

Joe Lombardo  
Governor



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**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# 67-23**

October 30, 2023

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES – SKILLBRIDGE TRAINEE

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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 November 30, 2023.

If no written objections are received in this office by November 30, 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 #17-24**  
**Posting Expires: November 30, 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
	NEW			7.773	<i>Skillbridge Trainee</i>	31	B

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

At the request of the Division of Human Resource Management (DHRM) it was determined that a class be created for the State of Nevada Skillbridge Program. This program provides transitioning service members from all branches of the U.S. Armed Forces internships and training. These opportunities allow service members to gain valuable work experience in the public sector and exposure to State employment opportunities. This new series builds a conduit for those individuals who successfully complete the internship program to be employed by the State.

- 1) *Skillbridge Trainee, 7.773, grade 31*: Under immediate supervision, incumbents perform a variety of duties while receiving training for advancement to a higher-level class. This series may be utilized for entry into any Occupational Group. Employees in this class receive on-the-job training in the duties performed in a particular field. Training received is designed to prepare individuals to do the entry-level work in that class. Duties are performed under the guidance and direction of journey level staff and/or supervisors and are closely monitored to ensure accuracy and conformance to legal requirements and established policies and procedures. Training may be supplemented by formal or informal classroom courses, workshops, and other instructional activities. This is an entry-level trainee class. Employees in this class will progress within the appropriate professional series pursuant to regulations regarding recruitment processes and automatic advancement.

It is recommended that this class be placed in the 7.000 Fiscal Management & Staff Services Occupational Group, which is consistent with the Fiscal/Business Professional Trainee series and the Staff Professional Trainee. It is further recommended that this class be placed at a grade 31 which is comparable to the Fiscal/Business Professional Trainee III, 7.776 class. The EEO Administrator has assigned the EEO-4 code of "B" Professional which is also consistent with the comparable classes.

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/](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 November 30, 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: October 30, 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>SKILLBRIDGE TRAINEE</b>	31	7.773	B

*Under immediate supervision, incumbents perform a variety of duties while receiving training for advancement to a higher-level class. This series may be utilized for entry into any Occupational Group.*

*Employees in this class receive on-the-job training in the duties performed in a particular field. Training received is designed to prepare individuals to do the entry-level work in that class.*

*Duties are performed under the guidance and direction of journey level staff and/or supervisors and are closely monitored to ensure accuracy and conformance to legal requirements and established policies and procedures. Training may be supplemented by formal or informal classroom courses, workshops, and other instructional activities.*

*This is an entry-level trainee class. Employees in this class will progress within the appropriate professional series pursuant to regulations regarding recruitment processes and automatic advancement.*

*Perform related duties as assigned.*

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* *Applicants must be honorably discharged from a branch of the United States Armed Forces or National Guard or in the process of transitioning out of military service honorably. Verification of honorable discharge or transition out of military service must be submitted at the time of recruitment.*
- \* *Applicants must have successfully completed a State of Nevada SkillBridge internship program at the time of appointment.*

**SKILLBRIDGE TRAINEE**

***EDUCATION AND EXPERIENCE:*** *Two years of experience in a Military Occupational Specialty in the field in which the applicant is to be trained. (See Special Requirement)*

***ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):***  
*General knowledge of: problem solving techniques; research techniques; recordkeeping; organizational principles; operation and use of database management, spreadsheet, word processing, and/or other associated business software. Ability to: apply complex agency and/or program regulations, requirements, and policies to specific situations; receive, review, and process a variety of documents according to established guidelines, policies, regulations, and timelines; write grammatically correct business correspondence; read and understand analytical, statistical, and/or technical information related to the profession; communicate effectively both verbally and in writing; interact effectively with clients and/or staff from a variety of backgrounds.*

*MINIMUM QUALIFICATIONS (cont'd)*

*FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for the class series to be trained.)*

*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.*

X.XXX

*ESTABLISHED: X/X/XXUC*