

Joe Lombardo  
Governor



Jack Robb  
Director

Matthew Tuma  
Deputy Director

Mandee Bowsmith  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR# 04-23**

January 9, 2023

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES – SECURITY OFFICER SERIES

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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](mailto:bghan@admin.nv.gov) no later than February 7, 2023.

If no written objections are received in this office by February 7, 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 #09-23**  
**Posting Expires: February 7, 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
11.260	Security Officer Supervisor	29	D	<i>11.260</i>	<i>No Change</i>	<i>29</i>	<i>D</i>
11.263	Security Officer	27	D	<i>11.263</i>	<i>Security Officer</i>	<i>27</i>	<i>D</i>

### ***Basis for Recommendation***

At the request of the Division of Human Resource Management., Recruitment Unit, a review was conducted of the Security Officer class. Security Officers provide security for State buildings and grounds; provide protective services to buildings and occupants; enforce applicable laws, rules, regulations, and polices; and apprehend offenders.

In consultation with analysts within DHRM it is recommended that the Education and Experience Section of the Minimum Qualifications for the Security Officer class be amended to include an equivalency statement. This amendment adds consistency and clarity to the series

Throughout the review management and staff within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommendation. In addition, the Museums and History Division and the Nevada System of Higher Education, who utilize this class specification, support the recommendation.

***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/](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 February 7, 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: January 9, 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>
<b>SECURITY OFFICER SUPERVISOR</b>	<b>29</b>	<b>D</b>	<b>11.260</b>
<b>SECURITY OFFICER</b>	<b>27</b>	<b>D</b>	<b>11.263</b>

**SERIES CONCEPT**

Security Officers provide security for State buildings and grounds; provide protective services to buildings and occupants; enforce applicable laws, rules, regulations, and policies; and apprehend offenders.

Maintain security of assigned buildings or facilities and surrounding property by conducting visual surveillance through camera monitors or direct observation; monitor State property, displays and individuals entering and leaving buildings and take appropriate action according to department policy.

Patrol buildings and grounds checking windows, locks, doors and security systems for damage or possible breach of security; follow established procedures and guidelines when security or safety violations occur.

Monitor physical condition of facilities to include electrical, structural, life safety systems and mechanical systems and report failures and deficiencies.

Maintain proficiency and certification in the use of firearms and personal defense equipment as required by the department.

Enforce laws, rules, and regulations by verbally warning trespassers or detaining violators; interact with other State and local law enforcement agencies and other personnel to maintain the safety and security of the facilities, property, staff, and general public.

Prepare and maintain security logs; complete forms and reports regarding security activity on assigned shift in accordance with departmental policy and procedure.

Assist the public by giving directions, answering questions, explaining rules, referring to appropriate staff or providing necessary forms.

Maintain proper use, control and accountability of keys, electronic access and surveillance equipment, uniforms and identification and/or monies by following established safety and security procedures.

Provide emergency responses or assistance regarding safety and security matters; relay emergency communications; administer first aid; conduct initial investigations and coordinate efforts with local law enforcement agencies; complete required forms and reports.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Security Officer Supervisor:** Under limited supervision, incumbents are responsible for supervising, training, scheduling, evaluating and coordinating subordinate Security Officers and perform the full range of duties described in the series concept. This is the supervisory level in the series.

CLASS CONCEPTS (cont'd)

**Security Officer:** Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

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MINIMUM QUALIFICATIONS

**SPECIAL REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, some positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- \* A valid driver's license is required at time of appointment and as a condition of continuing employment.
- \* Some positions required working on evening, weekends, and/or holidays.
- \* Some positions require firearms certification per P.O.S.T. criteria as a condition of continuing employment.
- \* Some positions require certification in CPR at time of appointment and as a condition of continuing employment.
- \* Some positions require first aid certification at time of appointment and as a condition of continuing employment.

**SECURITY OFFICER SUPERVISOR**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and one year of experience providing protective services to buildings and occupants, enforcing laws, rules, regulations, and policies and maintaining proper use, control and accountability of keys and electronic access and surveillance equipment; **OR** one year of experience as a Security Officer in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirements*)

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

**Working knowledge of:** modern security and surveillance equipment. **Ability to:** write routine business correspondence such as incident reports, performance evaluations and work schedules using business software including spreadsheets and databases; mediate between contending parties and groups; operate, inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering; monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises; patrol assigned premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates; analyze situations accurately and recommend or take effective courses of action including thinking and acting quickly in emergencies; communicate clearly using electronic communication devices; operate electronic security devices; use a computer to enter and retrieve information, *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:** supervisory principles and practices; applicable federal and State laws, rules and regulations in order to keep facilities and grounds secure; agency policies and procedures related to security; policies, procedures, and strategies used to promote effective local, State, or national security operations for the protection of people, property, and facilities. **Ability to:** train, supervise and evaluate the performance of assigned staff.

**SECURITY OFFICER**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and two years of experience in public contact work which included applying and implementing rules, regulations or established policies **OR an equivalent combination of education and experience as described above.** (See *Special Requirements*)

MINIMUM QUALIFICATIONS (cont'd)

SECURITY OFFICER (cont'd)

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

**Working knowledge of:** English grammar, punctuation, composition and spelling sufficient enough to communicate both orally and in writing to complete narrative reports using business software including spreadsheets and database management. **Ability to:** read and understand standard rules, regulations, policies and procedures; apply and enforce agency rules, regulations, policies and procedures; speak on a one-to-one basis using appropriate vocabulary and grammar to give directions, answer questions and explain rules; interact with people of various backgrounds; establish and maintain cooperative working relationships with State and local government personnel; maintain composure when dealing with resistant or hostile people; observe people and/or events and take appropriate action based on established procedures; work independently and follow through on assignments with minimal direction; and interact diplomatically with the public.

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

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Security Officer Supervisor.)*

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>11.260</u>	<u>11.263</u>
ESTABLISHED:	7/6/92UC	8/1/68
REVISED:		12/1/68
REVISED:		8/31/73
REVISED:		3/20/79-3
REVISED:		5/8/79-3
REVISED:		10/20/81-3
REVISED:		5/7/82-3
REVISED:		8/6/87-3
REVISED:		7/1/91P
		10/19/90PC
REVISED:		7/1/91P
		5/24/91-3
REVISED:		11/15/91PC
REVISED:	2/9/04UC	2/9/04UC
REVISED:	9/29/17PC	9/29/17PC
<b>REVISED:</b>		<b>X/XX/XXUC</b>