

Joe Lombardo  
Governor



Jack Robb  
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Matthew Tuma  
Deputy Director

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Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
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**MEMORANDUM**  
**HR# 55-23**

July 25, 2023

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** ABOLISHMENT – PLANT INDUSTRY REGIONAL MANAGER

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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 August 22, 2023.

If no written objections are received in this office by August 22, 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 #10-24**  
**Posting Expires: August 22, 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 |
| 1.112   | Plant Industry Regional Manager | 39    | A     | <i>1.112</i> | <i>Abolish</i> |       |       |

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

Upon review of the class specifications currently in use by State agencies, it was determined that the Plant Industry Regional Manager series was not currently being utilized and is not expected to be utilized in the future. The position was moved to the unclassified service on 04-01-2013. Therefore, it is recommended that this series be abolished.

The Nevada Department of Agriculture is the only State agency to utilize this series and they support this 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 August 22, 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: July 25, 2023**



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

| <u>TITLE</u>                           | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u>  |
|--|--------------|--------------|--------------|
| <b>PLANT INDUSTRY REGIONAL MANAGER</b> | <b>39</b>    | <b>A</b>     | <b>1.112</b> |

~~Under general direction of the Plant Industry Division Administrator, Regional Managers manage the overall function of the plant industry programs in an assigned geographical region in the State.~~

~~Manage and coordinate State activities in federal plant protection and quarantine programs including the regulation of agricultural biotechnology and non-native invasive species and the export certification program for plants and plant products.~~

~~Exercise control over the sale of nursery stock, plants, plant products, pesticides, fertilizers, seeds, and animal feeds by ensuring compliance with registration and licensing regulations, and labeling laws.~~

~~Evaluate and determine operational activities and develop plans for program implementation in the region; assign and prioritize work, develop alternative approaches, set work schedules, review findings, and provide for cross-training, in order to ensure efficient operations and attainment of program goals and objectives.~~

~~Analyze pertinent information related to policy and program evaluation; prepare narrative and statistical reports and summaries.~~

~~Determine work operations, work methods and procedures, and make adjustments to reflect changes in objectives, operations, and relationships with other sections consistent with division policies; review progress toward program objectives; review and resolve unusually difficult or important issues; review work and progress reports prepared by subordinate supervisors.~~

~~Train, supervise, and evaluate the performance of subordinate personnel; make hiring recommendations, delegate assignments, and initiate corrective or disciplinary actions including termination as appropriate.~~

~~Review and analyze new and proposed legislation pertaining to plant industry; determine regulatory needs and concerns; make recommendations and assist in drafting legislation.~~

~~Represent the Division of Plant Industry; appear as an official representative and present testimony at governmental and public forums; develop responses in writing to complaints, inquiries, requests for public information and environmental impact statements, and other official communications; coordinate public relations; give informational presentations at meetings of civic groups or professional organizations regarding division activities, programs and policies; implement and maintain community outreach programs.~~

~~Review program activities and resolve problems; evaluate current factors and future trends; prepare proposals for review by the Division Administrator in order to plan for future program needs within the region.~~

~~Supervise or conduct investigations of alleged violations of agricultural laws and regulations; receive complaints and information from routine inspections, surveillance or informants; perform or direct the performance of investigative tasks; collect and present data or samples obtained during investigations; and assist prosecuting agencies in order to comply with statutory provisions and enforce regulations.~~

~~Perform related duties as assigned.~~

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**MINIMUM QUALIFICATIONS**

~~EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in biological or agricultural sciences and four years of progressively responsible professional experience in agricultural regulatory programs such as agricultural product grading and inspection, pesticide operator licensing, and shipping point inspections, of which two years were in a leadworker or supervisory capacity; **OR** an equivalent combination of education and experience as described above.~~

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

~~**Working knowledge of:** supervisory practices and techniques; plant disease; herbicides, insecticides, fertilizers and plant food; agricultural industry sampling procedures; physiological defects necessary to complete shipping point inspections; plant varieties, growing characteristics, diseases, plant quarantines, and insect infestations; vertebrate pest control; rules and regulations related to pesticides. **Ability to:** comprehend legal, technical, and scientific documents; write analytical reports and business correspondence; make oral group presentations; prioritize assignments; organize and conduct investigations or surveillance operations; project future needs and plan accordingly; train and instruct employees; mediate disputes; organize and analyze data; work cooperatively with other agencies involved in agricultural programs; collect evidence and prepare documentation for use in court.~~

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

~~**Working knowledge of:** current principles and practices of management; federal and State statutes and regulations pertaining to plant industry; licensing requirements for pesticide operators; Nevada Revised Statutes and Nevada Administrative Code sections regarding hearings; proper methods for testing devices and taking samples; population dynamics of grasshoppers, crickets and other pests harmful to agriculture; agricultural regulations pertaining to the inspection of international flights. **Ability to:** supervise and coordinate the work of subordinate staff; establish work performance standards and review employee 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.~~

1.112

~~ESTABLISHED: 11/27/61  
REVISED: 7/27/75R  
5/28/76PAC  
REVISED: 6/15/81-3  
REVISED: 7/1/87-12P  
10/17/86PC  
REVISED: 7/1/89R  
12/14/89PC  
REVISED: 7/1/97P  
6/4/96PC  
REVISED: 9/14/12PC]  
**ABOLISHED: XXXXUC**~~