; maintain appropriate records and prepare reports.

Gather and evaluate information for budget review and requests; summarize program descriptions; prepare justifications; assess requests in terms of statutory requirements; prepare justifications for new personnel and equipment; monitor budget and cost effectiveness to meet program objectives and increase efficiency.

Review, evaluate and oversee program operations; review reports and statistics; analyze information regarding new technology and methods available; conduct field inspections; assess program quality and results; develop and recommend alternative approaches; develop and revise emergency procedures as needed; prepare summary reports.

Organize, coordinate, and oversee specialized programs and activities for statewide implementation; manage the statewide preventive maintenance program; prepare and administer bid specifications for automobiles, trucks, and equipment, including parts and repairs, for fleet maintenance operations; prepare new vehicles and equipment for distribution to Fire, Camp, and Natural Resource programs; manage all statewide specialty equipment.

Manage and provide oversight for the Federal Excess Property Program (FEPP), to include acquisition, build-up, and disposal of the FEPP property; establish and maintain current records for all NDF's vehicles and equipment to include type, license or property number, assigned location and budget account, mileage and type of services performed; prepare equipment property transfers and excess property forms and submit to the Forestry Program Manager or the State Office for approval; conduct/manage annual inventory of all agency Capital Equipment and submit results to Department of Administration; maintain an accurate inventory of the Division's assets using appropriate databases; ensure equipment/maintenance shops are maintaining inventory control of all shop supplies and materials utilizing appropriate fleet database; prepare purchase orders for tools, manuals, supplies and services as needed.

May supervise professional, technical, and/or administrative staff as assigned to include performance appraisals, work performance standards, scheduling, work assignment and review, training, and discipline.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *A valid driver's license is required at the time of appointment and as a condition of continuing employment.*
- * *The position requires a valid Nevada Class A or B driver's license at the time of appointment and as a condition of continuing employment.*

INFORMATIONAL NOTES:

- * *Incumbents may be required to obtain and maintain certification as an Agency Certified Contract Manager.*

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in business administration, public administration, or related field and two years of professional experience which included responsibility for planning, organizing, and directing the operations of an equipment repair facility(s) or managing fleet operations in a government setting; developing operating procedures; reviewing specifications for bids; and budget development; one year which included supervision of staff; OR graduation from high school or equivalent education and four years of professional experience as described, one year which included supervision of staff; OR two years of experience as an Equipment Mechanic IV in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)*

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

Working knowledge of: principles and practices of equipment utilization and fleet management; inventory procurement and management. General knowledge of: principles and practices of management and supervision; budget development and oversight. Ability to: plan, organize and coordinate one or more statewide maintenance facilities; establish goals, objectives and timetables consistent with the division's mission; develop and implement policies and procedures; analyze problems and develop and recommend effective solutions; develop and justify budgetary requests; perform statistical and cost management analysis; supervise staff; coordinate and implement training of staff located at all statewide maintenance facilities; negotiate contracts, leases and agreements; read, interpret and explain technical documents applicable to assigned programs; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships with federal, State and local entities, and private contractors.

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

Working knowledge of: Division goals principles and practices of State budgeting and purchasing; State and agency administrative rules, policies, and procedures; federal and State laws, rules and regulations pertaining to the Division's operations; and principles and practices of supervision. Ability to: prepare and monitor an annual budget; supervise staff including hiring, training, assigning, and reviewing work, establishing work schedules and priorities, administering discipline and evaluation performance.

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.

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ESTABLISHED: X/X/XXUC