

Joe Lombardo
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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 58-23

September 12, 2023

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – CHIEF, WATER PLANNING
& DROUGHT RESILIENCY

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 October 10, 2023.

If no written objections are received in this office by October 10, 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 #11-24
Posting Expires: October 10, 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
	<i>NEW</i>			6.715	<i>Chief, Water Planning & Drought Resiliency</i>	44	A

Basis for Recommendation

With the approval of the 82nd Legislative Session, and in conjunction with NPD-19's submitted by the Department of Conservation & Natural Resources (DCNR), Division of Water Resources (NDWR), the unclassified Chief, Water Planning & Drought Resiliency position was removed from the unclassified service and placed in the classified service.

In coordination with subject matter experts from NDWR and analysts within the Division of Human Resource Management (DHRM), and because of this change, a new class specification is required to be developed.

- 1) *Chief, Water Planning & Drought Resiliency, 6.715, grade 44:* Under general administrative direction of the State Engineer, the Chief, Water Planning & Drought Resiliency is responsible for the oversight and management of the State's water planning, drought resiliency, and floodplain management programs; manages the staff and activities of the Water Planning & Drought Resiliency section; provides water planning, drought resiliency, and floodplain management expertise to the Division of Water Resources with statewide responsibility; determines goals and objectives; exercises executive control of, and final action on, projects and processes within the policies established by the division; and administers division regulations.

It is recommended that this class be placed in the 6.000 Engineering & Allied Occupational Group, Environmental and Land Use Services Subgroup, which is consistent with the Chief, Environmental Programs (6.809) and Chief, Hydrology (6.714). It is further recommended that this class be placed at a grade 44 which is comparable to both the Chief, Environmental Programs and Chief, Hydrology. This is also in keeping with the intent of the 82nd Legislative Session. The EEO Administrator has assigned the EEO-4 code of "A" Officials and Administrators which are occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialize consultation on a regional, district, or area basis.

Throughout the review management and staff within NDWR and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed, and they support the recommendation.

Note: This is a new class specification.

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 October 10, 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: September 12, 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>
<i>CHIEF, WATER PLANNING & DROUGHT RESILIENCY</i>	44	6.715	A

The Chief, Water Planning & Drought Resiliency, located within the Division of Water Resources, is responsible for the oversight and management of the State's water planning, drought resiliency, and floodplain management programs statewide.

Establish organizational goals, objectives, schedules, and structures and provide programmatic direction and guidance to effectively achieve objectives; develop and implement a strategy that gives long term direction to assigned programs.

Develop, review, revise, and implement policies and procedures regarding section programs in accordance with federal and State laws, statutes, rules, regulations; review current programs and make recommendations for future programs, plans, and directives as needed; identify problems in existing programs; prepare technical documents and procedures for review by the State Engineer.

Review federal, State, and local guidelines and best practices regarding floodplain management, water planning, drought response, and water conservation; provide updates and recommendations to the State Engineer and Governor's office to ensure the State is following best practices and guidelines.

Research alternative water resources; review and approve water conservation plans submitted by water purveyors in accordance with NRS 540.121 through NRS 540.151; review and provide guidance and recommendations on county water resource plans to ensure compliance with State laws and regulations.

Coordinate with the Division of Emergency Management to advance the work of the Drought Response Committee and assist during any executive orders regarding flooding or drought as needed; ensure the State is an active participant in the National Flood Insurance Program; coordinate with stakeholders on drought monitoring and conservation incentives.

Assist in the development, review, revision, maintenance, and implementation of the Nevada State Water Plan and the Drought Response Plan; assist State and local government in the development, management, and oversight of interstate and local water agreements and plans.

Assist federal, State, and local governments and the public in obtaining information regarding assigned program areas; provide outreach and public education messages; represent the division at various hearings, meetings, mediation processes, interagency workgroups, and conferences.

Ensure that all water use inventory reports prepared by the division are completed properly and reviewed for accuracy and consistency, so the amount of water used within Nevada is accurately reported; obtain and process data from a wide variety of sources to include Geographic Information Systems (GIS); prepare analytical, narrative, and statistical reports regarding section activities as required.

Identify needed statutory amendments to improve programmatic functions; assist in the preparation and justification of bill draft requests and fiscal notes; review, monitor and research bills submitted to the Legislature impacting the work unit; inform management of possible implications and recommend an appropriate course of action.

Prepare the annual budget request for the Water Planning & Drought Resiliency section; maintain and monitor assigned budget to ensure sufficient funding is available; prepare requests for enhancements and provide necessary justifications; prepare documentation for purchases as required; monitor and approve expenditures; develop, review, and monitor federal and/or State grants as needed.

Direct, manage, and supervise professional and technical staff to include, but not limited to, performance evaluations, the establishment of work performance standards, scheduling, work assignment and review, training, and disciplinary action as necessary.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: *Master's degree from an accredited college or university in conservation, engineering, environmental engineering, geography, geology, hydrology, hydrogeology, water resource management, natural resource management, or closely related field and five years of professional experience developing, implementing, and overseeing programs in the fields described above, one year which must have been in water resource management; OR Bachelor's degree from an accredited college or university in conservation, engineering, environmental engineering, geography, geology, hydrology, hydrogeology, water resource management, natural resource management, or closely related field and six years of professional experience as described above; one year which must have been in water resource management; OR or an equivalent combination of education and experience as described above.*

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

Detailed knowledge of: water use, water planning, and water conservation principles and practices. Working knowledge of: groundwater and surface water hydrology and hydrologic process; current technologies and methods used in determining water availability; principles and practices of data processing; drought monitoring, response, and mitigation activities; National Flood Insurance Program as administered by the federal government; floodplain management and mitigation planning. General knowledge of: management fundamentals to establish and revise priorities, assign tasks, influence personnel, and improve production; supervisory principles and practices; GIS systems; federal grant management; budget development. Ability to: organize and manage complex programs, projects, and hydrologic studies pertaining to water resources and water rights; assist with coordination and management of water use agreements for the State; direct individuals or teams to meet required goals and objectives, prioritize competing demands, and track multiple projects and outputs; make comprehensive recommendations on hydrologic problems; revise priorities, assign tasks, improve production, and influence personnel; supervise assigned staff to include performance evaluations, work performance standards, training, and discipline; review and critique the work of professional staff; make verbal and group presentations to present information, explain procedures, and persuade others; analyze information, technical data, problems, situations, practices, or procedures to define the problem or objective; establish and maintain effective working relationships; deal with the public in a competent manner in adversarial situations; write clear and concise reports; work positively and professionally in a regulatory agency.

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

Working knowledge of: Nevada Revised Statutes, Nevada Administrative Code, case law regarding water law, and policies and procedures of the State and the division; evolution of administrative actions since the enactment of the Nevada Water Law and subsequent amendments; techniques for providing information to the public; budgetary procedures as applied to the division. General knowledge of: State Administrative Manual and Rules for State Personnel Administration. Ability to: quickly make sound decisions on complex and diverse issues; meet division goals when unanticipated budget restraints and/or major project schedule changes occur; resolve human relations issues in a fair, equitable, and acceptable manner.

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.

6.715

*ESTABLISHED: 7/1/23R
X/X/XXUC*