

Joe Lombardo  
Governor



Jack Robb  
Director

Matthew Tuma  
Deputy Director

Mandee Bowsmith  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

**MEMORANDUM**  
**HR# 61-23**

September 28, 2023

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES – LIFEGUARD 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 October 26, 2023.

If no written objections are received in this office by October 26, 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 #13-24**  
Posting Expires: **October 26, 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
1.918	Lifeguard II	25	D	<i>1.918</i>	<i>Lifeguard II</i>	<i>25</i>	<i>D</i>
1.919	Lifeguard I	23	D	<i>1.919</i>	<i>Lifeguard I</i>	<i>23</i>	<i>D</i>

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

At the request of the Department of Conservation and Natural Resources, Parks Division and in consultation with the Division of Human Resource Management (DHRM) it was determined that a review of the Lifeguard series be conducted. Lifeguards maintain visitor safety on assigned beach and waterfront areas, respond to emergency situations, provide visitor services, patrol beaches on foot, and maintain a clean waterfront area.

In consultation with subject matters experts from Parks and analysts within DHRM it was determined that the Education and Experience section of the Minimum Qualifications at the Lifeguard II be amended to reflect one season versus one year of experience at the Lifeguard I to qualify for employment and that the Lifeguard I be amended to allow for current enrollment in high school or equivalent education and one year of general work and/or volunteer experience to qualify for employment.

These changes will allow for an increased and more diverse pool of applicants and increase recruitment efforts.

Throughout the review management and staff within DCNR and Parks and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they 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 October 26, 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 28, 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>LIFEGUARD II (SEASONAL)</b>	<b>25</b>	<b>D</b>	<b>1.918</b>
<b>LIFEGUARD I (SEASONAL)</b>	<b>23</b>	<b>D</b>	<b>1.919</b>

**SERIES CONCEPT**

Lifeguards maintain visitor safety on assigned beach and waterfront areas, respond to emergency situations, provide visitor services, patrol beaches on foot, and maintain a clean waterfront area.

Respond to emergency and rescue situations on the beach and other assigned areas; utilize lifesaving techniques; administer first aid and/or cardiopulmonary resuscitation (CPR); utilize lifesaving equipment and watercraft as appropriate; and prepare incident reports.

Provide services to visitors; give directions and information; explain and enforce park rules and regulations; resolve disputes between park visitors; and refer visitors to appropriate sources of information.

Patrol assigned beach areas on foot to observe behaviors and report unsafe practices and hazards.

Participate in training sessions; practice rescue techniques and lifesaving skills to ensure proper conditioning and refine water safety techniques; and maintain watercraft and emergency medical and rescue equipment.

Supervise and/or participate in waterfront maintenance; pick up trash and use hand tools to groom the beach; and report clean-up problems.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Lifeguard II (Seasonal):** Lifeguard II's work under the general direction of higher-level Park staff in managing the operation of a State park beach. In addition to performing the full range of duties outlined in the series concept, Lifeguard II's train, supervise and evaluate the performance of assigned personnel, prepare and review incident reports, collect data, and maintain related records.

**Lifeguard I (Seasonal):** Lifeguard I's work under the general supervision of a Lifeguard II and perform the full range of duties outlined in the series concept. This is the journey level for the series.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Applicants must successfully pass a swim test as a condition of employment.
- \* Applicants must possess and maintain a current Red Cross Lifeguarding Certificate at the time of appointment and for continuing employment.

LIFEGUARD II (SEASONAL)

25 D 1.918

LIFEGUARD I (SEASONAL)

23 D 1.919

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MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

- \* Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must submit to a pre-employment screening for controlled substances.

INFORMATIONAL NOTE:

- \* Emergency Medical Technician (EMT) Certification issued by the Nevada Division of Public and Behavioral Health, National Registry of Emergency Technicians, or out-of-state equivalent may be substituted for six months experience at the Lifeguard II (Seasonal) level.

LIFEGUARD II (SEASONAL)

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of lifeguard experience; **OR** one [~~year~~] *season* of experience as a Lifeguard I in Nevada State service. (See *Special Requirements and Informational Note*)

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

**General knowledge of:** coordination of rescue efforts and emergency medical procedures; basic principles of training and supervision. **Ability to:** respond to emergency medical and waterfront rescue situations; administer oxygen as appropriate; satisfactorily resolve disputes between park visitors; train, supervise and evaluate the performance of assigned staff using current personnel practices; ensure proper maintenance of watercraft and equipment; prepare written incident reports; collect data and maintain routine records; *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:** Nevada Park System rules, regulations, policies and procedures related to a waterfront park; and Park System policies related to providing emergency medical assistance.

LIFEGUARD I (SEASONAL)

EDUCATION AND EXPERIENCE: [~~Graduation from high school or equivalent education.~~] *Current enrollment in high school or equivalent education and one year of general work and/or volunteer experience.* (See *Special Requirements and Informational Note*)

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

**General knowledge of:** current Red Cross life saving techniques; waterfront rescue techniques; first aid as applied to emergency medical procedures. **Ability to:** effectively use lifesaving equipment in emergency situations; administer first aid and perform CPR to save lives; function effectively in extreme temperature variances such as intense sun and ice-cold water; provide information to park visitors and enforce park rules; maintain good physical condition required to perform lifesaving activities in a shore-front park. **Skill in:** using lifesaving equipment including watercraft in emergency situations.

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

*(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Lifeguard II (Seasonal))*

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.

1.918

1.919

ESTABLISHED: 7/1/63

2/1/68

REVISED: 6/29/73

6/29/73

**LIFEGUARD II (SEASONAL)**

**25**

**D**

**1.918**

**LIFEGUARD I (SEASONAL)**

**23**

**D**

**1.919**

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1.918

1.919

REVISED:	5/19/77	5/19/77
REVISED:	12/7/84-3	12/7/84-3
REVISED:	10/25/85-3	10/25/85-3
REVISED:	7/1/87-12P	7/1/87-12P
	10/17/86PC	10/17/86PC
REVISED:	10/1/93LG	10/1/93LG
	9/27/93UC	9/27/93UC
REVISED:	7/1/97P	7/1/97P
	6/4/96PC	6/4/96PC
REVISED:	5/12/06PC	5/12/06PC
REVISED:	3/23/17UC	3/23/17UC
<b>REVISED:</b>	<b><i>XXXXUC</i></b>	<b><i>XXXXUC</i></b>